



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1450
TOPIC: PERSONAL APPEARANCE STANDARDS
ISSUED BY: MICHON MORROW, CHIEF OF POLICE
DATE: 1-1-2024
SUPERSEDES: G.O. 1450, 2023
REFERENCE: N.R.S. 41-1102

I. POLICY

The Lincoln Police Department establishes these standards of dress and grooming in order to present an appearance that instills professionalism, confidence and respect. The chief of police is the final authority for interpretation and decisions pertaining to grooming standards and dress code. (26.1.1)

II. PROCEDURE

A. Grooming Standards for All Employees

1. Employees shall maintain a neat and clean personal appearance.
2. Employees appearance shall not depict anything in violation of GO 1260, Equal Employment Opportunity, or advocates conduct contrary to GO 1425, Code of Ethics, or anything reasonably associated with, or symbolizing, gang affiliation, supremacist ideology, extremist violence, or criminal affiliation.
3. Skin designs including intentional scarring, branding, tattoos or other designs shall only be visible on arms, or legs (if shorts are a permitted uniform), unless otherwise stated in this policy. If skin designs do not comply with this policy, they shall not be visible while the employee is on duty.
 - a. Employees are prohibited from having visible tattoos on any part of the hands, neck, face, head, eyelids, mouth, and ears with the following exceptions:
 - (1) Tattoo of one wedding band on a ring finger.
 - (2) Permanent facial make-up on the eyebrows, eyeliner, or lips that is conservative.
 - b. Any skin design that is believed to not conform to this policy shall be brought to the attention of a supervisor.

B. Grooming Standards for Commissioned and Non-Sworn Uniformed Employees

1. Hair
 - a. Hair, wigs, extensions or similar shall be worn in a clean, natural style, treated or untreated, in a manner which does not interfere with vision, police headgear or general employee safety.
 - b. While in uniform, employee's hair shall not extend beyond the top of the employee's shoulders. Employees may pull back or secure longer hair to the head, but the hair must not extend beyond the shoulders.
 - c. Facial hair must be neatly trimmed and shall not exceed ½ inch in length.
 - (1) Employees will need to temporarily shave facial hair to properly wear safety equipment. Employees shall ensure that they have the proper grooming tools should shaving be necessary.
2. Jewelry and Accessories
 - a. Uniformed officers may wear small stud earrings. Plainclothes officers and public service officers may wear small, non-dangling earrings. No more than two earrings per ear is permitted. No other visible body piercing ornaments may be worn.
 - b. Conservative rings and wristwatches may be worn.
 - c. Bracelets and necklaces worn by uniformed employees must not be visible, except for medic-alert bracelets.
 - d. Eyeglasses or sunglasses of a conservative style may be worn.

- e. Hair accessories such as barrettes, bobby pins and hair ties shall be black, dark blue, or a color to blend with the hair color.
- f. Unauthorized ornaments shall not be worn on the uniform.

3. Accommodations

- a. Employees may request to deviate from this section for personal reasons.
- b. Officers may deviate from this section during approved undercover assignments.
- c. The chief of police will make the final grooming standard determinations

C. Uniform Specifications for Commissioned Officers (22.1.6)

1. The following department issued items constitute the uniform:

- a. Headgear: Stocking cap, dress hat, ball cap, headband, head coverings (Hijab, turban, etc.) or jacket hood.
 - (1) Ball caps shall only be worn as intended, bill forward and centered on the head.
 - (2) Badge numbers may be added to the ball cap by request to Property, at the employee's expense. No other alterations are allowed.
 - (3) Ball caps shall not be worn with a tie or at formal events such as graduation/award ceremonies or as directed.
- b. Shirts: Polos, long sleeved shirts, short sleeved shirts and exterior vest carriers. Shirtsleeves may only be rolled up to expose the reflective stripping.
 - (1) Polos may only be worn in a plainclothes capacity or training.
- c. Neckwear: Necktie to be worn as an option with long sleeved shirts.
- d. Coats: Duty jackets and raincoats.
- e. High-visibility vest: Officers shall wear the high-visibility vest when directing traffic, or engaged in other work in the roadway when traffic is present.
- f. Pants: Department-issued uniform pants.
- g. Gunbelt: Department-issued black equipment belt with holster, handcuff case, keepers, OC spray case, flashlight holder, radio holder, magazine case, and baton or TASER holder.
- h. Patch: Department shoulder patches will be worn on the sleeves of duty jackets, lightweight jackets, and shirts, centered on the sleeve ½ inch below the shoulder seam.
- i. Badge: Shall be worn on the outer garment at all times.
- j. Name tag: Shall be worn at all times on the outermost garment just above the right breast pocket.
- k. Whistle: May be worn with a clip or a whistle chain on the right side. If clipped, it should attach to the pocket flap. Chain should attach to the button on the right epaulet of the uniform shirt.
- l. Miscellaneous Items: Pens and pencils, and one department awards pin may be worn as part of the uniform.
- m. Rank Insignia shall be worn on shirts and duty jackets.
 - (1) Sergeant: Fabric chevrons centered on both sleeves, ½ inch below patch.
 - (2) Lieutenant: Single gold bar on each side of shirt collar parallel to, and ¼ inch from, front edge of collar; and on jacket epaulets, ½ inch from the shoulder seam.
 - (3) Captain: Double gold bars on each side of shirt collar parallel to, and ¼ inch from, front edge of collar; and on jacket epaulets, ½ inch from the shoulder seam.
 - (4) Assistant chief: Single gold star, centered on each side of the shirt collar, ½ inch from the front edge of collar; and on jacket epaulets, ½ inch from the shoulder seam.
 - (5) Chief: Two gold stars centered on each side of the shirt collar, ¼ inch from the front edge of collar; and on jacket epaulets, ½ inch from the shoulder seam.

