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## UNIFORM REGULATIONS

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### PERSONAL APPEARANCE

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**Purpose:** This policy aims to establish standards for the personal appearance of sworn members of the North Little Rock Police Department.

**Policy Statement:** Police officers of the department are expected to present a professional appearance while carrying out their official duties. However, the department recognizes that our members are our greatest asset, and individuality and diversity are strengths. Therefore, all population segments should see officers as department representatives and as unique and diverse individuals. Expressions of individuality can be permitted within the guidelines of maintaining a professional image as established by this policy.

**Summary of Changes:** Added information to 4.2 regarding beard length no greater than half (1/2) an inch.

#### Procedure:

##### 1. Hair

- 1.1 The hair must be worn in such a manner as to present a neat and professional appearance; officers will maintain grooming 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 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. Hair will not extend or protrude more than one (1) and one-fourth (¼) 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 top of the shirt collar.
  - 1.6.1 Long hair is acceptable when worn upon the head in a manner that conforms to guidelines, i.e., a small bun made from straight or braided hair.
  - 1.6.2 Items used to hold the hair in place will be concealed. These items will be of a color and style that blends with the individual's hair color. Female officers will not wear decorative items, such as ribbons, in their hair.
  - 1.6.3 A conservative ponytail is permitted but will not extend below the top of the shirt collar.
- 1.7 Officers will not style the hair 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. However, when approved headgear is worn, the hair will not extend over the ears or top of the shirt collar.
- 1.9 Wigs or hairpieces are acceptable if they meet the requirements for hairstyles.
- 1.10 No distinctive 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. 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. Instead, they 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.

#### **4. Goatees and Beards**

- 4.1 Any officer deciding to grow a mustache, beard, or goatee should commit to having such and not use this policy section as an excuse to go short term without shaving. Any officer found to consistently go without shaving and not following the spirit of this policy will be found in violation.
- 4.2 Goatees and beards must be groomed and maintained in an orderly manner that does not present a ragged or bushy appearance. The goatee or beard is not to protrude more than half (1/2) an inch from the jawline. Officers will neatly trim the beard edges on the cheek and neck area. As a result, the beard's neckline will not extend below the top of the larynx or Adam's apple.
- 4.3 Goatees will not be groomed to a pointed end on the chin. Instead, officers will neatly trim the edges along the face, with the bottom edge of the goatee terminating immediately under the chin.

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

- 5.1 Makeup will present a conservative appearance. A conventional look does not imply a dull appearance but eliminates 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 are not allowed to wear earrings. However, female members are permitted to wear small, conservative-style ear studs.
- 7.4 Members will not wear necklaces or chains around their neck that would be visible above the uniform shirt or undershirt.
- 7.5 Any other decorative jewelry is permitted if covered when wearing a uniform.

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

- 8.1 Visible body piercings while on duty are prohibited.

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

- 9.1 Uniformed employees are permitted to have visible tattoos on the arm(s), hand(s), and leg(s) while wearing any authorized uniform or business attire. Tattoos, body art, intentional body mutilation, branding, or scarring of the head, face, or neck are prohibited. Members will cover any existing neck, arm, or leg branding.
  - 9.1.1 Members will cover any tattoos having the probable expectation of bringing discredit to the department's public image, integrity, or reputation.
- 9.2 Options to cover a tattoo or branding can include wearing a department-approved sleeve that matches as close as possible to the individual's skin. Members can also have the tattoo or brand removed at their expense.

#### **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 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 commensurate with their plain-clothes assignment.
  - 12.1.1 The member's division commander must approve any deviation.
  - 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 officers with an approved appearance deviation must comply with uniformed appearance requirements.

12.3 Those officers in job assignments requiring a non-traditional appearance will be exempt from these guidelines.

12.4 The Chief of Police will approve all other exceptions.

**13. Compliance**

13.1 All supervisors will be responsible for closely monitoring members for compliance with this policy. Violations of this policy should be addressed by a supervisor immediately.

13.2 Any member deemed to be out of accordance with this policy will be required to rectify the violation as soon as practical.

13.3 Any member directed by a supervisor to change their appearance to comply with this directive has the right to appeal the request to the Chief of Police. Appeals should be in writing and submitted through the chain of command within three working days.

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Patrick Thessing  
Chief of Police