

## UNIFORM REGULATIONS

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### DRESS CODE, NON-SWORN MEMBERS

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**Purpose:** The purpose of this policy is to establish a dress code for non-sworn employees.

**Policy Statement:** It is the policy of the North Little Rock Police Department to promote a professional work environment, and to convey a professional image of the agency to the public with proper attire for all members.

**Summary of Changes:** Adds policy statement. Change from General Order to Policy Directive.

**Definitions:**

**Business Attire:** For the purpose of this policy, business attire is defined as a suit, sport coat and slacks, shirt, tie, and dress shoes for males; or a dress, pantsuit, dress pants or skirt worn with a sweater or blouse, and dress shoes for females.

**Business Casual Attire:** Includes slacks, dress sweaters, or collared polo shirts for males; or blouse, sweater, slacks or skirts for females. Jeans, shorts, capris, athletic shoes, and other informal casual clothing are not considered business casual attire.

**Procedure:**

**1 Dress**

- 1.1 Non-sworn members assigned in executive secretarial positions will wear business or business-casual attire consistent with a professional office environment.
- 1.2 Non-sworn members assigned to the Support Services Division will wear the non-sworn uniform as outlined in Policy Directive 15-3, *Uniform Issue/Allowance*.
- 1.3 Other non-sworn members of the Department may elect to wear the uniform. Members electing to wear the uniform will be required to wear the uniform for at least one year.
- 1.4 Division Commanders will make the final determination as to what constitutes proper dress attire for their division. Division Commanders may authorize "informal dress days" at their discretion.

**2 Appearance**

- 2.1 For both male and female members, hairstyles will be conservative in style, cut, color, and overall appearance. Unnatural styles or hair colors are prohibited.
- 2.2 Female members are permitted to wear cosmetics that present a normal appearance.
- 2.3 Excessively odorous perfumes or colognes are prohibited.
- 2.4 Facial piercings are prohibited.

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Mike Davis  
Chief of Police