

Personal Appearance Standards

1044.1 PURPOSE AND SCOPE

Discretionary **MODIFIED**

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.

1044.2 GROOMING STANDARDS

Discretionary

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.

1044.2.1 HAIR

Discretionary **MODIFIED**

Hairstyles of all members of the department shall be neat in appearance.

A. Males - Hair should be neatly combed and arranged in a conservative, easy to maintain style. Extreme styles are not permitted. The hair shall not extend below the horizontal top edge of the uniform collar while assuming a normal stance. Hair must be neatly cut on the back and sides, forming a smooth symmetrical appearance so that it does not extend beyond or cover any part of the ears or the shirt of the collar.

1. A shaved head is permitted, as well as a very short military-style cut. Shaving of the eyebrows is not permitted.

2. Conservative braided hairstyles for men without beads or ornamentation are permitted. They must be styled above the ears and cut above the collar and be neatly braided close to the scalp in straight rows.

3. In order to present a professional appearance, the department shall not permit extremes in dyeing, bleaching or coloring. If hair color is changed, it must be natural looking and well-maintained. Subtle highlighting or frosting is permitted as long as it creates a uniform look over the whole head and meets all the previously listed guidelines.

B. Females – Hair should be neatly combed and arranged in a conservative, easy to maintain style. Extreme styles are not permitted. For non-field personnel hair below shoulder length should be confined if it falls forward over the face while working. For female field personnel, hair must be no longer than the horizontal level of the top of the collar when the employee is assuming a normal stance. If the hair length is below the top portion of the collar it shall be worn up or in a tightly wrapped braid or bun.

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1. Shaving of the head or any portion of the head is not permitted unless authorized by the Chief or Police or his designee.
2. Artificial hair is permitted if it is natural looking and meets all the above requirements.
3. In order to present a professional appearance, the department shall not permit extremes in dyeing, bleaching or coloring. If hair color is changed, it must be natural looking and well-maintained. Subtle highlighting or frosting is permitted as long as it creates a uniform look over the whole head and meets all the previously listed guidelines.
4. Makeup – If makeup is worn it should be applied in a blended manner and in appropriate neutral colors.

Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such hair styles.

1044.2.2 MUSTACHES

Discretionary

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.

1044.2.3 SIDEBURNS

Discretionary

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

1044.2.4 FACIAL HAIR

Discretionary **MODIFIED**

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

1044.2.5 FINGERNAILS

Discretionary **MODIFIED**

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 fingertip for field personnel. For non-field personnel, fingernails should not exceed one-fourth of an inch from the fingertip. If nail polish is used, it should be an appropriate neutral color. This includes deeper, richer shades of polish. Polish that is not permitted while on-duty or representing the department are black, gold, silver, multicolored or neon. Charms or decals on fingernails are not permitted.

1044.2.6 JEWELRY

Discretionary **MODIFIED**

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.

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

1044.3 TATTOOS

Discretionary **MODIFIED**

While on-duty or representing the Department in an official capacity, employees shall conceal tattoos or other body art. Tattoo cover-up sleeves are not authorized. Tattoos on arms shall be covered up with long sleeve shirts and tattoos on legs shall be covered by trousers. With approval from the Chief of Police, this provision may be temporarily waived for employees assigned to special assignments. A Sergeant may authorize employees working in an undercover or plain clothes detail to be exempt from this policy during the duration of their undercover or plain clothes detail.

Tattoos occasionally "peeking" out of the clothing is normally not a concern. "Peeking" is defined as a tattoo or body art, which would usually be covered by clothing, but is temporarily exposed with movement.

1044.4 BODY PIERCING OR ALTERATION

Discretionary **MODIFIED**

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. Females may have a single piercing in each earlobe. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (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.

1044.4(a) EXEMPTIONS

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated (Government Code § 12926). In order to maintain legal compliance and prevent any undue hardship on an employee seeking accommodations based on their protected class status, executive staff and supervisors shall familiarize themselves with California Senate Bill 188 otherwise known as the "Crown Act" in order to meet compliance with employment laws governing protected classes. A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Police shall be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.