

LITTLETON POLICE DEPARTMENT

2 Kittridge Lane
Littleton, New Hampshire 03561
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Policy #: 19-5

SUBJECT: PROFESSIONAL APPEARANCE STANDARDS

Statutory Authority:

NOTE: This written directive is for the internal governance of the Littleton Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

Date of issue
07/15/2019

Issuing Authority
Chief Paul Smith

Effective Date
07/15/2019

Distribution
All

POLICY

1. Personal Discipline, Public Confidence and Respect. These Professional Appearance Standards are established to encourage public confidence and respect, to instill a degree of personal discipline among members, to facilitate easy recognition of officers in the field, and to promote officer safety and performance.
2. Applicable to All Sworn Members. The following guidelines establish the Littleton Police Department's (LPD) Professional Appearance Standards and shall apply to both male and female members, unless otherwise specified. These regulations apply to all sworn personnel when working in any uniformed capacity and to all sworn personnel in court attire.

GENERAL

1. Unless otherwise authorized, all on-duty sworn personnel shall appear neat, clean and well-groomed and shall project an image of authority, safety and professionalism to the public at all times.
2. All members are required to familiarize themselves with these standards and to remain in strict compliance at all times.

Shift Supervisors

1. Inspect personnel daily to ensure compliance with the Professional Appearance

Standards established in this policy.

2. Take corrective action, when needed.

Universal Hairstyle Requirements

1. Hair must be neatly groomed and conform to the shape of the head.
2. Only natural hair colors are permitted. Hair colors that are considered extreme, faddish or artificial, such as purple, pink or green are prohibited.
3. The bulk of the hair will not be excessive or present a ragged or unkempt appearance, and shall not:
 - 3.1. Prevent the crusher style uniform hat from being placed squarely on the head, with the center of the hat's visor directly over the nose.
 - 3.2. Interfere with the proper wearing of any cold weather hat.
 - 3.3. Interfere with the safe and proper wearing of any issued departmental helmets and other safety gear, to include personal protection equipment.
4. A wig, track or hairpiece shall present a natural appearance and conform to the same standards as natural hair.
5. Extreme or fad hairstyles are prohibited, including, but not limited to, those that incorporate designs or sculptures using the hair and/or cut into the hair, and any style that presents an unprofessional or disheveled appearance.

EXCEPTION:

Members permanently assigned to plainclothes/undercover assignments may have the hairstyle and/or shaving requirements waived by the Chief of Police. This exception is not applicable to members wearing the departmental uniform in any other capacity.

Male Members

1. Hair will have a tapered style that is both conservative and professional in appearance. The length shall not extend beyond the top of the eyebrows or ears and the top of the uniform shirt collar, nor below the front headband of properly worn headgear. The gathering of hair in a tie, clip, twist, lock, ponytail or braid is prohibited.
2. Sideburns shall be neatly trimmed with straight lines and no flair at the base and shall not extend below the bottom of the earlobe.
3. The appearance of a clean shaven face will be required prior to the start of any planned shift work for all sworn personnel. Clean shaven is defined as all hair

removed from the facial area that is not permitted by the Professional Appearance Standards Policy.

4. A neatly trimmed mustache may be worn, but shall not be rolled, curled or excessively thick. A mustache shall not extend below the upper lip or below the corners of the mouth.
5. Goatees, beards and other styles of facial hair are prohibited, except as authorized by the Police Chief or a designee.

5.1. Any member who is unable to shave due to a medical condition, such as pseudofolliculitis barbae, may request an accommodation in writing to the Chief of Police. This request should include a written diagnosis by a licensed physician outlining any specific accommodations that may be required.

5.2. Once a member's request for a medical accommodation is approved, the member will be expected to clip the beard as close as medically permitted. The member's facial hair may not be unkempt in appearance and may not be manicured to any style.

Female Members

1. Hair will be styled such that the length does not extend beyond the top of the eyebrows or ears, below the lower edge of the uniform shirt collar, not below the front headband of properly worn headgear.
2. Braiding, twisting and locking styles are permitted, provided they are conservative and professional in appearance. Hair that normally falls below the bottom edge of the collar shall be neatly, professionally and inconspicuously fastened or pinned and must meet the length and bulk guidelines defined within this directive. Hairstyles that are lopsided or distinctly unbalanced are prohibited.
3. Objects worn in the hair, including, but not limited to, pins, barrettes, bands and clips:
 - 3.1. Shall be inconspicuously placed for the sole purpose of holding the hair in place.
 - 3.2. Must be unadorned and transparent or similar to the color of the hair.
 - 3.3. Shall not interfere with the proper wearing of issued headgear

Universal Appearance Requirements

Makeup

1. Female members may wear makeup that is subtle and professional in

appearance. Lip color, eye shadow and cheek color must be natural in color. False eyelashes, heavy eyeliner, and bright colors are prohibited. NOTE: Makeup on male members is prohibited.

Fingernails

1. Fingernails shall not extend more than ¼ inch from the tip of the finger nor interfere in any way in the performance of primary police tasks or with the safe drawing and firing of the service weapon.
2. Fingernail polish shall be clear polish only. No decals or applications are permitted.

Jewelry

1. Female sworn members are permitted to wear earrings in a matching set and may be clip-on, or post-type earrings in gold, silver, white pearl, or diamond. Only one earring is permitted in each ear lobe.
 - 1.1. The earrings will not exceed 6 mm or ¼ inch in diameter and they shall be unadorned and spherical.
 - 1.2. The earrings shall fit snugly against the ear.
 - 1.2. When on-duty in civilian attire, female sworn members may comply with the specifications listed above regarding earrings authorization. There are no off-duty restrictions for sworn female members regarding the wearing of earrings
2. Necklaces shall not be visible. Bracelets are prohibited.

EXCEPTION: A Medic Alert tag on the wrist or around the neck is permitted.

3. Rings may be worn, but are limited to one ring per hand with none on the thumbs, and are limited to wedding rings (a wedding set is considered one ring), law enforcement association rings, professional organization rings or school rings.

Body Art (Tattoos, Body Mutilations and Body Adornments)

1. Intentional body mutilations and/or other body adornments shall not be visible. These shall include:
 - 1.1. Split or forked tongue.
 - 1.2. Foreign objects inserted in the tongue or mouth.
 - 1.3. Enlarged or stretched holes in the ears.

- 1.4. Intentional scarring or branding.
2. Tattoos shall not be offensive, obscene or otherwise inappropriate.
 - 2.1. Tattoos deemed offensive, obscene or otherwise inappropriate shall be removed or concealed by the wearing of a long sleeve uniform shirt or an approved flesh colored tattoo sleeve.
 - 2.2. Members who display a tattoo that a command staff member deems to be offensive, obscene or otherwise inappropriate may appeal the decision by filing a request for accommodation as outlined below. The final authority in determining if a tattoo is obscene, offensive or otherwise inappropriate rests with the Police Chief or his/her designee.

Dental Ornamentation

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

Requests for Accommodation

1. The department may in its sole discretion authorize a temporary or permanent exemption to these standards in response to a request for reasonable accommodation. Accommodations that pose an undue hardship to the department, or a direct threat to safety, will be denied.

Source

Baltimore Police Department SOP
Littleton Police Department

Re-written By

Baltimore Police Comm.
Chief Paul Smith

Reviewed Date

8-27-17

Revised

7-15-19

Authority By

Paul Smith
Chief of Police

