

POPE SECURITY & INVESTIGATIONS, LLC-PSI

TITLE	:	Employee Appearance
GENERAL ORDER NUMBER	:	005
ISSUE DATE	:	12/01/11
AREA OF CONTROL	:	Security Officers

I. PURPOSE

The purpose of this General Order is to establish guidelines, policy and procedure for Employee Appearance in PSI operations.

II. BACKGROUND

Each security officer on duty represents PSI and the client. As such, you are constantly in the public, clients and visitors view. For this reason, personal appearance and bearing are of special importance. Uniforms must always be neat, clean and present a professional appearance.

Grooming standards are based on several elements including neatness, cleanliness, safety, and image of security officers. These standards are not intended to be overly restrictive, or designed to isolate security officers from society. The standards set forth are reasonable, enforceable, and ensure that personal appearance contributes to a favorable image, yet allows a degree of individual latitude.

III. POLICY

1. Uniforms. The improper or unauthorized use of company uniform; i.e., wearing uniforms while off duty, will result in disciplinary action. (Company uniforms are defined as any clothing issued to, worn or owned by an employee that bears the company name or any company logo.)

A. Shirt (Class-A/Long Sleeve): Black Polyester with "pleated" military style creases front and back. The white border American flag is sewn on the left sleeve and the Company patch is sewn on the right sleeve. The silver PSI Security badge is worn over the left breast pocket and a silver name tag is worn over the right breast pocket.

(1) Short sleeve shirts are worn April 1st thru October 31st and long sleeve shirts are worn November 1st thru March 31st.

(2) Ties must be black without design and may either be clip-on or full length. Tie tacks or bars must be conservative in design and must be silver or brass depending on color of badge and name tag. Ties will not be worn with short sleeves.

B. Pants (all Officers): black polyester creased front and back, sufficient length so as not to show socks/stockings when standing; properly sized to the individual (not skin-tight nor too baggy); hemmed and not cuffed at the leg bottom. Military style "blousing" over the boot is not authorized unless performing in special duties or assignments when required as a member of the Strike Team.

C. Belt: black, not less than 1 inch wide; plain or basket weave design with plain buckle (no ornamental tips).

D. Shoes/Boots: black with plain toe; lace, zip, or Velcro closure; no "racing" stripes, brands names, or soles of a different color. Tennis shoes or sneakers are not authorized.

E. Socks: black without design or stripes.

F. Stocking: natural or black without design; no "fishnet" stockings.

G. Undergarments: plain without lettering or designs and will be in colors that do not show through the uniform shirt. Undershirt must be worn and when visible around the collar, must be black without design and sleeves will not protrude below the sleeves of the uniform shirt.

H. Raingear: Black, Green or Yellow raincoat plain or with "Security" in white, silver or black block letters across the back. No patches or collar insignia will be worn.

I. Coats: Black, plain or with "Security" in white block letters across the back. The silver security officer Patch is worn over the left breast pocket; no nametag will be worn. NO collar insignia is authorized. NO shoulder patches will be worn.

2. Grooming standards for Men.

A. Hair will be neat, clean, and present a groomed appearance. The hair will not cover the entire ear or interfere with proper wearing of hats or other headgear. Bulk of the hair shall not exceed 1 ½ inches. (Bulk is defined as the distance the hair protrudes from the scalp when groomed.) The primary consideration remains a neatly groomed appearance for the hairstyle and type of hair. Pony-tails, plaited or braided hair may not be worn while in uniform or on duty.

B. Sideburns will be neatly trimmed and will not extend below the bottom of the earlobe. Maximum width is 1 inch and they will end with a clean shaven horizontal line.

C. Mustaches will be groomed and neatly trimmed in order to not present a ragged appearance. Goatees may be worn, but must present a neatly groomed appearance at all times. Mutton Chops, Van Dykes, or full beards are not allowed.

3. Grooming standards for Women.

A. Hair will be neat, clean, and arranged to present a groomed appearance. While in uniform the hair will not fall below the bottom line of the uniform shirt collar when standing. Natural, bouffant, and other similar hair styles are permitted but exaggerated styles, including those with excessive fullness or length are not permitted while in uniform or on duty.

B. Hair ornaments such as ribbons are not authorized while in uniform or on duty. Pins, combs, or barrettes similar in color to the hair are authorized but must not interfere with proper wearing of hats or other headgear.

C. Hairpieces or wigs, if worn, must be of good quality and fit. They shall present a natural appearance and not interfere with the proper wearing of hats or other headgear while in uniform or on duty.

D. Cosmetics must be conservative in color and worn in good taste. Earrings must be conservative, studded and small; no large "hoop" or dangling earrings are authorized regardless of length.

E. Proper undergarments, undershirt and (bras) are required when in uniform or on duty and must be of a color that will not show through the uniform shirt. Undershirt must be black without design.

IV. REVIEW OF PROCESS

1. The Command Staff conduct a periodic review of this Order to determine if it should be revised, cancelled or continued in its present form.
2. This order shall remain in effect until revoked or superseded by competent authority.