Personal Appearance Standards

1022.1 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.

1022.2 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.

1022.2.1 HAIR

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

For female uniformed officers, hair shall be worn up or in a tightly wrapped braid, ponytail, or bun and shall not extend beyond the bottom of the uniform collar when standing erect. For females working in non-field and civilian assignments, hairstyles shall be neatly arranged, look professional, and clean.

All employees shall only exhibit a "natural" hair color when on-duty or otherwise performing any work related activity. Extreme hair styles (e.g. cornrows, dreadlocks, or pigtails) are not permitted.

Officers working undercover assignments may deviate from this policy at the approval of their division commander.

1022.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend more than one-half inch laterally beyond the edges of the mouth and below the corners of the mouth, or beyond the natural hairline of the upper lip.

1022.2.3 SIDEBURNS

Sideburns shall not extend below the middle of the ear and shall be trimmed and neat.

1022.2.4 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Chief of Police or the authorized designee.

1022.2.5 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.

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1022.2.6 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the shirt collar. All jewelry must be professional in appearance and are subject to the approval of a command officer or supervisor.

Earrings shall not be worn by uniformed licensed officers, investigators, special assignment personnel, or uniformed civilian personnel without permission of the Chief of Police or the authorized designee. Civilian employees in civilian attire may wear no more than one "post-style" earring in each ear when on-duty, or performing any work related activity.

Only one ring may be worn on each hand of the employee while on-duty.

A wrist watch, a department authorized memorial bracelet, and/or a medical alert bracelet may be worn while in uniform.

1022.3 TATTOOS

No employee shall have visible tattoos, body markings, or other body art (referred to hereinafter as "markings") to the head, face, neck, or scalp. Visible markings on the other parts of the body are permitted as long as the markings are not inappropriate or offensive.

(a) Inappropriate: If the markings depicts, describes, or otherwise refers to sexual conduct, acts, or organs.

(b) Offensive: If the markings depicts, describes, or refers to intolerance, or discrimination against any race, color, preference, creed, religion, gender, national origin, or it is commonly associated with any organizations or groups which advocates such intolerance or discrimination, or brings discredit upon the department, detracts from the professional appearance of the employee, or violates the standards of decency and morality.

Markings determined to be inappropriate or offensive shall be covered with the department's authorized uniform or attire. Disguising, masking, or concealing a tattoo, or body marking by way of a bandage, make-up, gloves, or any other means (excluding regular clothing attire such as a long-sleeve shirt, pants, skirt, socks, etc.) is not an acceptable method of complying with the appearance standard and shall not be permitted.

The Chief of Police or his/her designee shall be the final authority in determining if a marking is considered inappropriate or offensive.

1022.4 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

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(b) Body piercings which are visible while on duty and/or wearing a department attire (examples include, but are not limited to, piercings to any portion of the ear, nose, eyebrow, tongue, lip, cheek, or any visible body part)

(c) The complete or transdermal implantation of any material other than hair replacement or breast augmentation

(d) Abnormal shaping of the ears, eyes, nose or teeth

(e) Branding or scarification

Disguising, masking, or concealing a body-piercing by way of a bandage, make-up, gloves, or any other means (excluding regular clothing attire such as a long-sleeve shirt, pants, skirt, socks, etc.) is not an acceptable method of complying with this appearance standard and shall not be permitted.

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