

Laurel Police Department – General Order  
Chapter I, Section 100, Order 105 – Personal Appearance  
January 25, 2015

**1 / 105.05 POLICY**

It is the policy of this Department for all employees to maintain a neat and well groomed appearance while in the performance of their duties and responsibilities.

**1 / 105.10 PURPOSE**

The purpose of this order is to establish minimum standards regarding personal cleanliness, grooming, styling, and appearance.

**1 / 105.15 DEFINITIONS**

PFB	Pseudofolliculitis Barbae
Stretching	Stretching, in the context of body piercing, which is commonly referred to as gauging, is the deliberate expansion of a healed piercing for the purpose of wearing certain types of jewelry and or other objects.
Tattoo	Includes any tattoo, scar, branding, mark or other permanent or temporary body art or modification deliberately placed on the body for purposes of decoration, ornamentation, or adornment. The term tattoo shall not apply to medical procedures, such as cosmetic eyeliner, lipstick, and etcetera.
Inappropriate Tattoo	A tattoo is considered inappropriate if it depicts, describes, or otherwise refers to sexual conduct, acts, or organs.
Offensive Tattoo	A tattoo is considered offensive if it depicts or refers to intolerance of, or discrimination against any race, color, preference, creed, religion, gender, national origin, or; it is commonly associated with any organization or group; or it brings discredit upon the Department or violated standards of decency or morality.

**1 / 105.20 PROCEDURES**

A. GENERAL

1. Protective clothing, equipment and various environments dictate the necessity to set standards in order to ensure proper fits and to provide for the safety of the individuals, the individual's co-workers, and the public.
2. The listed standards rule out types of personal appearance and grooming that would tend to create a safety or health hazards or would tend to bring discredit or disrespect to the Department.
  - a. These standards shall be adhered to by all on duty Department employees and uniformed civilian personnel whether in uniform or authorized to wear civilian clothing.

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- b. Exceptions shall be only if the individual is assigned to a specific undercover assignment, and such exception shall be authorized at Division Command level or higher.

**B. STANDARDS**

1. Personal Hygiene

- a. Personal hygiene will be maintained by frequent bathing with soap and water.
  - 1) Nails will be regularly manicured.

2. Facial Hair

- a. No beards are authorized.
  - 1) Personnel affected by the temporary condition known as PFB shall submit a medical doctor's note every three (3) months describing the necessity of facial hair and the course of treatment.
  - 2) In no case, will beards be permitted to be longer than ¼ inch in length;

3. Mustaches

- a. Will be neatly trimmed
- b. Will not extend below the upper lip.
- c. Will not extend more than 1/2" beyond the corners of the mouth.

4. Hair of the Scalp

- a. Sideburns will extend no further than ½" below the bottom of the earlobe; and may be flared no more than 1 ¼" at the bottom.
- b. Male hair will be trimmed or combed so as not to cover the ear, or back of the collar when combed.
  - 1) Box and bush styles are authorized, but in any event, no style will interfere with the wearing of a Uniform hat or helmet, or pose an obvious safety hazard.
- c. Female hair length will be no longer than the bottom of the collar or shall be put up in a fashion so as not to hang down past the bottom of the collar.

5. Make-up and Accessories

- a. Wigs are authorized providing standards regarding length and style are met.
- b. Only clear or light color nail polish is authorized.
- c. Makeup will not be excessive and must appear natural.

6. Contact Lenses

- a. Contact lenses, if worn on duty, shall be in a natural eye color.
  - 1) Red, orange, silver and other unnaturally colored contact lenses, or colors when worn that create an unnatural eye color, and contact lenses with graphic designs of any kind are prohibited.

7. Earrings

- a. Earrings are authorized as follows:
  - 1) Will be of button type only.
  - 2) Will not dangle from the earlobe or extend beyond the perimeter of the earlobe.
  - 3) Only one pair will be worn at the same time, by a single earring in each ear.

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8. Necklaces or Similar Items
  - a. Will not be worn visibly.
  
9. Stretching
  - a. Stretching is not permitted on any part of the body that is visible.
  - b. No person shall be hired who has what appears to be visible stretching on any part of the body.
  
10. Tattoos, Body Piercing and Scarring
  - a. Personnel with visible tattoos or temporary decals shall wear the appropriate uniform or attire that provides coverage of the tattoo or temporary decal, such as long sleeve uniform shirt or long pants.
    - 1) Division Commanders shall determine if a tattoo is inappropriate or excessive and if the personnel will be required to keep it concealed.
    - 2) Any personnel discovered to have a tattoo deemed inappropriate may be subject to disciplinary action.
  - b. Tattoos are not permitted in a visible location on the neck, face, head, scalp, or on the hands.
    - 1) Inappropriate or excessive tattoo issues will be handled on a case-by-case basis.
  - c. Personnel shall not wear any item of ornamentation in their nose, eyebrow, tongue or any other location of their body that is visible during duty hours or any duty related function, with the exception earrings as listed in this General Order, 1-105.20.B.6.
  - d. Ornamentation shall include body piercing jewelry, intentional body mutilation or scarring, or foreign objects inserted in and or under the skin.
    - 1) The use of gold, platinum, or other veneers or caps for the purposes of ornamentation is prohibited.
    - 2) Teeth, whether natural, capped or veneer, are not to be ornamented with designs, jewels, initials, and etcetera.

**1 / 105.25 LEGISLATION AND REFERENCES**

City of Laurel, Human Resources Handbook, Section 5-3, Appropriate Dress  
CALEA Standard 26.1.1

**1 / 105.30 ANNEX**

None