



Cover Memorandum

Personal Appearance, JHPD Directive #104

Purpose of the Directive

The purpose of this Directive is to establish uniform dress and grooming standards for all Johns Hopkins Police Department (JHPD) members.

Summary of Directive Requirements

To ensure that the JHPD reflects the diversity of the Johns Hopkins (JH) community, this Directive reflects a modern standard of professionalism. The modern professional appearance standards included in this Directive are gender-neutral and designed to ensure equity in our recruitment efforts, and further JHPD's goal of hiring and retaining officers who live in and reflect the community it serves. To that end, this Directive establishes unisex requirements for uniform and dress, hair, jewelry, nails, make-up, body art, and facial hair. This Directive requires regular inspections of member compliance to be conducted by supervisors and provides members with the opportunity to request reasonable accommodations for dress and grooming requirements through the Office of Institutional Equity.

Blueprint for the Policy Development Process

The draft JHPD policies (hereinafter referred to as "directives") shared for community feedback are based on examples of 21st century best practices in public safety policy, identified through extensive benchmarking of university and municipal law enforcement agencies across the nation. Taken together, they represent a comprehensively progressive approach to policing that prioritizes equity, transparency, accountability, and community-based public safety strategies.

The JHPD's draft directives embody approaches that community advocates and leading experts have championed locally and in law enforcement reform efforts across the nation. The draft directives have also been developed based on input received through robust community engagement in prior phases of JHPD development, including suggestions received in the legislative process as well as last fall's Memorandum of Understanding (MOU) public comment period and feedback opportunities.

In addition, the directives were drafted to exceed the minimum requirements of the Constitution and laws of the United States and the State of Maryland, to align with the Community Safety and Strengthening Act (CSSA) and to fulfill the requirements of the MOU between the Johns Hopkins University and the Baltimore Police JHPD. The Hopkins community and our neighbors throughout Baltimore can help improve and strengthen these directives further through their feedback and input.

Material that was considered in the drafting of the Directive and Procedure Manual, include:

a. **Publicly available policies from municipal police JHPDs that have undergone substantial reform efforts**, including: the New Orleans Police Department; Seattle Police Department; Portland Police Department; Detroit Police Department; Ferguson Police Department; and Baltimore Police

Department;

b. National guidance on best practices and model policies from criminal justice reform efforts, social science research centers, and civil rights organizations, including: the Leadership Conference on Civil and Human Rights; American Civil Liberties Union (ACLU), including the ACLU of Massachusetts’s “Racially Just Policing: Model Policies for Colleges and Universities”; the International Association of Chiefs of Police (IACP); the Police Executive Research Forum (PERF); U.S. Department of Justice Office of Community Oriented Policing Services (COPS Office); The Justice Collaboratory (The JC) at Yale University Law School; and The Center for Innovation in Community Safety (CICS) at Georgetown Law School.

c. National and local higher education institutions that are based in comparable environments and make policies publicly available, including: Carnegie Mellon University; Morgan State University; Towson University; University of Chicago; University of Cincinnati; University of Maryland, Baltimore County; University of Pennsylvania; and Yale University.

To ensure that the proposed directives captured national best practices in community-focused public safety services, the development team collaborated with independent experts from two organizations: National Policing Institute (the Institute), a non-profit dedicated to advancing excellence in policing through research and innovation, and 21CP Solutions, an expert consulting team of former law enforcement personnel, academics, civil rights lawyers, and community leaders dedicated to advancing safe, fair, equitable, and inclusive public safety solutions. Each directive was reviewed by experts selected by both organizations, who provided feedback, suggestions, and edits that were fully incorporated into the current draft.

Finally, individuals and organizations representing the diversity of the Johns Hopkins University community provided feedback to ensure the policies and procedures reflect and respond to the values of our institution and to our community’s public safety service needs.

Now they are available for your review. Johns Hopkins is committed to adopting, incorporating, or otherwise reflecting recommended changes and feedback in the final version of policies so long as feedback is aligned with our values and commitments, permissible within legal parameters, and supported by national best practices for community policing and public safety.



