


<b>LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL</b>		
General Order Number: 129	Section: ADMINISTRATION	Effective Date: November 29, 2023
Title: <b>GROOMING STANDARDS</b>		
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I. PURPOSE

To promote and enhance the professional image of the Department by defining the manner in which uniforms and business attire are worn and maintained, and to define the standards of personal grooming for sworn and non-sworn members.

II. POLICY

Leesburg Police Department personnel shall practice good grooming habits at all times when working both on-duty and extra duty/off-duty. Uniforms and equipment shall be maintained in a clean serviceable condition at all times. Employees should bear in mind that they represent the Leesburg Police Department to members of the community and that the Leesburg Police Department strives for professionalism in appearance as well as performance. Uniform Regulations pertain to the overall physical appearance of all members of the Department while on duty. It is the policy of the Department that all members obey Uniform Regulations. All personnel are expected to regularly bathe and practice accepted general hygiene practices.

The Chief of Police or their designee may grant written exceptions to this General Order for specific positions or assignments in the Department, specific events, and for specified time periods. Any member whose current assignment requires deviation from standards imposed by this General Order may make a written request through their chain of command to the Chief of Police for an exemption. Any approval for an exemption will automatically expire upon change of assignment. Any member may request an exemption for religious purposes through their chain of command to the Chief of Police. The Chief of Police or their designee is the final arbitrator of all exemption requests. Members assigned to the Special Investigations Unit or other duties involving undercover assignments are granted an exemption to the provisions of this General Order.

A. Male Employees. All male uniformed officers will conform to the following standards of appearance:

1. Hairstyle

- a. Hair color must be of a natural hair color. Unnatural hair colors (i.e. green, purple, blue, pink, etc.) or accents are not permitted.
- b. Hairstyle must be tasteful and in keeping with the professional image of the Police Department. The Mohawk hair style is not permitted.
- c. The shaving of designs into the hair or scalp is not permitted.
- d. Hair on top of the head will be neatly groomed. The length/bulk of the hair will not be excessive or present a ragged or extreme appearance. When combed, the hair may extend 1/4 inch below the top of the ears and may not go beyond the bottom of the shirt collar in back.
- e. An Afro hairstyle will be worn no more than 1½ inches thick at any point on the head. In all cases, the bulk or length of the hair will not interfere with the normal wear of the uniform hat.
- f. Twisted, braided, or locking style hairstyles are permitted as are cornrow hairstyles. These hairstyles are not permitted to extend beyond the bottom of the back of the shirt collar. In all cases, the bulk or length of the hair will not interfere with the normal wear of the uniform hat.
- g. Hair accessories are permissible to comply with the length regulations. Hair accessories must be functional, not ornamental. Only a rubber band style accessory is permitted and must be dark blue or black. No accessory may have decorations on it and all accessories must be of the same color.

