

Directives Manual Revision Date: 08/10/2020

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## Section I - Grooming & Personal Appearance

### 1. Appearance Guidelines

1.1 Police employees are required to be neat, clean and well groomed at all times, unless authorized to dress otherwise, e.g., a covert investigative assignment. Police employees shall have no noticeable body odor caused by poor personal hygiene. Perfume or cologne may only be used in moderation.

### 2. Court Attire

2.1 The appearance of an officer in court reflects on every member of the Maryland Transportation Authority Police. Pride in one's appearance and attention to professionalism are keys to a positive public image of the agency. Employees testifying or appearing in court shall ensure that they present a neat, clean, and business-like appearance whether in full uniform or appropriate business attire. Clothing shall be clean, in good repair, and properly pressed.

2.2 A police employee, appearing in court or an administrative hearing as a representative of the MDTA Police, shall wear the prescribed uniform of the day, or business attire, unless otherwise directed by his/her commanding officer. Personnel that are not in uniform must conceal their weapon at all times, unless required to be exposed by existing District/Circuit Court Regulations.

2.2.1 When appearing for an administrative hearing at The Maryland Office of Administrative Hearings (OAH), officers must adhere to OAH's weapons policy.

2.2.2 When an officer appears for an administrative hearing at the Maryland Office of Administrative Hearings as the grievant/appellant in the matter, he/she will not be allowed to possess a firearm in the hearing facility.

2.2.3 The Maryland Office of Administrative Hearings does not permit weapons in any of its hearing facilities. Individuals who legally possess the right to wear and carry firearms will be directed to secure their weapon prior to entering an OAH facility. Exceptions to this policy will be for the following circumstances:

- A police officer in uniform, acting in his/her official capacity, who has been summonsed to appear as a witness for a hearing at the OAH and/or who is on official duty and representing his/her Agency in an Administrative Hearing. Firearms may be

carried as directed by the Police Officers Agency's Policy on wearing and carrying firearms while in uniform

- A Police Officer not in uniform, who is acting in his/her official capacity as a representative of his/her Agency in a hearing, will display his/her badge of authority and conform to his/her Agency's policy on wearing and carrying firearms.

2.3 When a police employee of the MDTA Police testifies in any capacity other than as a representative of the MDTA Police, the employee shall not wear the Maryland Transportation Authority Police uniform.

2.4 Male civilian employees and male police employees wearing civilian clothing or assigned to other than the uniform force, shall dress in a business suit or sport coat, dress slacks, shirt and tie. The wearing of t-shirts, jeans, shorts, athletic sportswear or tennis shoes is not permitted.

2.5 Female civilian employees and female police employees assigned to other than the uniform force, shall be dressed in a suit, or an appropriately formal skirt and blouse or dress. The wearing of t-shirts, jeans, shorts, athletic sportswear or tennis shoes is not permitted.

### 3. Male Police Employees

3.1 Hair will be clean, neat and present a well-groomed appearance. The length may not cover any portion of the ear and will not present a ragged or unkempt look. Mohawk hairstyles are not permitted.

3.2 Hair will not fall over the eyebrows or extend below the top of the shirt collar. In all cases, the hair may not interfere with the wearing of the departmental headgear or safety equipment.

3.3 Hair in front will be groomed so that it does not fall below the band of properly worn uniform headgear. If hair coloring is used, it must appear natural in color.

3.4 Hairpieces/wigs must conform to the same standards as stipulated for natural hair.

3.5 Sideburns will be trimmed with straight lines, ending with a clean shave horizontal base, no flair at the base is permitted and the sideburns will not extend beyond the earlobe.

3.6 Sworn personnel will report to work clean-shaven, except that mustaches are permitted as described below; stubble, beards, or goatees of any type are not permitted.

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### 3.6.1 Mustaches will:

- a. be kept clean and neatly trimmed;
- b. not be worn to allow the hair to hang over the upper line of the upper lip
- c. not extend below or beyond the corners of the mouth; and
- d. not include extreme styles such as handlebar mustache.

3.7 Fingernails shall be trimmed and free of dirt.

3.8 MDTA Police Cadets will adhere to the same grooming standards as sworn personnel and will follow the same procedures if a medical condition exists.

3.9 Grooming standard requirements are not affected by an employee being placed on modified or administrative-duty. Therefore, personnel placed on modified or administrative-duty will follow the same grooming standards they would follow if not on modified or administrative-duty.

