

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 pigtailed 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.

II. UNIFORMED PERSONNEL ATTIRE

- A. The following attire is approved for uniformed personnel:
1. Class A Uniform - long sleeve poly-blend shirt, pants, tie, and polished boots;
 2. Class B Uniform - short or long sleeve poly-blend shirt, pants, and polished boots;
 3. Class C Uniform - short or long sleeve utility shirt, pants, and JPD polished boots;
 4. Class D Uniform - Utility (511/Propper) style pants and collared shirt; and JPD approved

- boots;
- 5. Uniform of the Day - as determined by the employee's Division Commander or as directed by the Chief of Police.
- B. All uniforms and equipment will be of a style approved in advance by the Chief of Police.
- C. All insignia worn will be of a type approved by the Chief of Police.
 - 1. Insignia of rank shall be worn by Sergeants and above.
 - a. Sergeants shall wear the appropriate embroidered rank chevron on each sleeve of the long sleeve and short sleeve uniform shirt;
 - b. Lieutenants and above will wear a brass-collar insignia of rank affixed to each collar of the long sleeve and short sleeve uniform shirt; and
 - c. Non-ranking officers and Sergeants will wear the JPD insignia in the appropriate color (silver for Officers and gold for Sergeants) on each collar when in a Class A uniform only.
 - 2. Each employee will wear a name tag on the uniform shirt over the right pocket with the first initial and last name displayed prominently. The name tag will be silver for officers and gold for supervisors.
 - 3. Each employee shall wear on the left sleeve, above the cuff, of the long sleeve Class A and B uniform shirt, insignia denoting their years of service in full-time sworn law enforcement set out as follows: silver star (gold for supervisors) denoting each five (5) years of service as a law enforcement officer and one (1) silver bar (gold for supervisors) denoting each year of service [up to four (4) years].
 - 4. Field Training Officers will wear an FTO patch on each sleeve of the uniform below the Department patch on the left sleeve and the rank or unit patch on the right sleeve.
- D. All uniforms worn must be in serviceable condition. Supervisors are responsible for regularly inspecting uniforms of their officers, and insuring uniforms meet the guidelines of the Jacksonville Police Department.
- E. All personnel will be held personally accountable for the return of all Department issued uniform items. No issued item is to become the property of any individual; all uniforms remain the property of the Department.
- F. Items lost or damaged during law enforcement activities will be reported on an incident report and the employee shall immediately report the incident to his supervisor.
- G. Replacement of personal items purchased by the employee that are lost or damaged in law enforcement activities will be determined on a case-by-case basis.
- H. Property lost or damaged as a result of law enforcement activities in connection with the arrest of an individual will be promptly reported, replacement costs determined and the officer involved will include, during prosecution of the individual, a request to the courts that any sentence include restitution of costs to the Department.
- I. All officers will be issued a body armor vest and an internal and external carrier for use. External carrier will only be worn with Class B, C and D uniforms. Wear will be **MANDATORY** for all personnel in uniform assigned to patrol functions. It is also **MANDATORY** when any officer is participating in raids, barricade or hostage situations, or in any situation deemed appropriate by the supervisor on duty. Wear of the body armor at other times is encouraged. (7.25)

III. NON-UNIFORM ATTIRE

- A. The following attire is approved for non-uniformed personnel:
 - 1. Business Casual - includes utility style pants and collared shirt; or
 - 2. Uniform of the Day - as determined by the employee's Division Commander or as directed by the Chief of Police.
- B. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable casual attire for work, please ask your supervisor.

ALEAP: 2.13, 7.25

Brett C. Hibbs
Chief of Police