



# Virginia Department of State Police

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## General Order ADM 3.02 (Abridged)

## Personal Appearance Professional Staff Employees

**Purpose:** To establish general standards for the personal appearance of all civilian full-time employees, part-time employees, contract employees, interns, and volunteers on proper attire and appearance in the workplace.

1. All employees contribute to the Department's image, regardless of whether their position requires contact with the public. As such, employees must present a professional and businesslike appearance at all times.
2. Supervisors shall enforce the attire, grooming, and hygiene policy. If attire is deemed inappropriate, the employee shall be sent home to change clothes. In the event the employee is sent home for an attire-related issue, the employee shall be required to use available leave to account for time lost from work. Violations of this policy could result in disciplinary action under the Standards of Conduct.
3. Department employees shall always appear neat and clean, and keep their clothing and equipment in proper repair. Clothing should fit comfortably, without being too tight or too baggy. Attention should also be paid to all aspects of personal grooming and hygiene.
4. In all cases, employees should exercise good taste and common sense and select attire appropriate for their job and the Department's standards.
5. Employees shall wear attire commensurate with their duty assignment.
6. Hair should always be kept clean and neat. Hair shall be of a natural shade and can have no unnatural tones or colors present in the hair. Spray-on substances producing an unnatural color or glitter are prohibited.
7. Body Modifications
  - a. Body modifications include, but are not limited to:

- tongue splitting or bifurcation;
  - complete or trans-dermal implantation of any objects other than hair replacement;
  - abnormal shaping of the ears, eyes or nose;
  - gauging or gradually increasing the radius of a surgically induced opening in the flesh in areas such as the ear lobes or lips;
  - abnormal filing of the teeth; and
  - branding or scarification
- b. Body modifications visible while on duty, including during training, are prohibited.
- c. Body modifications shall not include those procedures medically necessitated by illness, deformity, or injury when performed by a licensed medical professional.

8. Tattoos

- a. Tattoos on the head, face, nose, eyebrows, neck or tongue shall be covered at all times during the performance of the employee's duties, to include attending any training, by utilizing commercially available cosmetics or fabric covers made for covering tattoos. If commercial products are used, they shall be of the same skin tone as the employee and be neutral in appearance. This policy applies whenever an employee is representing the Department in an official capacity regardless of whether on duty or not.
- b. Employees who interact directly with the public, attend meetings or any Department-approved training, testify in court on behalf of the Department, or are required to serve as panel members for an interview shall cover tattoos on all parts of the body during the performance of the employee's duties by utilizing clothing, cosmetics or fabric covers made for covering tattoos. If cosmetics or fabric covers are used, they shall be of the same skin tone color as the employee and be neutral in appearance.
- c. Tattoos of an offensive nature shall be covered at all times during the performance of the employee's duties, including during approved Department training, by utilizing commercially available cosmetics or fabric covers made for covering tattoos. If commercial products are used, they shall be of the same skin tone as the employee and be neutral in appearance. Examples of offensive tattoos include, but are not limited to:
- (1) depictions of nudity or violence;
  - (2) sexually explicit or vulgar artworks, phrases, or profane language;

- (3) symbols likely to incite a strong reaction, i.e., swastikas or similar exclusionary or hate symbols; and
    - (4) initials, acronyms, or numbers that represent criminal or historically oppressive organizations, i.e., AB, KKK, SS, HA, 666, or any street gang names, numbers, and/or symbols.
  - d. A cosmetic tattoo is a type of tattoo in which pigment is applied under the skin of a person to produce designs that resemble the use of makeup to enhance the colors of the lips, eyelids, or eyebrows. Cosmetic tattoos to produce eyeliner, eyebrows, and lipstick for female professional staff employees are permitted as long as they are natural in appearance.
9. Jewelry
- a. Jewelry, if worn by professional staff employees, must present a professional appearance.
  - b. Employees are prohibited from attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to or through the cheek, tongue, eyebrow, lip, or any exposed body part (including when visible through clothing) during the performance of the employee's duties. Employees are permitted to have only one nose stud.

#### Office Personnel

- 11. **Males** – Male office personnel shall wear suits, sports coats, dress pants, khakis, dress shirts, casual shirts with collars, ties, golf shirts, sweaters, and turtlenecks. No jeans (denim) of any color shall be worn.
- 12. **Females** – Female office personnel shall wear suits, dresses, sweaters, jackets, blouses, turtlenecks, golf shirts, dress pants, skirts, and capri pants (mid-calf or longer). Dresses and skirts shall be of an appropriate length and not expose the mid or upper thigh. Leggings shall be of the non-athletic type, extend below the calf, and be covered to prevent exposure of the mid or upper thigh. No jeans (denim) of any color are to be worn.
- 13. The type of shoes worn should be appropriate for business, workplace safety, and comfort. Acceptable shoes include dress shoes, loafers, boots, athletic shoes, and sandals. No flip-flop style shoes, Crocs, or shoes with a thong between the toe shall be worn.

14. The following prohibitions are applicable to all clothing and shoes worn in the workplace. Unless expressly permitted, these prohibitions also apply on Casual Attire Days:

- ◆ Frayed, torn, ragged, soiled or wrinkled clothing.
- ◆ Clothing that contains anything of an obscene or offensive nature.
- ◆ See-through (sheer clothing), revealing, low-cut or gaping clothing that reveals breasts, midriff, back or undergarments.
- ◆ Clothing that exposes the mid or upper thigh.
- ◆ Clothing that is unduly tight or form-fitting.
- ◆ T-shirts, tank tops (prohibited for men), halter tops, spaghetti straps (unless worn with a sweater or jacket), and midriff tops.
- ◆ Backless dresses, strapless dresses, spaghetti-strapped dresses (unless worn with a sweater or jacket during the performance of the employee's duties).
- ◆ Jeans, regardless of color (an exception to this is outlined in the Casual Attire Days paragraph 21 of this General Order).
- ◆ Any type of shorts, such as cut-off shorts, Bermuda shorts, and short shorts.
- ◆ Sweatshirts, sweatpants, athletic-style leggings, wind suits, workout clothes, loungewear.
- ◆ Baseball caps, hoods, or any unauthorized headgear.
- ◆ Bedroom slippers, flip-flops, or any flat sandal with a thong between the toes.
- ◆ Any clothing item with advertisements, and/or derogatory, offensive language, or is sexually suggestive.

Note: This listing is intended to provide guidance when determining appropriate attire for the workplace and is not all-inclusive. Employees are expected to use sound judgment in what they wear to work. Ultimately, it is the supervisor's responsibility to determine what attire is appropriate for the work environment, with Division Commanders having the final authority.

15. Division Commanders shall use discretion to relax the dress code for office personnel who work during official office closings due to inclement weather, weekends, holidays, and after normal business hours.

#### Technical Personnel

16. Dark or khaki-colored work clothes are recommended for those employees whose duties are of the nature that routine soiling of the clothes occurs (e.g., technicians, groundskeepers, storekeepers, and mechanics). Jeans are acceptable for these types of positions.
17. Employees who are assigned to work in non-climate-controlled buildings or outside are permitted to wear appropriate shorts during seasons of high temperatures.