
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.

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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 must be kept clean, neatly trimmed, and present a conservative, professional appearance with clean borders. Facial hair that presents any sort of faddish appearance is prohibited, including patches or clumps. No portion of the facial hair may be exceptionally longer than the rest and the length shall not exceed 1/2 inch, nor be kept so short that it would be considered stubble, except when it is being initially grown out. The neck must remain clean shaven.

All officers who have facial hair shall keep shaving items in their locker so that they can shave with short notice in case the use of a gas mask is required.

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.

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

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. A committee consisting of representatives from the following groups will make the ultimate decisions on whether or not a tattoo is deemed offensive and must be covered.

- Human Resources
- Union Board Member
- Police Department Management
- City Legal

Tattoos on the face or above the collar bone are prohibited or must be covered while on duty.

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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.