



City of Racine Police Department



Subject: Grooming		
Date Issued: 11-12-1982	Date Revised: 03-01-20	Revision Number: 5

Policy and Procedure

Number: 1303

POLICY

All Department members (sworn & civilian) are visible representatives of the Department. During working hours or during any off duty work, clothing and grooming will be kept neat, clean, trim and professional.

PROCEDURE

MEMBER

- 1 All hair shall:
 - a. Be of natural hair colors (i.e. black, brown, blond, gray, etc).
 - b. Be clean, neat and trim.
 - c. Sworn male member's hair styles may not extend over the shirt collar in normal posture.
 - d. Sworn female members wearing the standard police uniform or plain clothes shall style their hair pulled back out of their face or having it cut to comply.
 - e. The length, bulk, style and/or cut of hair shall not interfere with the proper use and/or fit of Department uniform, plain clothes or equipment and not present any unnecessary danger or hinder the member in the performance of his/her duties.
 - f. Facial hair:
 - 1) Sideburns:
 - a) May not extend beyond the bottom of the ear.
 - b) "Mutton Chop" styled sideburns are prohibited. 2)
 - Mustaches:
 - a) May not extend beyond or below the the bottom of the lower lip.
 - b) The ends of mustaches may not be twisted, unnaturally curled, turned up or waxed.
 - c) Mustaches must be well groomed with hair not to extend over or cover upper lip.
 - 3) Beards and goatees:
 - a) Will be maintained in a clean manner, presenting a groomed appearance and does not interfere with wearing of necessary police equipment or expose wearer to undue risk or hazard.
 - b) Beards and goatees shall be well groomed on neck area.
 - c) Length of beard/goatee shall not exceed 1/2".
 - d) Edges of beard/goatee should not curl or stand away from face.

- e) Goatees do not need to be complete with facial hair connecting from mustache to chin but they shall be well groomed. Soul patches are not allowed.
- f) Beards shall be tapered at the sideburn area.

NOTE

Members are required to have a period of at least two (2) days away from their regular assignment to begin their growth.

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NOTE

In all cases the Chief of Police reserves the right of final determination/approval on facial hair.

2. Tattoos and Body Art — This Department has an interest in not offending or appearing unprofessional before the public it serves. For this reason, the Racine Police Department requires a standard appearance wherein its members may not display tattoos and body art that are profane, demeaning or contain messages that may be disruptive in the workplace, impact productivity, or give the appearance of a preference or bias to the public or other members of the RPD.
 - a. Prior to obtaining any body art the member is required to seek approval by the Chief of Police or his designee. The request will be approved or denied within ten (10) days of receiving the submission. The request will be made in writing and contain the following:
 - 1) The date the marking will be received.
 - 2) A description and photograph of the respective marking.
 - 3) The size and location of the marking on the member's body that is visible while wearing any department uniform or specialty uniform.
 - b. Tattoos or body art on the neck, head, face, ears or hands are prohibited for all members.
 - c. Chest tattoos that are visible to the public while in uniform or plain clothes during working hours or during any off duty work are prohibited.
 - d. Tattoos and body art shall not be visibly displayed on any part of the body if they are obscene, offensive, sexually suggestive, profane or discriminatory towards persons on the basis of their race, color, national origin or ancestry, religion or creed, age, sex, or disability.
 - e. Visible tattoos or body art that are unsightly, offensive or reflect negatively on the Department (as deemed by the Chief of Police or his/her designee) are prohibited for all members. Any violation will result, at a minimum, in an order to cover the tattoo or body art during working hours or during any off duty work.
3. Body Piercings:
 - a. Earrings must be on posts and cannot go beyond the ear.
 - b. Body piercings other than ears, which are visible while in uniform or plain clothes assignments are prohibited. Split or forked tongue, and/or stretched out holes in the ears are prohibited.
4. Dental Ornamentation - The use of gold, platinum, silver, or other veneer caps for the purpose of ornamentation is prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, initials, etc.
5. Other Jewelry - Only medallions, ribbons, medals, pins, buttons, patches, necklaces or other jewelry, authorized by the Department, shall be worn.
6. All uniform or plain clothes dress shall be kept in a clean and neat appearance.

SUPERVISORS

- 1 . A member's immediate supervisor will determine whether the member is in compliance with the requirements of this Policy. If the interpretation of whether the member is in compliance is not agreed upon between the member and his/her immediate supervisor, the next level of command within the unit shall decide whether the member complies or not.
2. Division/Unit Commanders are authorized to make special exceptions when the provisions required by this policy are inappropriate for an assignment.

RELATED PROCEDURES

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