

JACKSONVILLE POLICE DEPARTMENT

Policy: 5-9
Effective: 01-01-09
Revised: 01-17-22

UNIFORMS / GROOMING

PURPOSE: To establish policy regarding uniforms and grooming.

POLICY: All officers and employees of this Department will present a neat and clean appearance and image to the general public.

PROCEDURES:

I. GROOMING

A. Employees will keep their persons clean and sanitary.

B. Facial Hair: Employees will be permitted to wear goatees or beards that are maintained at a length and pattern so as not to detract from the officer's professional appearance.

1. Beards must be trimmed above and below and shall not be permitted below the Adam's apple or on the neck. The bulk of the beard (distance that the mass of facial hair protrudes from the skin of the face) shall not exceed one-half (1/2) inch. The length of the individual facial hair shall be limited to three quarters (3/4) of an inch. The mustache will be trimmed in a manner as not to conceal any portion of the top lip.
2. Full and partial beards are authorized; but patchy, spotty clumps of facial hair are not considered beards and, as such, are not permitted. The immediate supervisor will have the authority to deem an employee's facial hair appropriate.
3. If only a mustache is worn, the lowest point of the mustache will be no lower than the lowest point of the top lip and it will be trimmed in a manner as not to conceal any portion of the top lip.
4. Sworn personnel working in undercover assignments, or specialized assignments requiring facial hair not otherwise authorized by this policy, shall be exempt from these restrictions at the discretion of the Division Commander, and the Chief of Police.

C. Hairstyles:

1. Both uniformed and non-uniformed employees' hair will be neat and clean in appearance at all times and present a professional appearance.
2. No hairstyle will contain any shaved designs (i.e. hair graffiti).
3. Males
 - a. The back will be neatly tapered, rounded or squared and may only extend down to the top of the collar.
 - b. Length of hair in front will not fall lower than one-half inch (1/2") above the tops of the eyebrows. Length of the bulk of the hair on the sides will not extend lower than the top of the ear. However, the sideburns may extend downward to the bottom of the lowest part of the ear, but not below.
 - c. Sideburns will not be flared or any wider at the bottom than their natural width at the top.
4. Females
 - a. Females in uniform shall wear their hair in styles, which project a conservative professional image.
 - b. The hair must be neat and shall not extend below the bottom of the shirt collar, unless worn in a ponytail. The grooming style must be maintained under all but the most adverse conditions.

- c. If employees use dyes, tints, or bleaches, they must choose those that result in natural looking hair colors and appearance (e.g. black, brunette, blond, natural red, and grey). Colors that detract from a professional appearance are prohibited.
 - d. Conspicuous pins, barrettes, and combs are not authorized.
 - e. Hairstyles such as pigtails and large bouffants are not acceptable.
- D. Tattoos: Maintaining a professional appearance is critically important to fostering public trust and confidence in law enforcement, and exceeding the standards of the profession. The following shall be adhered to:
- 1. Employees, both uniformed and non-uniformed, will report their existing tattoos that are visible below the elbows and below the knees which would likely be seen in a short sleeved shirt or bicycle shorts. This shall be done via their chain of command to the Chief of Police, describing the tattoos and their location on the body.
 - 2. Only one (1) "ring style" finger tattoo is permitted on each hand.
 - 3. No employee shall obtain or display any tattoo on the front or sides of the neck, the head, or the face area. Existing employees, from the date of this policy, that have any prohibited tattoos must keep the tattoo(s) completely covered, without exception, while on duty or during work related functions.
 - 4. No employee shall exhibit any tattoo that is likely to be seen as gang or drug related, racist, sexist or sexually suggestive or explicit, obscene or profane, vulgar or containing profanity, religiously discriminatory, undermining City or Department values, or containing illustrations, references, symbols, acronyms, etc. that represent criminal, oppressive, prejudicial, or discriminatory beliefs or organizations. The Chief of Police shall have the discretion to request an employee to keep any tattoo covered which he deems unprofessional.
 - 5. No employee shall obtain any new tattoos that would be visible to the public while on duty or work related functions without written permission from the Chief of Police. A written request will be submitted via the employee's chain of command.
- E. Piercings and Body Modifications:
- 1. Facial piercings of the nose, lip, eyebrows, tongue, or another part of the face or neck is unacceptable for all employees. An exception will be a female officer may wear one (1) pair of stud earrings in the lower ear lobe(s), and non-sworn females may wear professional looking pierced earrings.
 - 2. Body modifications that are visible while on duty or during work related functions are prohibited. Body modifications are defined as any intentional body mutilation, scarring, or branding and include, but are not limited to, the following:
 - a. A split, forked tongue;
 - b. Foreign objects inserted under the skin to create a design, effect, or pattern;
 - c. Scarification;
 - d. Enlarged or stretched out holes in the earlobes (other than normal piercing holes) and dermal punching.
 - 3. False Eyelashes will be of natural color and style; not to be longer than ½ inch in length.
 - 4. Fingernails will be kept neat, clean and trimmed no longer than ½ cm in length for males and females.
- F. Dental Ornamentation: Officers shall not have dental ornamentation. The use of gold, platinum, silver, or other veneer caps for the purposes of ornamentation is prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, initials, etc.