



CHESTERFIELD COUNTY POLICE DEPARTMENT APPEARANCE AND DRESS CODE POLICY

Head and Facial Hair

All members' hair shall be neat, clean and present a well-groomed appearance, or be appropriate for the member's assignment. Both head and facial hair shall be either left in the employee's natural color or, if dyed, changed to a naturally occurring color for human hair.

1. Sworn Personnel
 - a. Hair, Female - Hair shall be clean, trimmed, and present a neat appearance. Hair shall be worn so that it does not extend below the bottom of the collar. Hair may be combed over the ears, but will not extend below the bottom of the ears nor more than two inches in front of the ears. Hair on the forehead will not extend below the hat when properly worn. Hair styles that preclude the wearing of the uniform hat in the accepted manner are not permitted. Pins, combs, or barrettes similar to the color of the hair are permitted, provided they are unobtrusive and are concealed as much as possible.
 - b. Hair, Male – Hair shall be clean, trimmed, and present a neat appearance. Hair may be tapered or blocked at the back of the head. It shall not appear bulky at any point, and only the closely cut or shaved hair may touch the collar or ears. Hair on the forehead will not extend below the hat when properly worn.
 - c. Facial Hair
 - i. Sideburns - shall not extend further down than a point in line with the middle point of the ear opening, and shall be neatly trimmed.
 - ii. Mustaches - shall not extend over the top lip, nor out further than $\frac{1}{4}$ inch past the corners of the mouth. No beards or goatees are allowed.
2. Officers on special assignment and special investigations detectives shall appear appropriate for assignment or position as authorized by their division commander. Officers within this category shall not work uniformed assignments, either on or off-duty, without specific authorization from their division commander if their head and/or facial hair do not conform to uniform standards.

Makeup & Fingernails

1. Female employees may wear makeup in moderation. The use of make-up shall reflect conservative wisdom appropriate to the assignment. Wearing excessive, trendy, or gothic make-up is not authorized, except as necessary in a covert assignment.
2. Fingernails must be professional in appearance and not be so long as to interfere with job

performance or create safety issues. Nail polish must be clear or neutral in color.

Jewelry, and Eye Wear

Jewelry and eyewear shall be appropriate for the uniform or plain-clothes assignment and not present a personal safety hazard. Athletic, sport or designer eye wear and trend jewelry shall only be authorized when it is appropriate with the work assignment. Any jewelry that presents a potential hazard to the safety or welfare of the member is prohibited. No visible body piercing is permitted except that females may wear a 1/8 inch ball or smaller pierced earring, one per ear, in the lower lobe.

Dental Ornamentation

The use of gold, platinum or other veneers or caps for the purpose of ornamentation are prohibited. Teeth, whether natural, capped or veneer, shall not be ornamented with designs, jewels, initials, etc.

Personal Hygiene

Members shall practice good hygiene and eliminate offensive body odor.

Tattoos / Brands

1. Any tattoo or brand anywhere on 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 the department is prohibited.
2. Any tattoo or brand that is visible above the collar of a properly fitted issued uniform shirt when worn with a tie, or visible above the collar of a crew neck t-shirt when worn under any properly fitted issued open neck uniform shirt, or is visible on the hand, is prohibited. This includes tattoos that are covered by head hair, eyebrows, or facial hair.
3. Hands are defined as anything below the cuff of a properly fitted long sleeve uniform shirt when the arms are straight down along the side of the body.
4. Gloves, bandages, scarves, make-up and fabric items shall not be used to cover tattoos or brands on the hands, wrists, face, or neck, nor shall a uniform mock turtleneck be considered a covering for a neck tattoo.
5. Employees with tattoos or those who obtain new tattoos on their arms or legs that would normally be visible in a short sleeve uniform shirt or issued uniform shorts may expose their tattoos as long as the tattoos are small enough to be covered by one intact 3"x 5" index card per arm and one intact 3"x 5" index card per leg. Any tattoos on the arms or legs that are larger than the 3"x 5" index card must be covered with a long sleeve uniform shirt or full length uniform pants.
6. Permanent make-up or eyeliner shall be considered make-up rather than a tattoo. Refer to the appropriate section of policy for appropriate use of makeup.
7. Sworn employees functioning in an undercover/covert capacity and employees in physical training attire (pt gear) at the academy may expose tattoos or brands, so long as they are in compliance with the first paragraph of this section of policy.
8. Department members with tattoos not in compliance with this policy are required to
 - a. Maintain complete coverage of the tattoo(s) using current uniform items (e.g. long sleeved shirt, pants, etc.), or
 - b. Volunteer to remove tattoo(s)/brands.

Mutilation

Intentional body mutilation, piercing, branding and/or intentional scarring that is excessive or eccentric is

prohibited. Some examples are:

- a. A split or forked tongue
- b. Foreign objects inserted under the skin to create a design or pattern
- c. Enlarged or stretched holes in the ears (other than a normal piercing)
- d. Intentional scarring that appears on the neck, face, or scalp

Deviations from Policy

Any deviation from subsections of this policy must be approved by the Office of the Chief of Police.