

Personal Appearance Standards

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 for 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

Hairstyles of all members shall be neat in appearance. For male officers, hair must not extend below the top edge of the uniform collar while assuming a normal stance. Extreme colors or styles are not permitted.

For female officers, hair must be neatly groomed. Hair that exceeds the shoulder in length must be secured back and away from the face. Extreme colors or styles are not permitted.

1023.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend more than one inch below the corners of the mouth.

1023.2.3 SIDEBURNS

Sideburns must be neatly trimmed and must not be extreme in style or connect with any mustache. Sideburns shall not extend below the bottom of the ear lobe.

1023.2.4 FACIAL HAIR

1. Beards must be neatly trimmed, not longer than ½", and must be uniformly the same length on all areas of the face. No section of the beard may be longer than another.
2. Ornamentation or design patterns in the hair are not allowed. Beards shall not be dyed or colored with any color other than naturally occurring colors (brown, black, auburn, blonde, and gray).
3. Beard growth must accommodate, and allow for, any Personal Protective Equipment (PPE), including gas masks. Any modification to PPE equipment must be approved by Chief of Police or designee, with employee paying full cost of any retrofits/modifications to equipment.
4. Beard approval may not be used as an excuse not to shave facial hair, and to routinely have only a couple of days of beard growth (except when starting beard).

Personal Appearance Standards

1023.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

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 shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- a. 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.

1023.3 TATTOOS

Members may not appear on-duty or in uniform with any visible facial, head, neck (above the collarbone) tattoos or decals. Tattoos or decals on the hand are not permitted except for single bands around fingers. Any visible tattoo that is obscene, sexually explicit, offensive, symbolizes violence, is affiliated with any gang, criminal or hate group, or advocates based on sex, sexual orientation, age, gender, race, religion, ethnic or national origin is prohibited.

The Chief of Police will be the final arbiter as to whether a tattoo violates the above standard. If a tattoo violates any provision of the above, it must be covered at all times while on-duty.

Tattoos that are deemed medically necessary or common cosmetic tattoos such as permanent eyebrows, make-up and skin discoloration repair are exempt from this policy.

1023.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body that is visible in any authorized uniform or attire, and is a deviation from normal anatomical features and that is not medically required is 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

Personal Appearance Standards

- d. Branding or scarification
- e. Intentional body mutilation

Members shall not wear any item of ornamentation in their nose, eyebrow, tongue or any other location of the body that is visible during duty hours or any duty-related function.

The use of gold, platinum, or other veneers or caps for the purposes of ornamentation is prohibited. Teeth, whether natural, capped or veneer, will not be ornamented with designs, jewels, initials, etc.

Contact lenses, if worn on-duty, shall be in a natural eye color. Red, orange, silver and other unnaturally colored contact lenses, or colors when worn that create an unnatural eye color, and contact lenses with graphic designs of any kind are prohibited.