- h. Sideburns will not extend below the lowest part of the ear opening and will at no point be more than 1½ inches wide, will not exceed ½ inch in bulk, will not flare, and will be trimmed horizontally across the bottom.
  - i. Wigs are permitted, provided that they conform to the above standards.
2. Facial Hair
- a. Beards, goatees, and mustaches are permitted.
  - b. Mustaches will be neatly trimmed and will not exceed more than ½ inch in length. Mustaches will be professional and neat. They will not extend over or cover the upper lip, nor extend more than a ¼ inch beyond the corners of the mouth.
  - c. Beards will be neatly trimmed and well groomed. They will not exceed ½ inch in length and must not extend below the jaw line or down the neck.
  - d. Goatees will be neatly trimmed and well groomed. They will not exceed ½ inch in length. The goatee must integrate the hair on chin with a mustache that is fully connected.
  - e. The following facial hairstyles are not permitted:
    - (1) Pencil or chin-strap style beards, goatees, or mustaches
    - (2) Soul Patches – a tuft of hair under the lower lip
    - (3) Extreme designs such as horseshoe, waxed, or handlebar mustaches, mutton chops, or any shapes shaved into the facial hair.
  - f. Officers are required to be clean shaven to ensure proper sealing of the gas mask during their annual fit testing. A mustache is permitted.
  - g. Officers electing to have facial hair will keep a shave kit with them at all times in case of a critical incident that requires the proper donning of the gas mask or other respirator.
  - h. Officers electing to grow facial hair are required to grow facial hair in compliance with this General Order. Irregular or sporadic shaving will be deemed non-compliance.
  - i. The first line supervisor will ensure that personnel under their command are in compliance with this General Order. Employees are required to immediately comply with their supervisor's request. If an employee fails to comply, the supervisor will document that in a memorandum to the Chief of Police submitted through the chain of command. That memorandum will include a photograph of the violation in question. If the employee disagrees with the supervisor's assessment, that employee may submit a memorandum for review by the Chief of Police or their designee.
  - j. Discipline for Non-Compliance
    - (1) A first documented violation will suspend the employee's privilege to have facial hair, other than a mustache, for 6 months
    - (2) A second documented violation will suspend the employee's privilege to have facial hair, other than a mustache, for 1 year.
    - (3) A third documented violation will suspend the employee's privilege to have facial hair, other than a mustache, indefinitely.
3. Hairstyles for non-uniformed officers shall be consistent with those worn by general town employees in a business office environment.
- a. Hair shall be kept neat, clean, and appropriately arranged.
  - b. Hairstyles for non-uniformed officers may extend below the collar.
4. Hairstyles for non-sworn employees shall be consistent with those worn by general town employees in a business office environment.
- a. Hair shall be kept neat, clean, and appropriately arranged.
  - b. Hairstyles for non-sworn employees may extend below the collar.
- B. Female Employees. All uniformed female officers will conform to the following standards of appearance:
1. Hairstyle
- a. Female officers in uniform will wear their hair in a professional style that does not fall below the bottom of the shoulder blade. Hair may be pinned up against the head, placed in a ponytail, twisted, braided, or placed in a locking style. Cornrow hairstyles are permitted as well.
  - b. All hairstyles, hair colors, and accessories for all police employees must be tasteful and in keeping with the professional image of the Leesburg Police Department.
  - c. Unconventional hair styles/designs and the shaving of designs into the hair or scalp to include Mohawk styles are not permitted.
  - d. Unnatural hair colors (i.e., green, purple, blue, pink, etc.) or accents are not permitted.
  - e. Hair accessories must be functional, not ornamental, and are restricted to the following:

- (1) Dark blue or black ribbons or terry-covered rubber bands.
  - (2) Silver, gold, black, dark blue or dark brown barrettes or clips.
  - (3) Black, white, dark blue or dark brown head bands.
  - (4) All other accessories are restricted to black, white, dark blue or dark brown in color.
  - f. No accessory may have decorations on it and all accessories must be of the same color.
  - g. In all cases, the bulk, length, or style in which the hair is worn will not interfere with the normal wear of the uniform hat.
2. Hairstyles for non-uniformed officers shall be consistent with those worn by general town employees in a business office environment.
    - a. Hair shall be kept neat, clean, and appropriately arranged.
    - b. Hairstyles for non-uniformed officers may extend below the shoulder blade.
    - c. Wigs are permitted, provided that they conform to the above standards.
  3. Hairstyles for non-sworn employees shall be consistent with those worn by general town employees in a business office environment.
    - a. Hair shall be kept neat, clean, and appropriately arranged.
    - b. Hairstyles for non-sworn employees may extend below the shoulder blade.
- C. Makeup and accessories.
1. Male employees may only wear cosmetics to address a medical condition and the wearing must be prescribed by a medical doctor.
  2. Female officers may wear makeup in moderation.
  3. Female officers may wear face and eye makeup when applied conservatively and in harmony with hair color and the color of their uniform or plain-clothes and in such a manner that does not create an extreme appearance.
    - a. Eyeliner will not extend beyond the outline of the eye.
    - b. False eyelashes shall not be worn while on duty unless prescribed by a doctor to address a medical condition.
    - c. Lipstick will not extend beyond the lip line or corners of the mouth.
  4. Non-sworn female employees may wear face and eye makeup when applied conservatively and in harmony with hair color and the color of their uniform or plain-clothes and in such a manner that does not create an extreme appearance.
  5. Employees are expected to realize that any jewelry worn while on duty may be damaged, lost, or could cause injury. In order to maintain the professional image of the Department, jewelry must be worn in moderation so as not to draw undue attention to the employee and is subject to the following guidelines.
  6. Male officers may wear no more than one ring per hand. (Except officers in undercover assignments with the specific permission of the Chief of Police).
  7. Uniformed officers may wear no more than one earring per ear and it must be worn in the lobe of the ear. Pierced earrings must have a small post. Hoop or pendant style earrings may not be worn.
  8. Earrings must be ball, disc, or solitaire with the following restrictions:
    - a. Ball earrings may be gold, silver, or white (pearl) in color and no larger than 6 mm.
    - b. Disc earrings may be gold or silver in color and no larger than 12 mm.
    - c. Solitaire earrings may be any gemstone, or their facsimile, and no larger than ½ carat.
  9. Officers in uniform will not wear visible neck chains or necklaces.
  10. Male police officers in plainclothes positions will wear no visible neck chains or necklaces (except officers in undercover assignments with the specific permission of the Chief of Police, or an authorized badge holder).
  11. Female plainclothes officers may wear neck chains or necklaces that are consistent with professional business attire.
  12. Uniformed officers are permitted to wear one non-decorative tasteful bracelet that does not draw attention away from the police uniform and is consistent with business attire. Bracelets shall not display obscene, offensive, sexually suggestive, demeaning or violent images or messages, be related to any political position or party, or be related to any criminal organization. A medical alert bracelet may also be worn in addition.
  13. Contact lenses are permissible and preferred, however, colored lenses are only approved when prescribed by a doctor for a medical condition.
  14. Sunglasses worn on duty will be restricted to those with black, brown, silver, gold, white, blue or tortoise shell frames. Frames that are colored with a neon hue will not be permitted.