2. Body armor is subject to reimbursement pursuant to labor contract and shall be cared for and cleaned according to the manufacturer's care instructions. (41.3.5) Additionally:

- a. Officers may obtain body armor from the Property and Evidence Unit on a temporary basis.
- b. Officers in uniform shall wear body armor at all times while on duty, except when:
 - (1) Within a secure area of a law enforcement facility;
 - (2) Exempted by a supervisor for a specific purpose.

- c. All officers, regardless of assignment, shall wear agency approved body armor when engaged in high-risk situations or when they could reasonably be expected to take enforcement action. (41.3.6)
 - d. Supervisors may waive this requirement if wearing body armor would compromise or pose a safety risk to agency personnel who are working in an undercover or plainclothes assignment.
 - e. In any circumstance, on-duty officers will have their body armor readily accessible when it is not being worn.
3. The following items are approved uniform gear supplied by officers at their own expense and worn as part of the uniform: (41.3.4)
- a. Sweaters: Navy blue, may be worn with or without a tie. Sweaters must conform to department specifications.
 - b. Turtlenecks: Black, may be worn under long sleeved shirts.
 - c. Belts: Trouser belts will be supplied by officers and must be plain black with a conservative buckle.
 - d. Gloves: Black.
 - e. Overshoes: Black, plain pull-on or zippered.
 - f. Belt Accessories: Key rings and black utility cases for such items as cellular phones, pocketknives, CPR shields, vinyl gloves, etc.
 - g. Tattoo sleeve cover: Black.
 - h. Undershirt: Black, Crew neck. Shirt shall not extend below the sleeve.
 - i. Footwear and socks: Black. All footwear shall be shined and clean.

D. Uniform Specifications for Non-sworn; Uniform Employees (22.1.6)

- 1. Department high-visibility vests shall be worn when directing traffic or engaged in other work in the roadway when traffic is present.
- 2. Although styles, colors and materials may differ, the uniform specifications for non-sworn uniform employees shall be the same as for commissioned officers, with the following exceptions:
 - a. Department issued polo shirts.
 - b. Uniform shorts are an option to long trousers.
 - c. Ball caps may be worn without the approved outer vest carriers.

E. Specifications for Non-Uniformed Officers (22.1.6)

- 1. Plainclothes officers are expected to carry their firearm and accessories concealed when in public. Officers' choice of apparel should not interfere with access to their firearm and accessories.
- 2. Officers shall carry their commission and badge on their person at all times, unless directed otherwise by a commanding officer. (22.1.8)
- 3. Plainclothes officers shall dress in business attire whenever practical.
- 4. Plainclothes officers will be issued at least one complete uniform.
- 5. Plainclothes officers shall wear a visible department issued ID card while in police facilities.

F. Specifications for Non-sworn; Non-Uniform Employees (22.1.6)

- 1. Non-sworn employees shall wear clothing appropriate to their function within the department, of a type typically worn in similar private sector employment in this community.
- 2. Employees in public contact positions shall present a professional appearance and wear business attire.
- 3. Non-sworn employees shall wear a visible department issued ID card while in police facilities. (22.1.8)

G. General Uniform Dress Code

- 1. Only issued and/or authorized apparel, uniform equipment, or accessories are to be worn or used. Deviations from uniform specifications require approval by the chief of police, except:
 - a. Division heads may make long-term exceptions for special assignments, such as undercover investigations;
 - b. Commanding officers or unit managers may make short term exceptions for special purposes.

2. Uniforms shall be kept neat, clean, well pressed and maintained in good repair. All pockets are to be buttoned. All leather, badges and accessories shall be properly polished and maintained.
3. Employees shall not wear the uniform off-duty except when working at an approved off duty job or with command approval.
4. Uniformed employees shall wear a complete uniform, but may elect to wear approved or issued items suitable for their comfort in the weather.
5. When appearing for court or at any official hearing, employees will wear the uniform or business attire and comply with the policy for plainclothes officers.
6. While on duty, the following equipment shall be kept readily available: commission, weapon, radio, flashlight, notebook, whistle, handcuffs and key, and other equipment required in the performance of the assigned duty.
7. The Department will provide utility wear for SWAT, K-9, Crime Scene Techs, PSOs, Motor Officers, Bike Patrol and other special duties.
8. Utility uniforms and equipment are to be worn only when performing in those functions.