

Personal Appearance Standards

1044.1 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.

1044.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer health and 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.

1044.2.1 HAIR

Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, and worn up or in a tightly wrapped braid or ponytail.

1044.2.2 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.

1044.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1044.2.4 FACIAL HAIR

Sworn personnel may not wear mustaches that extend further than the corner of the mouth. Mustaches cannot extend over the edge of the upper lip.

Sworn personnel may not wear beards, unless a doctor authorizes an exemption for medical reasons.

Goatees will be allowed for male personnel. For policy purposes, a goatee is defined as a tuft of hair on the chin, joined with a mustache. The "Fu Manchu" is not considered a goatee and is not approved for sworn personnel. Goatees will be kept clean and trimmed. To maintain the integrity of the gas mask, goatee hair will be no longer than 1/4" in length for sworn employees and will not extend onto the neck area. The goatee will not be worn until it is readily apparent to anyone that the employee has a goatee and didn't just forget to shave. The amount of time to grow a goatee will vary by individual, but every employee must have a minimum of three days growth before reporting for duty with a goatee.

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1044.2.5 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.

1044.2.6 JEWELRY AND ACCESSORIES

Personnel may wear watches and rings of a conservative style at their discretion. Uniformed female personnel may wear a maximum of 2 earrings per ear. Earrings will be conservative in nature and will not extend more than 2" below the earlobe.

Females in civilian attire should wear conservative earrings, not extending more than 2" below the earlobe.

Necklaces may be worn, but uniformed personnel must wear necklaces concealed beneath the T-shirt.

Body piercings, except earrings, will not be visible while on duty. Tongue piercings and "ear plugs" or "flesh tunnels" will not be worn at work.

1044.3 TATTOOS

Employees hired after August 26, 2009, may not have any visible tattoos/branding that cannot be covered while on duty or in uniform. Any current employee who has a new tattoo/branding or has added to an existing tattoo/branding after August 26, 2009, must cover the tattoo/branding while on duty or in uniform by wearing a long-sleeved uniform or dress shirt and/or full length pants.

The following tattoo/branding policy applies to all employees hired before August 26, 2009, and with pre-existing tattoos/branding:

Existing, non-offensive tattoos/branding may continue to be displayed while on duty or in uniform if minimally visible and located in one of the two areas listed below:

- Below the sleeve of a short-sleeved shirt, but above the elbow. (The sleeve of the short sleeve shirt must fall at least of the distance between the edge of the shoulder and the elbow to meet this criteria.)
- Below the bottom of the pant leg on a pair of shorts, but above the kneecap.

Tattoos/branding that cannot be covered as described above, must be covered by wearing a long-sleeved uniform or dress shirt or full length pants.

If the exposed tattooed/branded area is within a three-inch square or less, the employee may cover that area with an adhesive bandage, patch, or concealing make-up of a color as close to their skin tone as is reasonably available.

Employees with tattoos/branding located in an area not practical to cover may submit a request for exemption to the Chief of Police for consideration.

Current employees with minimally visible tattoos/branding in one of the two listed areas, or with a tattoo that is approved by the Chief of Police, will have the tattoo/branding photographed by their supervisor, and the photograph will be included in the employee's 4006 file.

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Derogatory, sexually suggestive, discriminatory, or otherwise objectionable tattoos/brandings are prohibited in all circumstances.

1044.4 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 generally accepted anatomical features and that is not medically required is prohibited. Such body alteration includes, but is not limited to:

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