

## **PERSONAL APPEARANCE STANDARDS**

### **PURPOSE AND SCOPE**

To establish guidelines for the professional on-duty appearance of employees.

### **POLICY**

All employees are required to maintain their appearance in a neat and well-groomed manner. Employees who are subject to public contact shall maintain their appearance in accordance with professional business standards. Employees are not allowed to perform duties with an unkempt, dirty, shoddy, or disheveled appearance.

### **PROCEDURE**

Employees shall maintain the following appearance standards:

- (a) All clothing shall be maintained in a neat, clean and serviceable condition.
- (b) The style of on-duty civilian dress will be that of contemporary business standards for both male and female employees.
- (c) Courtroom dress for employees shall be either duty uniform or conservative business attire.
- (d) While on duty, all tattoos shall be covered and not visible to the public.
  - 1. Current employees hired before April 3, 2007, shall make every effort to conceal existing tattoos. Consideration will be taken that some existing tattoos will not be able to be completely covered.
  - 2. Employees hired after April 3, 2007, will meet City Policy \_\_\_\_\_.
- (e) Visible body piercing jewelry, including tongue piercing, is prohibited except as provided in Section \_\_\_\_\_ and \_\_\_\_\_.
- (f) Hair colors shall only be natural hair colors.
- (g) Male employees shall adhere to the following standards:
  - 1. While on duty or in uniform, the hair will be neatly and evenly trimmed.
  - 2. Hairstyle will be such that the hair does not cover more than half of the ears.

3. When standing, the hair shall not extend over the uniform or shirt collar and shall not be tucked under the collar.
  4. Sideburns will not extend past the bottom of the earlobe and no wider than two (2) inches.
  5. A mustache, when worn, shall be neatly trimmed. The mustache shall not meet with the sideburns and shall not extend lower than the bottom edge of the upper lip.
  6. Neatly trimmed beards are permitted only for professional employees and non-uniformed sworn employees.
- (h) Female employees shall adhere to the following standards:
1. All hairstyles shall be neatly and evenly trimmed at all times while the officer is on duty.
  2. While on normal duty or in uniform the hair shall be worn in a style to maximize officer safety.
  3. Visible jewelry is limited to two rings, watch, identification/medic alert bracelet, one cosmetic bracelet and stud type earrings.
- (j) Non-uniformed sworn employees must adhere to this policy when working uniformed patrol duties, regardless of the duration of the assignment.
- (k) Visible jewelry is limited to two rings, watch and identification/medic alert bracelet.

### **DEFINITION OF TATTOOS**

1. Tattoo – the act or practice of marking the skin with indelible designs, forms, figures, art, etc., by making punctures in the skin and inserting pigment.
2. Scarification – the act of intentional cutting of the skin for the purpose of creating a design, form, figure or art.
3. Branding – the act of intentional burning of the skin for the purpose of creating a design, form, figure or art.

The following includes, but is not limited to, the types of unauthorized tattoos, scarifications or brands prohibited by this procedure:

- a. Depictions of nudity or violence;
- b. Sexually explicit or vulgar art, works, phrases or profane language;
- c. Symbols likely to incite a strong reaction in the workplace, i.e., swastikas, pentagrams or similar symbols; or,
- d. Initials, acronyms or numbers that represent criminal or historically oppressive organizations, i.e., AB, KKK, SS, MM, BGF, HA, 666 or any street gang names, numbers and/or symbols.

## **DEFINITION OF BODY PIERCING**

Except for a single stud pierced earring worn in the lobe of each ear, no body piercing shall be visible while any employee is on duty or representing the Department in any official capacity without prior authorization from the Chief of Police.

1. Piercing – the act of creating a hole in any part of the body for the purpose of creating a design, form, figure or art.

## **SPECIFIC EXEMPTIONS**

Employees working assignments that conceal their identities as police officers are exempt from the grooming and appearance provisions as authorized by their supervisors.