

# POLICIES AND PROCEDURES

**TITLE:** NEW EMPLOYEE ELIGIBILITY REQUIREMENTS      **NO.** BPD-120

Branson Police Department

Branson, Missouri

Effective Date: 01-01-07

Revised:

Approved by: Police Chief Carroll W. McCullough

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## POLICY

To ensure that citizens and visitors of the City of Branson receive professional and courteous service from their police department, the Branson Police Department will establish minimum eligibility requirements for all new employees.

## PROCEDURE

### I. Minimum Age Requirements

- A. All new employees must be 21 years of age or older

### II. Minimum Education

- A. New police department employees must possess a high school diploma, GED, or equivalent.
- B. All police department employees must be able to speak fluently, read, and communicate in the English language.
- C. Other educational requirements and/or certifications may be required, based on the job description, function and any pertinent City, State or Federal mandates.

### III. General Requirements

- A. All employees must be US citizens.
- B. New employees must be free of any felony or domestic violence related convictions.
- C. Prior to beginning employment, all new employees must possess a valid Missouri driver's license.

# **POLICIES AND PROCEDURES**

D. New employees must possess some typing skills.

## IV. Appearance/Grooming

### A. Hair- All Employees

1. Hairstyle and length may be subject to approval of the Chief of Police and hair shall be groomed at all times, weather and job duties permitting.
2. Safety concerns, overall department standards, and public perception shall be considerations when selecting hairstyle and length.
3. The Chief of Police may grant exceptions to this policy, in special situations.

### B. Sideburns

1. Sideburns shall be neatly trimmed and shall not extend below the bottom of the ear lobe.
2. Sideburn style and length may be subject to approval by the Chief of Police.

### C. Mustaches

1. Mustaches shall be neatly trimmed and shall not extend below the corners of the mouth.
2. Mustache style and length may be subject to approval by the Chief of Police.

### D. Beards/Goatees

1. The Branson Police Department may issue certain safety oriented respiratory protective equipment for use by commissioned personnel. Said protective equipment may have established manufacturer and/or governmental requirements for fit and testing.
2. In accordance with those requirements, beards and goatees will not be allowed for commissioned personnel. The Chief of Police may approve a beard or goatee, on a case-by-case basis, due to special assignment or medical conditions.
3. For non-commissioned personnel, beards/goatees are generally permissible, with certain exceptions. The style and length may be subject to approval by the Chief of Police. They shall be neatly and closely trimmed.

E. Males shall be clean-shaven on a daily basis during duty hours. Exception: if the employee has received prior approval from the Chief of Police for special assignment or has otherwise been granted permission.

# POLICIES AND PROCEDURES

F. Other areas of appearance, such as fingernails and makeup, or items worn that affect the professional appearance or pose possible safety hazards for all employees or citizens, such as jewelry, glasses, clothing, etc., may be subject to approval by the Chief of Police.

1. This applies to uniformed and non-uniformed employees.
2. Non-uniformed employees must comply with the City dress code.

G. All employees shall refrain from exuding offensive, distracting, or safety related odors, such as, body odor, colognes and perfumes.

H. Tattoos, Brands and Body Piercing

1. Tattoos and brands shall not be offensive, i.e., depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. No tattoo or brand may be visible while wearing any department approved/issued uniform or City approved plain-clothes attire, to include shorts as authorized for bicycle patrol and training. Employees may not have tattoos or brands on the head, neck, or hands.
2. With the exception of the ears, no part of the body may be pierced that would be visible while wearing any department approved/issued uniform or City approved plain-clothes attire, to include shorts as authorized for bicycle patrol and training. Ears may only have a maximum of four piercings per ear.

V. Additional Requirements

A. Additional requirements may be established by the Chief of Police for specific positions within the police department on an as needed basis.