

## 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, all employees shall be clean and well-groomed when on duty and shall conform to these standards, except if their current assignment would deem compliance inappropriate. In such cases, an exemption must have been granted by the Chief of Police or his designee.

#### 1023.2.1 HAIR

Hairstyles of all members shall be neat in appearance and hair shall be of a natural color.

For male members, hair must not extend below the top edge of the uniform or shirt 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 shall be worn up or in a tightly wrapped braid or ponytail.

#### 1023.2.2 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.

#### 1023.2.3 SIDEBURNS

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

#### 1023.2.4 FACIAL HAIR

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

#### 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.

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#### 1023.2.6 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 sworn personnel without permission of the Chief of Police or a designee. Only one ring may be worn on each hand of employees while on-duty.

With the exception of medical ID information, bracelets will not be worn by employees while on duty.

#### 1023.3 BODY MODIFICATIONS

##### A. General Prohibition of Body Modifications

1. Unless otherwise permitted by this policy, no employee shall intentionally modify or have modified any area of the body that is visible in any issued uniform attire or plainclothes while on duty.
2. Intentional body modifications include any procedure that results in the body, or any part thereof, taking on an unnatural appearance, including but not limited to:
  - (a) Tattoos, branding, or other body art (e.g. subdermal implants -- horns, beads placed under the skin, etc.)
  - (b) Tongue splitting or bifurcation
  - (c) Abnormal shaping of the ears, eyes, or nose
  - (d) Abnormal filing of the teeth
  - (e) Scarification
  - (f) Ear gauging
  - (g) Dental ornamentation
3. Areas of the body that are considered visible in uniform include the following:
  - (a) The portion of the arms, including the hands and fingers, normally exposed in short sleeves
  - (b) The entire neck, face, and head
4. Except as otherwise permitted by this policy, optional wear uniform items (jackets, command sweater, etc.) or any other item that would cover or conceal an otherwise visible body modification while in uniform may not be used in order to comply with this policy.
5. Plain clothes must cover at least as much of the body as a uniform, unless specifically exempted elsewhere in policy.

##### B. Limited exception for arm tattoos

1. For the purpose of this policy, a tattoo is defined as body art that changes the color, but not the texture or structure, of a person's skin.

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2. Arm tattoos are permitted to extend down an employee's arm to a point no less than one (1) inch above the wrist.
3. Arm tattoos permitted by this policy must be completely covered at all times while on duty.
  - (a) When wearing uniform attire that exposes their arms, employees with arm tattoos are required to wear a departmentally approved cover up sleeve—purchased through the Quartermaster at the employee's own expense—in the color that most closely matches the officer's natural skin tone.
  - (b) When in plainclothes, cover up sleeves are not permitted and employees must wear clothing that completely covers their arm tattoos.
- C. Officers assigned to bike patrol who have body modifications that would be visible in shorts must wear long bike uniform pants to cover them, regardless of the season.