

Personal Appearance Standards

1022.1 PURPOSE AND SCOPE

In order 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.

1022.1.1 RESPONSIBILITY

The Chief of Police is authorized to establish personal appearance standards for Departmental employees. Command Officers and other supervisors shall enforce these standards as established in this policy. Officers and other employees shall adhere to these standards without having to be forced by supervisors.

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 or his designee has granted exception.

1022.2.1 HAIR

Uniformed Officers:

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. Hair must be of such a length on the sides that it does not cover more than one half of the top of the ear. Hair must not interfere with an officer's vision and may not hang down over and into the eyes. Officers should not dye their hair to an unnatural or eccentric color (i.e. purple).

Female officers may have hair which is longer or styled differently than male officers. However, when on duty in uniform, it must conform to the standards as stated above. This may require it to be "put up" with hairpins or barrettes which must be of a similar color to the officer's hair. Ponytails, pigtails or any other hairstyle which would offer an immediately available handhold or safety problem are prohibited.

Plainclothes Officers:

Hair standards for plainclothes assignments shall be in accordance with contemporary societal norms and is subject to the approval of the appropriate Command Officer.

1022.2.2 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.

Urbana Police Department

Policy Manual

Personal Appearance Standards

1022.2.3 SIDEBURNS

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

1022.2.4 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn by uniformed officers, unless authorized by the Chief of Police or his/her designee. The only exception to the prohibition for beards and goatees in uniform are for those officers with a legitimate medical excuse from a doctor which would prevent an officer from shaving regularly.

The Department reserves the right to send the officer to a doctor of the City's choosing for a second opinion on the medical excuse. Under those circumstances, the officer must keep the beard or goatee short, neatly trimmed, and well kept.

Officers assigned to plainclothes assignments are authorized to wear a neatly trimmed goatee such that it does not interfere with the use of a gas mask. All officers that are permitted to wear a beard or goatee shall keep shaving items in their locker so that they can shave with short notice in the case of use of gas mask.

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 neatly trimmed and should not be any longer than one quarter of one inch beyond the end of the finger tip. Fingernails for sworn, uniformed employees may only have neutral or clear fingernail polish.

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.

Earrings shall not be worn by uniformed sworn members. Jewelry and other accoutrements may not be worn in the hair.

The Department is not responsible for replacing jewelry lost or damaged in the line of duty.

1022.3 TATTOOS

Employees who interact with the public may not display tattoos or other body art that are visible to the general public as of September 23, 2011. No further enhancement, modification, or alterations will be permitted to existing tattoo(s). Employees who have a tattoo(s) placed on his or her body after September 23, 2011, the effective date of the original policy, will be required to conceal the tattoo(s) with uniform attire.

At no time while on-duty or representing the department in any official capacity, shall any offensive tattoos or body art be visible. Examples of offensive tattoos would include, but not be limited to, those which depict racial, sexual, discriminatory, gang related or obscene language.

Personal Appearance Standards

1022.4 BODY PIERCING

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited except with prior authorization of the Chief of Police. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or bifurcation.
- (b) The complete or transdermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.
- (d) Branding or scarification.