

 THE CITY OF NORFOLK <small>POLICE DEPARTMENT</small>	Administrative Special Order 19-001: Tattoos and Facial Hair		
	Office of Preparation: Office of Support Services (mar)		
	CALEA:	22.1.6	
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		Date: 10-7-19	

Purpose:

The purpose of this order is to provide standards regarding the display of tattoos and the growth of facial hair by Norfolk Police Department employees.

Policy: (CALEA 22.1.6)

The Norfolk Police Department requires that employees conform to required grooming and dress standards in order to present a professional appearance while on-duty. Supervisors will monitor subordinates' dress and appearance and take any necessary corrective action. For the purpose of this directive, the term "on-duty" also applies to employees appearing in court, working part-time for the City, working outside employment, attending training, or otherwise presenting themselves as a member of the department in an official capacity.

Order Contents:

- I. Tattoo Guidelines
- II. Facial Hair Guidelines

I. Tattoo Regulations

A. Tattoo issues will be reviewed on an individual basis.

1. The commanding officer overseeing recruitment functions will review and determine if an applicant's tattoo(s) is in violation of this order.
2. Commanding officers will review and determine if their employee's tattoo(s) are in violation of this order.

B. The following tattoo(s) are prohibited, regardless of visibility.

1. Extremist – Tattoo(s) affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities, including those advocating racial, gender, ethnic hatred or intolerance, or illegal discrimination based on race, color, gender, ethnicity, religion, sexual or gender orientation, or national origin; or tattoo(s) advocating violence or other unlawful means of depriving individual rights under the U.S. Constitution and Federal or State law.
2. Indecent – Tattoo(s) that are grossly offensive to modesty, decency, propriety, or professionalism.
3. Sexist – Tattoo(s) advocating a philosophy that degrades or demeans a person based on gender.
4. Racist – Tattoo(s) advocating a philosophy that degrades or demeans a person based on race, ethnicity, or nationality.
5. Gangs or Drug Related – Tattoo(s) promoting gang activity or the use of illicit drugs.

C. The following will apply to all employees.

1. Any tattoo that is above the neckline must not be offensive, must be covered while on duty, and must be approved by the Chief of Police
2. Tattoos on the face and head are prohibited.
3. Tattoos on the hand are prohibited with the exception of a single ring-shaped image displayed on a single finger of one hand.
4. Current employees must obtain permission from the Chief of Police to add a ring-shaped tattoo on a finger or to wear any tattoo above the neckline.
5. Inappropriate or offensive tattoo(s) cannot be added, whether the tattoo(s) are covered or not.
6. Cosmetic tattoos (eyeliner, eyebrows, and lips) are authorized if they are natural in appearance.
7. Any exception(s) to these requirements can be authorized at the discretion of the Chief of Police only.

II. Facial Hair Regulations

- A. Officers with the desire to grow facial hair must write a letter to their immediate supervisor stating their intention before they stop shaving. (See Attachment A).
- B. The supervisor will maintain letters of intent and ensure that officers are within the guidelines of this special order while in the process of growing facial hair.
 - 1. Sideburns, when worn alone, must not extend below the lowest part of the ear and must be neatly trimmed and tapered in the same manner as the haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven, horizontal line.
 - 2. Mustaches, when worn alone, will be neatly styled and trimmed and may extend over the upper lip but may not extend over any part of the lower lip. The mustache may be grown no longer than the corners of the mouth; the ends of the mustache will not be twisted or waxed. Mustaches may not be squared but may be tapered toward the corners of the mouth or formed from the natural facial hairline.
 - 3. Beards must be worn in conjunction with a connecting mustache and must not exceed ¼” in length. The appearance of all facial hair must be shaped and trimmed above the neckline.
 - 4. Circle Beard Goatees must not exceed ¼” in length and must connect the mustache and the hair grown on the chin. The goatee must not exceed 1” from the corner of the mouth and must not exceed 1.5” below the chin.
 - 5. All facial hair must appear natural in color.
 - 6. Employees with facial hair must have a shaving kit available in the event of a duty related incident where a breathing apparatus would be used (civil disturbance, etc.).
 - 7. Personnel with facial hair must shave for annual physicals to accommodate mask fittings only if the gas mask cannot obtain a proper seal.



MEMORANDUM

TO: (Immediate Supervisor's Name)

FROM: (Officer's Name)

COPIES TO: _____

SUBJECT: Letter of Intent - Facial Hair

DATE: (Date)

In accordance with Special Order 19-001: Tattoo and Facial Hair, this is to inform my immediate supervisor of my intention to grow facial hair. I am submitting this letter before I stop shaving, as directed in this special order.

Very respectfully,

(Signature)

Officer's Name
Officer's Command