

# SHIPPENSBURG POLICE DEPARTMENT

60 West Burd Street  
Shippensburg, PA 17257  
Phone: 717 532-7361 Fax: 717 532-2313

## Personal Appearance Policy

### Hair

#### Males

1. Neatly tapered, rounded, or squared at the back and may extend down to the top of the collar.
2. Hair in front may not fall lower than one-half inch above the tops of the eyebrows.
3. Hair on the sides may not extend lower than halfway down the ear.
4. Sideburns may not extend below the lowest part of the ear nor flare any wider at the bottom than their natural width at the top.
5. Officers may maintain a neatly trimmed mustache not to extend more than  $\frac{1}{4}$  inch below the bottom lip. Officers will shave daily before reporting to work.

#### Females

1. Do not extend below the bottom of the collar.
2. Styled in a fashion that allows a cap to be worn over the hair.
3. Conspicuous pins, barrettes, and combs are not authorized

#### Tattoo/Branding

Tattoos are permitted under the following provisions:

1. Tattoos may not be visible on or above the neck
2. Tattoos may not be visible on any portion of the hands or fingers
3. Visible tattoos may not depict material that is:
  - a. Racist, sexist, or homophobic
  - b. Sexually suggestive or explicit
  - c. Obscene or Profane
  - d. Gang or Drug related
  - e. Generally undermining Shippensburg Police Department values

