



WEST LAKE HILLS POLICE DEPARTMENT  
GENERAL ORDERS  
205.00 CODE OF CONDUCT

SCOTT E. GERDES  
CHIEF OF POLICE

Revised July, 2019

1. Hairstyles of all civilian and sworn employees shall be neat in appearance and shall not be extreme (e.g., spiked, dreadlocks, partially shaved to form a design; colored an unnatural shade or sprayed with substances such as glitter, neon, or fluorescent colors). In addition:
  - a. Male Sworn Employees:
    - i. Hair must not extend below the top edge of the uniform collar while assuming a normal stance and shall not interfere with the wearing of any issued headgear.
    - ii. Facial hair will be allowed, subject to the following guidelines:
      1. Conventional beards, goatees or mustaches will be allowed. Partial beards or unusual styles will not be allowed. Mustaches by themselves will not extend past the corners of the mouth.
      2. Facial hair will be neatly trimmed and will be no longer than ½" in length.
      3. Highly stylized grooming or trimming, or outlandish coloring, is not allowed.
      4. The final decision on whether a certain style of facial hair is acceptable will be made by the Chief of Police.
  - b. Female Sworn Employees:
    - i. Hair must not extend below the bottom line of the back yoke of the uniform shirt (or comparable area on a shirt without a yoke) and shall not interfere with the wearing of any issued headgear.
    - ii. Hair must be styled such that it will not contribute to injury or unnecessarily interfere with normal work duties. Hair may be styled:
      1. In an upward sweep or bun; or
      2. In braids that are close to the head and secured in a way that does not constitute a safety hazard; or
      3. To reflect other current conservative hairstyling.
    - iii. Hair clasps or barrettes may be worn but must correspond with the colors of the uniform or employee's hair color. Ribbons, beads or other decorative items will not be worn in the hair.
  - c. Exceptions for medical reasons may be made on a case by case basis. These exceptions will require documentation from a medical doctor.
- R. Employees shall not display necklaces or other jewelry outside of the uniform shirt.
- S. Employees shall not display any body piercing that is noticeable or readily visible while in official capacity except for female Employees who are wearing an earring set described in this section. Females may wear earrings while on duty as long as the earrings are not considered oversized or gaudy in appearance. Dangling earrings are not permitted for females to wear. Male Employees will not wear earrings while on duty. Employees will not wear nose rings, lip rings, eye brow rings, or any other visible jewelry piercing while on uniformed duty or while serving in an official capacity.
- T. Employees shall not display any offensive tattoos while working in an official capacity for the Department. Any tattoos that are offensive or could be deemed offensive, as determined by the Chief of Police, shall be covered during any interaction with the public. No Employee may have any tattoo on their face or head or anywhere above the collar unless specifically approved by the Chief of Police.
- U. Employees shall always present themselves in a professional appearance when in civilian attire while attending training, court, special meetings, Department meetings, etc. Acceptable attire include but is not limited to either a dress shirt and slacks, a polo type shirt and 511 or BDU type pants, or sports jacket and slacks. No faded jeans