



BELOIT POLICE DEPARTMENT POLICY MANUAL

PD-1023

PERSONAL APPEARANCE

Newest Revision Date	Original Issue Date	Prior Revision Date(s)	Pages
04/30/2024	08/12/2020	8/12/2020, 9/12/2022	3
Special Instructions/Attachments/Sources			

1023.1 PURPOSE AND SCOPE

To project uniformity and neutrality toward the public and other members of the Department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and their assignment.

1023.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1023.2.1 HAIR

The hairstyles of all members shall be neat in appearance. Designs shaved into the hair and scalp are prohibited. Member’s hair shall not be such that it presents an unprofessional, unkempt, or neglected appearance. Hair accessories must be professional in appearance.

Sworn and Community Service Officers

For male sworn officers, hair should not be worn so it falls over the eyebrows or reaches the collar while assuming a normal stance.

For female sworn officers, hair must be no longer than the top of the shoulder unless the hair is pulled back and secured at a single point, for example, bun, braid, french braid, or ponytail, so it will not obstruct the field of vision and minimize the grabbing of hair in any use of force situation.

1023.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1023.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the earlobes and shall be trimmed and neat.

1023.2.4 FACIAL HAIR

Only full beards or goatees, neatly trimmed, and not exceeding one inch in length may be worn. Sworn members assigned to any specialty unit in which a protective mask or other personal protection equipment (PPE) may be required shall either remain clean-shaven while assigned to such unit or demonstrate to the satisfaction of their commanding officer that the beard does not interfere with the proper wearing of any such mask or PPE. In addition, any member may be required to be clean-shaven during any public emergency or related event as determined by the Chief of Police or the authorized designee.

1023.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, sworn personnel and community service officer's fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger. If fingernail polish is used, it must be clear or neutral in color. Any raised, ornamented accessories worn or affixed to nails are prohibited (e.g. rhinestones, jewelry, etc).

All other non-sworn members shall maintain their fingernails in a business professional manner.

1023.2.6 JEWELRY

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

Sworn and Community Service Officers

- a) Jewelry shall present a business professional image and may not create a safety concern for the department member or others. Necklaces shall not be visible above the shirt collar.
- b) Earrings shall be small and worn only in or on the earlobe.
- c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation if the member is assigned to a position where that may occur.
- d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- e) Wristwatches shall be conservative and present a professional image.
- f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

Non-Sworn

Non-sworn members may wear jewelry that presents a business professional image and is conservative. Visible earrings shall not exceed two per ear and shall be small and inconspicuous.

1023.2.7 EYEWEAR

Eyewear will be conservative style and color and be professional in appearance. No mirrored lenses. No neon or brightly colored frames.

1023.2.8 RELIGIOUS ACCOMMODATION

Members who have sincerely held religious beliefs or practices may submit a memo through the chain of command to the Chief of Police for religious accommodation related to this policy. Examples include requests to grow facial hair longer than one inch, wearing religious head coverings, etc. Title VII CFR Part 1605.

1023.3 TATTOOS

At no time while on duty or representing the Department in any official capacity, shall any offensive tattoo or body art be visible. Examples of offensive tattoos would include, but not be limited to, those that depict racial, sexual, discriminatory, gang-related, or obscene language. Officers should consider that they may be assigned to specialty units, such as bicycle patrol, etc., that would allow for otherwise covered tattoos to be visible. Visible face or neck tattoos are not allowed. Members should report any additional ink acquired after their initial hiring or the date of this policy.

1023.4 BODY PIERCING OR ALTERATION

Members shall not have body piercings or alterations to any area of the body that is visible to the public or that is a deviation from normal anatomical features, that are not approved in section Jewelry 1023.2.6, approved under 1023.4.1, or that is not medically required are prohibited. Such body alteration includes, but is not limited to, the following:

- a) Tongue splitting or piercing.
- b) The complete or transdermal implantation of any material other than hair replacement or breast augmentation.
- c) Abnormal shaping of the ears, eyes, nose, or teeth.
- d) Branding or scarification.

1023.4.1 Non-Sworn may have one visible body piercing that is stud style and no more than 2mm in diameter.

1023.5 NOTIFICATION

The Department shall, at the time of hiring, notify each employee of the personal appearance standards (Wis. Stat. § 103.14).