



LOUDON POLICE DEPARTMENT LOUDON, TN



Chapter

Subject: Personal Appearance Policy	Effective Date: 03/25/2019	Revised Date: 03/25/2020
Title: Personal Appearance Policy	Pages: 4	Distribution: All Officers
Cross Reference:	Chief of Police Approval:	

PURPOSE:

The Purpose of this order is to establish and clear and concise standards governing the maintenance of a professional image by all members of the City of Loudon Police Department.

- I. Hair
- II. Facial Hair
- III. Physical Standards
- IV. Personal Hygiene
- V. Tattoos/Body Art

I. Hair

1. All uniformed personnel shall always keep their hair clean and neatly groomed as to present a professional appearance.
2. The hair of all uniformed personnel shall not be worn in such a way that it will interfere with the proper wearing of the regulation headgear.
3. Plainclothes female and male officers shall wear their hair in a conservative, businesslike style, commensurate with the furtherance of the department's professional image. Hair regulations shall not apply to undercover officers when acting in that capacity.
4. Female Officers' hair shall not extend more than six (6) inches below the top of the collar of the regulation uniform shirt. If hair is to be worn down, it must be worn in a conservative, professional style. A single French braid or bun will be acceptable.
5. Hair restraints may be worn, but must compliment that hair color or be black, gold or transparent and have no ornamentation.
6. Male officers' hair shall not extend more than one-half (1/2) inch over the top of the collar at the back of the neck. Hairstyles must represent conservative and professional standards. Hair is not to be worn in unusual styles so as to detract from the professional appearance of the uniform. Unusual styles include, but are not limited to, carvings, ducktails, mohawks, multicolored or unnatural dyed etc. Hair on the sides of the head of male officers shall not cover more than one half of the ear.

II. Facial Hair

1. Except as permitted by the order, male officers' faces shall be clean-shaven. Mustaches are authorized but shall be kept neatly and closely trimmed. No portion of the mustache shall extend below the lip line of the upper lip. It shall not go beyond a horizontal line extending across the corners of the mouth and no more than ¼ inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended shall not exceed approximately ½ inch. Handlebar mustaches, or eccentricities are not authorized for uniformed personnel. Undercover officers shall be exempt from these standards when so authorized by the Chief of Police or designee.

2. If an officer is diagnosed by a dermatologist as having a skin condition, which prohibits shaving, such as “Pseudofolliculities Barbee,” that officer shall be permitted to temporarily wear a beard, provided that a physician prescribes it. The beard shall not exceed a length of one-quarter (approximately ½ inch). The affected officer shall submit to his supervisor a physician’s report including documentation of the diagnosis, prognosis and the anticipated length of time the officer shall need to refrain from shaving.
3. Officers who are diagnosed with such a skin condition will adhere to the following guidelines:
 - a. The officer must have a written excuse from a State of Tennessee certified medical doctor who specializes in Dermatology.
 - b. The officer may go to a dermatologist of his or her choice, but it is incumbent upon the officer to be responsible for all costs associated with the office visits and treatments.
 - c. Once the physician has determined the officer is to wear a beard, the written excuse must be renewed every ninety (90) days, until the officer is cured or diagnosed as having a permanent condition.
4. Approved beards
 - a. When authorized by the Chief of Police, officers who make a donation to the designated charitable organizations may begin to grow beards during specified grow-in periods. Note: Charities are subject to change and will be designated by the Chief of Police.
 - b. November 1st shall be the start of the Fall grow-in period. A donation of \$20 to the designated charitable organization by any officer will permit them to participate in this grow-in period.
 - c. April 1st shall be the start of the Spring grow-in period. A donation of \$20 to the designated charitable organization by any officer will permit them to participate in this grow-in period.
 - d. Officers who grow a beard during one of the authorized grow-in periods must maintain the beard growth between ¼ and ½ inch in length. If an officer shaves his beard below the

minimum $\frac{1}{4}$ in length, that officer shall be required to completely shave all facial hair and will not be permitted to grow a beard again until the next authorized grow-in period. The officer must also be clean shaven when reporting to duty until the next authorized grow-in period.

e. Beards should be maintained by the officer not to extend to any part of the neck. Facial hair should cover below the jaw horizontally but end before the downward curve of the neck at a clean shave line. Additionally, all facial hair must be trimmed above the cheek line. The beard must be trimmed to comply with the restrictions contained in this policy.

III. Physical Standards

1. All officers shall, through regular exercise and moderate living habits, maintain themselves in such a physical condition as to be able to handle strenuous physical contacts of the demands required of a police officer.

IV. Personal Hygiene

1. All officers shall exercise good bodily hygiene and cleanliness by bathing frequently.

2. All sworn personnel shall have fingernails that are clean and neatly trimmed so as to not extend more than one-quarter ($\frac{1}{4}$) inch beyond the fingertip. Nails are not to interfere with the efficient operation of police equipment.

3. Female officers may wear facial make-up and fingernail polish that is subdued and moderate in tone and application.

V. Tattoos / Body Art

1. Personnel are prohibited from displaying offensive body art, tattoos, brands, intentional scarring and mutilations. Examples include but are not limited to:

a. Gang related

b. Sexually suggestive

c. Vulgar

d. Advocating racial, ethnic, sexual hatred or discrimination

e. In any way undermined the City of Loudon Police Department values and mission.

2. The Chief of Police shall have final authority in determining if body art, tattoos, intentional scarring or mutilations are offensive.