- D. Tattoos, sworn and non-sworn members.
1. Tattoos shall consist of permanent or temporary intentional body markings or brands made at the option of the member that are visible to the public.
  2. Tattoos shall not display obscene, offensive, sexually suggestive, demeaning or violent images or messages, be related to any political position or party, or be related to any criminal organization.
  3. The Chief of Police will make the final determination on the appropriateness of any employee's tattoo(s). If deemed inappropriate, the employee's tattoo(s) shall be covered in a manner approved by the Chief of Police or the employee may elect to have such tattoos removed. Further, the Chief of Police may elect that employees cover their tattoos when given certain assignments/positions within the department. The employee will be notified in writing of this determination.
  4. Employees may choose to cover inappropriate tattoos by wearing issued long-sleeved uniform shirts/pants year round or an approved sleeve that is navy blue, black, or closely matches the employee's own skin tone.
  5. A single ring style tattoo is authorized on one finger of either hand. This tattoo is authorized from the base of the finger to the first joint of the finger. Any other tattoos on the hands are required to be covered.
  6. Tattoos visible above the neckline are prohibited.
  7. Permanent cosmetic/makeup applications are permitted as long as they comply with section C of this General Order (Makeup and accessories).
  8. Tattoos must be covered by the wearing of a long sleeve uniform shirt when attending matters in Circuit Court.
- E. Body piercing and miscellaneous body jewelry display, sworn and non-sworn members.
1. Body piercing and miscellaneous body jewelry display shall consist of any piercing of the body with jewelry display that is visible to the public, except earrings as noted above.
  2. Sworn Personnel: Body piercing of any kind is not permitted, except for officers in undercover assignments with the specific permission of the Chief of Police.
  3. Non-Sworn Personnel
    - a. A single stud style facial piercing is authorized.
    - b. In addition to the single facial piercing, a tongue piercing is authorized.
    - c. Prohibited Piercings:
      - (1) Septum piercings
      - (2) Gauge piercings of any type
      - (3) Dermal piercings
  4. Final determination as to the appropriateness of any piercing is at the discretion of the Chief of Police.
- F. Fingernails and nail polish, sworn and non-sworn members.
1. Fingernails that are excessive in length are not permitted.
  2. Male officers will not wear nail polish of any type.
  3. Female officers may wear nail polish that is tasteful and professional and does not present an extreme appearance.
  4. Fluorescent nail polish colors (i.e., yellow, orange, green, purple, etc.) are not permitted for sworn personnel.
  5. Uniformed officers will not wear appliques on fingernails.