POLICE DEPARTMENT

**PERSONAL
APPEARANCE**

**CONDUCT &
RESPONSIBILITY #104**

Responsible Executive:
Chief of Police
Responsible Office:
Vice President for Public Safety
Approved by:
Dr. Branville G. Bard, Jr.
Issued: [full date]
Revised: [full date]

Table of Contents

POLICY STATEMENT1

WHO IS GOVERNED BY THIS POLICY.....1

DEFINITIONS.....1

POLICY.....2

PROCURES2

POLICY ENFORCEMENT6

RELATED RESOURCES6

CONTACTS6

Policy Statement

To ensure that that the Johns Hopkins Police Department (JHPD) reflects the diversity of the Johns Hopkins (JH) community, this Directive reflects a modern standard of professionalism. The modern professional appearance standards included in this Directive are gender neutral and designed to ensure equity in the JHPD’s recruitment efforts, and to further the JHPD’s goal of hiring and retaining officers who live in and reflect the community it serves.

Who is Governed by this Policy

All personnel, including sworn, non-sworn, and contractual or voluntary persons in service with the JHPD are governed by this Directive.

Purpose

To establish uniform dress and grooming standards for all JHPD members. For purposes of this Directive, uniformed appearance standards apply to officers when acting within the scope of

their lawful authority as a member of the JHPD. Nonuniformed appearance standards apply to nonuniformed JHPD administrative, technical, and other support members.

Definitions

Employee:	All non-sworn, civilian employees, including Police Cadets and paid student interns of the JHPD.
Member:	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
Officer:	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.
Volunteer:	All unpaid volunteer personnel including student interns, Auxiliary Chaplains, Explorers, etc.

Policy

This Directive establishes grooming, dress code, and other general appearance standards for all JHPD members. The JHPD expects all members to be well-groomed and exhibit a professional appearance while performing their official duties. A professional appearance conveys that JHPD members take pride in their work and are committed to the JHPD's exacting standards of professionalism, and builds trust in the community.

The JHPD recognizes that there are many ways to exhibit a professional appearance and that standards can change and be subjective. In evaluating professional appearance, the JHPD primarily considers a member's ability to perform their duties safely and effectively, including using or wearing equipment needed for JHPD operations. This Directive seeks to balance changing standards in professionalism, giving JHPD members the opportunity to express themselves, and the ability of members to perform their duties safely and effectively. (Commission on Accreditation for Law Enforcement Agencies (CALEA) 26.1.1).

Procedures

I. General Appearance

- A. It is the JHPD's desire to promote respect, diversity, and inclusion by allowing its members to have personal appearances, including hairstyles, facial hair, and tattoos, that represent who they are as people, while ensuring a modern professional appearance that promotes legitimacy and community trust. As such, all members of the JHPD will be neat, clean, and well-groomed, while on duty, consistent with the requirements of this Directive.

II. Dress & Attire

- A.** All members' clothing and uniforms shall be clean and present a pressed or professional, serviceable (free of tears and visible wear) appearance before each workday.
- Members' clothing and attire, including issued lanyards and masks, shall be free of buttons and/or pins promoting affiliations, political statements, or advertising products.
 - No insignia, emblems, buttons, pins, or items will be worn on a member's uniform unless issued or approved by the Vice President for Public Safety.
- B.** When worn by members, cold weather base layers, Heatgear®, and other garments should not be visible through any shirt/top. Members' undershirts will be tucked into the trousers/bottoms and should be a solid color and void of any messages, images, and/or visible logos.
- C.** Issued uniforms will be worn by members as designed, in their entirety, and, in conformance with JHPD Directive #208, Uniforms & Equipment. In addition, members shall adhere to the following standards:
- Uniform shirts will be buttoned and tucked into the uniform trousers.
 - Long sleeves are to be fully extended and buttoned at the cuff.
 - Sleeves are not permitted to be rolled up.
 - Trousers will be worn on the waist/hips, and professionally fitted so as not to be excessively tight or baggy.
 - Issued hats will be worn during outside assignments always, unless exempted by the Chief of Police and/or Vice President for Public Safety.
 - Baseball caps, hats (including crushed hats), and other headgear not issued by the JHPD shall not be worn.
- D.** Members' footwear, duty belts, uniform accessories, and issued equipment shall be cleaned, polished, and serviceable. Members shall adhere to the following guidelines:
- The uniform belt will include a plain standard buckle and be worn through all belt loops of the uniform trousers.
 - Solid color, blue or black, uniform socks will be worn with the issued uniform, and:
 - White socks may be worn with written physician authorization to assist with certain health conditions. If authorized, the white sock shall be covered by an appropriate blue or black uniform sock.
 - Nonuniform socks, including ankle, low, or half socks, are prohibited.

