

## UNIFORM REGULATIONS

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### PERSONAL APPEARANCE

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**Purpose:** The purpose of this policy is to establish standards for the personal appearance of sworn members of the North Little Rock Police Department.

**Policy Statement:** Police officers of the department must present a "neutral image" to relate to all segments of the population they serve. Social interest demands that law enforcement officers professionally present themselves.

**Summary of Changes:** Added generally prohibited but not a disqualifying factor in the hiring process regarding tattoos.

#### Procedure:

##### 1. Hair

- 1.1 The hair must be worn in such a manner as to present a neat and professional appearance, grooming will be maintained under all but the most adverse conditions.
- 1.2 The bulk and length of the hair will not interfere with the regular wearing of any required headgear or present a ragged, unkempt, or extreme appearance.
- 1.3 The overall appearance of the hairstyle will generally conform to the shape of the head.
- 1.4 Hairstyles such as pigtails, rat-tails, Mohawks, and large bouffant styles are prohibited.
- 1.5 Male Members: The hair will not be styled or allowed to fall over the ears or the top of the shirt collar except for the short cut hair at the back of the neck. Hair will not extend or protrude more than 1 and 1/4 inches from the head.
- 1.6 Female Members: When combed, the hair along the side of the head should not be styled or allowed to fall beyond an imaginary horizontal line tangent with the bottom of the shirt collar.
  - 1.6.1 Long hair is acceptable when worn upon the head in such a manner that conforms to guidelines, i.e., small bun made from straight or braided hair.
  - 1.6.2 Items used to hold the hair in place will be concealed as much as possible underneath adequately worn headgear. These items will be of a color and style that blends with the individual's hair color. Decorative items, such as ribbons, will not be worn in the hair.
  - 1.6.3 A conservative ponytail is permitted but will not extend below the bottom of the shirt collar.
- 1.7 Hair will not be styled to protrude onto the forehead below the upper portion of the eyebrows or the band of properly worn headgear.
- 1.8 Conservative Afro hairstyles are permitted. When the uniform cap is worn, the hair will not extend over the ears or top of the shirt collar and will not present a bulged, unsightly appearance.
- 1.9 Wigs or hairpieces are acceptable if they meet the requirements for hairstyles.
- 1.10 No uncommon hair colors (green, purple, etc.) are permitted. Highlighting is permissible, provided it does not distract from the officer's professional appearance.
- 1.11 Designs cut into the hair are prohibited.

##### 2. Sideburns

- 2.1 Sideburns must be groomed and maintained in an orderly manner, and the bulk of the hair will not present a ragged, unkempt, or bushy appearance.
- 2.2 Sideburns will not extend downward below the bottom of the lowest part of the earlobe and will end in a clean-shaven horizontal line.
- 2.3 Sideburns are not to be flared or any wider at the bottom than their natural width at the top.

##### 3. Mustaches

- 3.1 Mustaches must be groomed and maintained in an orderly manner that does not present a ragged or bushy appearance.
- 3.2 Mustaches will not extend downward beyond the upper portion of the lower lip.
- 3.3 Ends of mustaches will not be twisted, curled, or waxed.
- 3.4 Ends of mustaches will not extend beyond an imaginary horizontal line tangent with the lower lip line of the bottom lip.

#### **4. Beards, Goatees, Etc.**

4.1 Beards and goatees are prohibited.

#### **5. Cosmetics, Perfume, and Cologne**

- 5.1 Makeup will present a conservative appearance. A conventional look does not imply a dull look but is meant to eliminate gaudiness.
- 5.2 Excessively odorous perfumes or colognes are prohibited.

#### **6. Fingernails**

- 6.1 The length of the nail will be no more than 1/8" longer than the end of the finger with rounded tips.
- 6.2 Fingernail polish will be of traditional and conservative color.
- 6.3 Fingernail art is prohibited.

#### **7. Jewelry**

- 7.1 Members may wear a wristwatch and identification bracelet.
- 7.2 Members will be permitted to wear only one ring on each hand (the wedding band set is considered one ring).
- 7.3 Male members will not be allowed to wear earrings. Female members are permitted to wear small, conservative style ear studs.
- 7.4 Members will not wear necklaces or chains around their necks that would be visible above the uniform shirt or undershirt.
- 7.5 All other decorative jewelry is prohibited.

#### **8. Body Piercing**

8.1 Visible body piercings while on duty are prohibited.

#### **9. Tattoos/Branding**

- 9.1 Visible tattoos or intentional scars while on duty are prohibited. Members with existing tattoos, body art, deliberate body mutilation, branding, or scarring, which would be visible while on duty or representing the department will have the following options:
- 9.1.1 If in uniform, wear an authorized long-sleeved shirt (that thoroughly covers the entire tattoo), in compliance with PD 15-02; or,
- 9.1.2 If in business attire, wear suitable long-sleeved clothing (that thoroughly covers the entire tattoo); or,
- 9.1.3 If the tattoo is on the leg(s), wear authorized full-length uniform or business attire pants (that thoroughly covers the whole tattoo); or,
- 9.1.4 Cover the tattoo with a flesh or skin tone bandage/patch, not to exceed 4" x 6" (no more than one bandage/patch may be worn on an individual's arm or leg.); or,
- 9.1.5 Wear a department-approved cover up the sleeve of a color as close as possible to the individual's skin tone (purchased at the employee's expense); or,
- 9.1.6 Wear a makeup product (purchased at the employee's expense) designed to cover tattoos that blends the employee's skin tone and completely conceals the tattoo; or,
- 9.1.7 Have the tattoo or brand removed at the employee's expense.
- 9.2 Tattoos, body art, intentional body mutilation, branding, or scarring of the head, face, neck, wrists, and hands is generally prohibited but will not be a disqualifying factor in the hiring process.
- 9.3 Any tattoos having the probable expectation of bringing the public image, integrity, or reputation of the department into discredit are explicitly forbidden.

#### **10. Intentional Body Modifications**

10.1 Intentional body modifications that create an unusual appearance are prohibited. Some examples include, but are not limited to: a split or forked tongue, foreign objects inserted under the skin to create a design, effect or pattern, or enlarged or stretched out holes in the earlobes.

#### **11. Dental Ornamentation**

- 11.1 The use of gold, platinum, or other veneers or caps for purposes of ornamentation is prohibited.
- 11.2 Teeth, whether natural, capped, or veneer will not be ornamented with designs, jewels, initials, etc.

#### **12. Exceptions to Guidelines**

12.1 Members not assigned to uniformed duties may deviate from policy requirements in a manner that is commensurate with their plain-clothes assignment.

- 12.1.1 Any deviation must be approved by the member's division commander.
- 12.1.2 Members who are not required to wear a uniform will maintain their appearances under generally accepted business styles.
- 12.2 To meet uniformed staffing needs during exigent circumstances, all non-uniformed employees having an approved appearance deviation must be able to comply with uniformed appearance requirements.
- 12.3 Those officers in job assignments that require them to have a non-traditional appearance will be exempt from these guidelines.
- 12.4 All other exceptions to the guidelines will be approved by the chief of police.

**13. Compliance**

- 13.1 Any member deemed to be out of accordance with any section of this policy will be required to rectify the violation as soon as practical.
- 13.2 Any member directed by any supervisor to change their appearance to comply with this directive has the right to appeal the request to the chief of police if the member deems the order to be capricious or unwarranted. Appeals should be in writing and submitted through the chain of command within three working days.

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Mike Davis  
Chief of Police