## 4. Female Police Employees

4.1 Hair shall be neatly groomed. The length, bulk or appearance will not be ragged or unkempt. The hair may extend to cover the ears, but in no case will the bulk or length interfere with the proper wearing of any authorized headgear or safety equipment. Hair in front will be groomed so that it does not fall below the band of properly worn uniform headgear. The length may not extend more than 2" below the bottom of the collar. Hair coloring must appear natural in color.

4.2 Hair pieces/wigs must conform to the same standards as stipulated for natural hair.

4.3 No hair ornaments or ribbons may be worn, except to neatly control the appearance, must be worn in an inconspicuous manner and must be black in color.

4.4 Cosmetics will consist of neutral colors based on skin tones. The wearing of eye shadow, false eyelashes and excessive lipstick is prohibited.

4.5 Fingernails shall be trimmed and free of dirt. Females may only wear clear fingernail polish.

## 5. Jewelry Regulations

5.1 The following articles of jewelry are permissible:

- Wristwatch;
- Rings;
- Identification and/or medical alert bracelets;

- Neck chains or religious necklaces must be worn beneath the uniform;
- Only females may wear earrings. The wearing of earrings will be limited to one per ear and must be small posts or studs. Pierced or non-pierced are acceptable.

5.2 Except for ear piercings, no employee is permitted to display body or facial piercing of any kind, to include the tongue, while on duty.

## 6. Exemptions

6.1 The Chief of Police may exempt personnel assigned to covert or plainclothes investigative duties from the Grooming & Personal Appearance directives. This will be considered on a case by case basis in order for personnel to perform their covert or investigative duties effectively.

6.2 Other exemptions from the Grooming & Personal Appearance directives are not permitted except as authorized by the Chief of Police. The Chief will consider and may approve accommodations on a case by case basis.

## 7. Tattoo, Body Art & Body Modifications

7.1 This directive applies to all sworn and civilian MDTA Police employees.

### Definitions:

7.1.1 Tattoo: The act or practice of marking the skin with indelible designs, forms, figures, art, etc., by making punctures in the skin and inserting pigment.

7.1.2 Scarification: The act of intentional cutting of the skin for the purpose of creating a design, form, figure, or art.

7.1.3 Branding: The act of intentional burning of the skin for the purpose of creating a design, form, figure, or art.

7.1.4 Gauging: Gradually increasing the radius of a surgically induced circular opening of the flesh in areas such as the ear lobe.

7.1.5 Body Modifications: (excluding when medically necessitated by illness, deformity or injury, when performed by a licensed medical professional) including, but not limited to:

7.1.5.1 Tongue splitting or bifurcation;

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7.1.5.2 Abnormal shaping of the ears, eyes, or nose;

7.1.5.3 Abnormal filing of the teeth;

7.1.5.4 Branding or scarification;

7.1.5.5 Trans-dermal implantation of any object other than hair replacement;

7.1.5.6 Gauging

7.2 Prohibited tattoos, body art, and body modifications include, but are not limited to:

- Depictions of extremist philosophies, organizations, or activities including those that advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identification, national origin, or disability; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution and federal or state law;
- Images, symbols, or words that are obscene, vulgar, profane, sexually suggestive, depicting nudity, etc.
- Images, symbols, or words that advocate a philosophy that degrades or demeans a person based on gender, race, color, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identification, or disability;
- Symbols likely to incite a strong reaction in the workplace (e.g., swastikas)
- Names, initials, symbols, acronyms, or numbers that represent criminal or historically oppressive organizations or street or prison gangs, for example, Aryan Brotherhood (“AB”), Ku Klux Klan (“KKK”), the Nazi Party or Third Reich, Black Guerilla Family (“BGF”), Mexican Mafia (“MM”), Hells Angels (“HA”), MS-13, etc.;
- Depictions of illegal drugs or names, symbols, acronyms, or numbers related to illegal drugs;
- Tattoos, body art, and body modifications of the face, ears, head, and neck above the collar of a crew neck shirt;
- Teeth, whether natural, capped or veneers, that are ornamented with designs, jewels, etc.

7.3 Failure to comply with this directive will be grounds for disciplinary action. In addition to being subject to disciplinary action imposed for violating this directive, the employee will remove any form of the prohibited

body art, tattoo, marking, or body modification listed in Section 7.2 at their own expense.

7.4 Exceptions

- Micro-pigmentation, derma pigmentation, or cosmetic tattooing of the lips, eyebrows, or eyelashes is permitted as is restorative tattooing that is subdued and moderate in tone and application.

7.5 Applicants

- Applicants will be screened to ensure compliance with this directive.
- Applicants will be informed that, if hired, they will be required to comply with this directive.