

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

### **SECTION 5: UNIFORMS, EQUIPMENT, AND GROOMING**

#### **SUBJECT: 501 GROOMING STANDARDS**

**EFFECTIVE: 01/01/2015**

1. **PURPOSE.** Conservative grooming projects the image of an alert, responsive agency that takes pride in its work.
2. **POLICY.** It is the policy of this department that all members shall present a professional appearance, and all members shall comply with the specifications outlined in this order.
3. **PERSONAL GROOMING STANDARDS.** A. These standards shall apply to all members.

#### A. Male hairstyles and grooming standards.

1. All uniform male members, whether sworn or non-sworn, shall keep their hair neatly trimmed and conservatively groomed.
2. The wearing of a mustache is allowed, but the wearing of a beard is not. If worn, a mustache must be kept neatly trimmed. The mustache must not exceed the upper vermilion of the lip or extend more than 1/4" beyond the corners of the mouth.
3. Sideburns may not extend below the bottom of the earlobe, and must end with a clean horizontal line and not flared out at the bottom.
4. A man's hair shall not touch his shirt collar or extend over the top of the ears. The hair shall be clipped so as to be evenly graduated around the sides and back of the ear.
5. Dyed, tinted or bleached hair must be within an acceptable color range, and must be professional in appearance.
6. Hair must be styled in such a manner so that it does not interfere with the proper wearing of the uniform headgear or any specialized equipment assigned for use.
7. Non-uniform male members shall adhere to the same hair and grooming code as uniform members, but final determination will be at the discretion of a commander.
8. Non-uniform male members may be temporarily excused from these hair and grooming regulations while on undercover assignment. However, such members shall again comply with these regulations once the special assignment is completed or whenever wearing the official uniform.

#### B. Female hairstyles and grooming standards.

1. All uniform female members, whether sworn or non-sworn, shall keep their hair neatly and conservatively groomed.
2. Hair may touch the collar but groomed in a way that it does not become a safety problem by securing the hair above the shoulder line. Hair shall be neatly trimmed and shaped and of a length that permits wearing of the uniform cap or hat or other department emergency equipment and that will not interfere with security and effectiveness when dealing with violators.
3. Dyed, tinted or bleached hair must be within an acceptable color range,

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and must be professional in appearance.

4. Non-uniform female members, whether sworn or non-sworn, shall adhere to the same hair and grooming code as uniform members, but final determination will be at the discretion of the Chief of Police.
5. Non-uniform, sworn female members may be temporarily excused from these hair and grooming regulations while on undercover assignment. However, such members shall again comply with these regulations once the special assignment is completed or whenever wearing the official uniform.

#### **4. PROSTHETIC DEVICES.**

- A. Any member who has had prosthetic devices fitted for reasons of appearance and/or utility will wear such devices when on duty.
- B. Members who need such devices fitted, particularly those requiring the services of a dentist, will make every effort to secure the appropriate prosthesis and services.
- C. Exceptions will be granted for verified health or medically related reasons.

5. **JEWELRY.** Members may wear wedding rings, engagement rings, fraternity or emblem rings. Necklaces, bracelets (except medical alert emblems), or other jewelry will not be visible if worn by any uniformed member while on duty. A female officer or female uniformed employee may wear one pair of earrings in the ear lobe, provided they shall be the post type for pierced ears and shall have a visible portion no greater than 3/16 inch in diameter. (Female records unit members are exempted, but good taste should apply). Watchbands will be of conservative style, not generally wider than the face of the watch.

6. **BODY MODIFICATIONS.** Body modifications are defined as any body adornment or alteration implemented through the following techniques, which include but are not limited to: body piercing, tattooing, branding, gauging, trans-dermal implantation and mutilation. This policy does not include practices that are considered medical procedures or natural abnormalities by a state medical board.

7. **TATTOOS.** Tattoos on the ears, head, face, nose, eyebrows, neck or tongue are prohibited. The Department does not accept any applicants with body art on these specified areas. This also includes tattooing or branding on any part of the body that is obscene, advocates sexual, racial, ethnic or religious discrimination, or is detrimental to the good order and discipline, or is of a nature that tends to bring discredit upon this department. Tattoo restrictions are:

- A. Full sleeve tattoos (anything that extends below the elbow) must be covered with a long sleeve shirt, flesh tone stocking or commercially available cosmetics.

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- B. One tattoo may be present on the lower arm, from the elbow to the wrist. However, the entirety of this tattoo must be smaller than a standard playing card, 2.5" by 3.5", or 8.75 square inches in size.
- C. The Department defines excessive body art as more than four (4) visible tattoos on arms and/or legs as prohibited when wearing short sleeves and uniform short pants.
- D. This Policy includes all officers wearing their Department uniform, especially short sleeves, whether on duty or working an extra duty uniformed assignment.
- E. Officers employed prior to this policy's implementation that have tattoos that exceed this limit are considered exempt and existing tattoos will not have to be covered. Should any officer add to his or her existing tattoo, the policy on covering would have to be followed. To avoid any confusion any officer that has such tattoos should document the existing body art with the Chief's office

**By order of**

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Darrell Basco  
Chief of Police