- Foul weather footwear will be professional in appearance, free of dirt, and cleaned as needed to maintain a neat appearance.
- E. Non-sworn members, who are not required to wear a uniform because of their assignment, will dress in a manner that reflects a professional appearance and facilitates the safe and efficient execution of their assigned job functions, and adhere to the following:
- Unless specifically approved by a supervisor, jeans and casual attire are not authorized for wear during normal duty assignments.
 - Clothing worn for court appearances shall be business attire, such as a shirt and tie with a business suit, a blouse with a business suit, dress pants, or skirt, or a professional dress.
- F. Officers and other members assigned to special details or other unique assignments may be exempted from grooming and dress standards with approval of the Chief of Police.

III. Hair Standards

- A. The JHPD does not discriminate based on a person's hairstyle.
- B. Members shall ensure their hairstyles are well-groomed and consistent with a modern professional appearance.
- C. Members are expressly authorized to have hair texture and protective hairstyles. Protective hairstyles include braids, locks, and twists.
- D. Members' hairstyles shall be maintained to not hinder the member's safety nor compromise the ability to perform their requirements and duties as a member of the JHPD.
- E. When required, members shall ensure that their hairstyles allow for the proper wearing of a JHPD issued service cap, helmet, ball cap, or authorized protective headgear.

IV. Facial Hair

- A. Members are permitted to have clean, neatly trimmed beards and mustaches consistent with a modern professional appearance, provided they are not prohibitive of the proper wearing and effective function of required personal protective equipment (PPE) and they carry shaving equipment should an emergency dictate immediate removal or trimming of facial hair (e.g., the need to don or fit test for PPE).

IV. Fingernails

- A. Members shall ensure that their fingernails are a length which does not extend beyond their fingertips beyond 1/8 of an inch. Fingernails shall not interfere with the wearing of personal protective equipment, including disposable gloves, or other issued equipment.
- B. Members may wear fingernail polish that is consistent with a modern professional appearance.

V. Cosmetics

- A. Members may wear cosmetics that are consistent with a modern professional appearance.

VI. Eyeglass Wear

- A. Members may wear eyeglasses and sunglasses if the frames are consistent with a modern professional appearance and do not interfere with the performance of their duties or pose a risk to the safety of the member or others.

VII. Jewelry & Piercings

- A. Members are permitted to wear jewelry that is professional in appearance, inoffensive, and does not interfere with their assigned duties or pose a risk to the safety of others.
- B. While on duty officers:
 - Shall not wear more than two (2) rings. Rings should be worn in such a way so as not to interfere with the use of equipment or hinder the officer's ability to use their hands or fingers,
 - May wear one (1) watch, one (1) bracelet, and one (1) concealed necklace,
 - May wear studs or other earrings that fit closely against the ear and do not extend below or around the earlobe, and
 - May wear facial piercings that fit snugly against the face and not hinder the safety of the officer.

VIII. Body Art

- A. Members are permitted to have tattoos and body art except they are prohibited from displaying body art on the face or neck that cannot be easily concealed (i.e.,

behind the ear or the base of the neck), except for reasonable cosmetic or medical purposes.

- B. In addition, members are prohibited from having tattoos that include any images, words or symbols that depict or are obscene, offensive, sexually or criminally suggestive, profane, or could be viewed as are discriminatory in any manner, including with respect to race, color, national origin or ancestry, religion or creed, age, sex, gender, sexual preference, or disability.

IX. Inspections

- A. Members are subject to bimonthly formal and daily spot inspections by a supervisor to ensure they comply with all applicable aspects of this Directive.
- B. Supervisors shall ensure that members conform to the JHPD's dress and grooming standards and seek to assist members in coming into conformance with the requirements set forth in this Directive.

X. Accommodations

- A. Members may request reasonable accommodation for the dress and grooming requirements of this Directive through the Johns Hopkins University Office of Institutional Equity.

Policy Enforcement

Enforcement	JHPD managers and supervisors are responsible for enforcing this Directive.
Reporting Violations	Suspected violations of this Directive should be reported to the Public Safety Accountability Unit (PSAU).

Related Resources

University Policies and Documents
Conduct & Responsibility #105, Personal Use of Social Media & Electronic Devices Administrative Procedure #208, Uniforms & Equipment
External Documentation
Police Department Forms and Systems

Contacts

Subject Matter	Office Name	Telephone Number	E-mail/Web Address
----------------	-------------	------------------	--------------------

Policy Clarification and Interpretation			
--	--	--	--

DRAFT