



KENOSHA POLICE DEPARTMENT

POLICY AND PROCEDURE

53.2 Hairstyle Regulations & Jewelry

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I. PURPOSE

The purpose of this order is to set standards for the personal appearance of the Department's sworn personnel.

II. POLICY

It shall be the policy of this Department to allow the expression of individual tastes through the selection of personal hairstyles and jewelry. However, sworn members of the Department have an obligation to present an image that will inspire trust and confidence in the Police Department and the community. In order to develop this trust and confidence, it is necessary for sworn members of this Department to maintain a reasonable appearance.

III. PERSONAL APPEARANCE

At all times while on duty, unless expressly authorized, officers shall be well-groomed and present a neat appearance. All hair styles shall be neatly groomed, the length, bulk and appearance of the hair shall not be ragged, unkempt, or extreme in appearance. Hair style must not preclude the normal wearing of any uniform headgear or equipment. Hair that is combed forward will not extend beyond the eyebrow.

A. Officer (Male)

- Grooming of Hair: Hair shall be neatly styled and evenly trimmed. The maximum extension out from the head shall be one and one-half (1 ½") inches provided that it is neatly trimmed and tapered so as to present an even appearance. Hair may extend over the ears, but shall be no longer on the side than the middle of the ear. Hair shall be trimmed at the back of the neck so that it does not extend more than one-half inch (1/2") below the upper edge of the collar while positioned in a normal posture.
- Hair Color: Hair coloring may be used provided the color used is a natural hair color, and it does not detract from the employee's personal appearance as a professional.
- Sideburns: Sideburns shall be neatly trimmed and rectangular in shape not extending below the ear lobes.
- Facial Hair: Officers shall be clean shaven except that mustaches are permitted. Mustaches shall be neatly trimmed and shall not extend more than on-half inch beyond the corners of the mouth, nor more than one-half inch (1/2") below or above the corner of the mouth. Mustaches shall not be twisted upward nor outward in a curled fashion or interfere with the use of any department equipment.
- Beards: Beards, goatees, or other growth of hair below the lower lip shall not be permitted for uniformed officers. Detectives are permitted to wear beards, goatees and

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other facial hair. Any facial hair will be neat and well-groomed at all times. All facial hair will be close cropped. Compliance of the neatness standard will be at the discretion of the Detective Bureau Supervision or the Assistant Chief of Operations.

6. Wigs: Wigs which are neat, clean and natural in appearance shall be permitted provided that they conform to the guidelines herein established.
7. Fingernails: Fingernails shall be clean, neatly trimmed, and shall not extend more than (1/8") beyond the quick of the nail. Fingernail polish, if worn, shall be clear so as to not detract from employee's professional appearance.
8. Cosmetics: Cosmetics, if worn, shall be kept to a natural subdued skin tone and must be blended to match natural skin color.
9. Bracelets: Bracelets may be worn on duty if they are medic alert type bracelets and shall be snug fitting so as to not interfere with the performance of normal duties.
10. Jewelry:
 - a. The wearing of earrings is prohibited while on duty.
 - b. Uniform personnel may wear necklaces while on duty provided the necklace(s) is completely concealed by the uniform of the day. Personnel in civilian attire may wear a conservative necklace as long as it does not detract from the employee's professional appearance.
 - c. A maximum of two conservative rings may be worn while on duty. The size and shape of the ring(s) shall not hinder or obstruct an employee's performance or the use of department issued equipment. No ring may extend beyond the area between the knuckle and the next finger joint. Officers shall not wear rings on the trigger finger of either hand.

B. Officer (Female)

1. Grooming of Hair: Hair shall be worn and styled in a neat appearance. Hair styles shall not extend out from the head more than one and one-half (1 ½") inches, and shall not cover more than one-half (1/2) of their ear. Hairstyles for personnel in civilian attire may cover the entire ear. Hair will not extend past the bottom of the shirt collar while positioned in a normal posture. Braided hair may be worn provided the braiding keeps the hair up and close to the head i.e. a French braid. Conservative hair clasps (barrettes) matching the wearer's hair color may be worn.
2. Hair Color: Hair coloring may be used, provided the color used is a natural hair color, and it does not detract from the employee's personal appearance as a professional.
3. Wigs: Wigs which are neat, clean, and natural in appearance shall be permitted provided that they conform to the guidelines herein established.
4. Fingernails: Fingernails shall be clean, neatly trimmed, and shall not extend more than three/sixteenths inch (3/16") beyond the quick of the nail. Fingernail polish, if worn, shall be clear or lightly tinted but translucent, so as to not detract from the employee's professional appearance.
5. Cosmetics: Cosmetics, if worn shall be conservative and shall not detract from the employee's professional appearance.
6. Bracelets: Bracelets may be worn on duty if they are medic alert type bracelets and shall be snug fitting so as to not interfere with the performance of normal duties. Personnel in civilian attire may also wear one conservative snug-fitting bracelet, as long as it does not detract from the employee's professional appearance.

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7. Jewelry:

- a. Uniform personnel may wear one stud post earring, which does not exceed a diameter of one-quarter inch (1/4") in each ear while on duty.
- b. While on duty in civilian attire female employees may wear only one earring in each ear. Earrings are only permitted to be worn in the ears. Earrings will be coordinated with the clothing attire and shall not be larger than a dime.
- c. Uniform personnel may wear necklaces while on duty provided the necklace(s) is completely concealed by the uniform of the day. Personnel in civilian attire may wear a conservative necklace as long as it does not detract from the employee's professional appearance.
- d. A maximum of two conservative rings may be worn while on duty. The size and shape of the ring(s) shall not hinder or obstruct an employee's performance or the use of department issued equipment. No ring may extend beyond the area between the knuckle and the next finger joint. Officers shall not wear rings on the trigger finger of either hand. A wedding ring and engagement ring worn on the same finger will be considered as one ring.

IV. **INSPECTIONS**

- A. Strict compliance with this policy is required.
- B. All personnel holding the rank of sergeant or higher, whether temporary or permanent, shall make certain that all subordinates comply with these guidelines by conducting routine inspections.