


# PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	<b>SUBJECT:</b>	<b>POLICY NUMBER</b> 111
	<b>PERSONAL GROOMING</b>	<b>ISSUE DATE</b> 02/19/2008
	<b>CHAPTER: ADMINISTRATION &amp; PERSONNEL</b>	<b>EFFECTIVE DATE</b> 02/19/2008
	<b>ISSUED By:</b> Chief of Police John E. Howell	<b>TOTAL PAGES</b> 3

## I. PURPOSE

All sworn employees of this department will present a neat and clean appearance and image to the general public.

## II. PROCEDURES

### A. GROOMING:

1. Employees will keep their persons clean and sanitary by daily bathing.

### 2. MOUSTACHE:

a. The face shall be clean shaven; with the exception that wearing of a neatly trimmed moustache is permitted. The lowest point of the moustache will be no lower than ½ inch past the corners of the mouth.

b. A growth of whiskers shall be temporarily permitted for medical reasons, when substantiated by the officer's personal physician. Temporary shall be thirty (30) days unless extended by the Chief of Police. A growth of whiskers shall be permanently permitted for medical reasons, when substantiated by the officer's personal physician and a physician chosen by the Department. In all cases the beard shall be neatly trimmed and shall be no longer than three-eighths (3/8) of an inch.

### **3. HAIRSTYLE:**

- a. Hair will be neat and clean in appearance at all times.
- b. The back will be neatly tapered, rounded or squared and may extend one (1) inch over the top of the collar. Length of hair in front will not fall lower than one-half (1/2) inch above the tops or the eyebrows. Length of the bulk of the hair on the sides will not extend lower than half (1/2) way down the ear, however the sideburns may extend downward to the bottom of the lowest part of the ear, but not below. Sideburns will not be flared or any wider at the bottom than their natural width at the top.
- c. While on duty, female officer's hairstyle may not extend more than one (1) inch below the bottom of the collar.
- d. Conspicuous pins, barrettes, combs, and other hair ornaments are not authorized while in uniform.
- e. Officers who are authorized to wear civilian clothing, shall while on duty, adhere to the hair style regulations suitable for professional business establishments.
- f. Any employee whose current assignment may require any deviation from the above procedures may make a request to the Chief of Police for written approval of an exception of this policy. The said approval will expire automatically upon completion of the assignment.

### **4. JEWELRY**

- a. Uniformed employees may wear a wristwatch and/or identification bracelet. Such items shall be worn without flamboyancy.
- b. Officers may wear one ring on each hand. These items should be unable to inflict injury.
- c. Necklaces or pendants worn around the neck may not be visible when the uniform is worn.
- d. Earrings, nose rings, or other body ornaments are not permitted while on duty or in uniform.

**5. MAKE UP FOR FEMALE OFFICERS**

- a. The use of make up by sworn female employees, whether in uniform or plain clothes, shall be conservative. This does not imply a plain look, but is meant to eliminate gaudiness.

**6. FINGERNAILS**

- a. No personnel shall wear fingernails that exceed one-sixteenth (1/16) inch in length beyond the tip of the finger and will not interfere with the normal duties of an officer. Only clear fingernail polish will be acceptable while on duty. All personnel will ensure that their fingernails are free of dirt before reporting for duty.