



Police Department

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DEPARTMENT GENERAL ORDER 22-02

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 20-11

DATE: April 21, 2022

GROOMING STANDARDS

I. PURPOSE

The purpose of this General Order is to establish policy and procedure concerning grooming and appearance standards for all department personnel.

II. POLICY

Professional appearance of department personnel furthers the goals of this department by projecting a positive and professional image to the public. A positive image also reflects an officer's sense of pride, command presence, and self-confidence, which can enhance overall effectiveness. This policy provides personnel with department requirements for on-duty appearance related to grooming and personal hygiene.

III. DEFINITIONS

Gender Expression: an individual's external characteristics and behaviors that are socially defined as either masculine or feminine, such as dress, grooming, mannerisms, speech patterns, and social interactions.

Gender Identity: an individual's internal sense of being male or female.

Transgender: an individual whose gender identity is different from the sex assigned to him or her at birth.

IV. PROCEDURES

- A. Exceptions to this policy may be made for officers working undercover assignments or specialized assignments as authorized by a supervisor.
- B. This department's Chief of Police or his/her designee has the final authority in determining acceptable standards for personnel grooming and appearance.
- C. Officers shall be well groomed, clean, and maintain personal hygiene while on duty. Should incidents result in soiled clothing, unsanitary conditions, or a disheveled appearance, corrective measures shall be taken as soon as reasonably possible.
- D. Transgender employees shall be held to the grooming standards of their gender expression.
- E. Head Hair
 - 1) Head hair shall be neat, clean, and trimmed and must not interfere with the proper wearing of the uniform hat.
 - 2) Hair coloring is permitted only in natural hair colors.
 - 3) Wigs and hairpieces shall conform to standards for natural hair.
 - 4) Male Officers
 - a) Male employees' hair on the side may extend to the ears but will not protrude over the ears.
 - b) Hair at the nape may be rounded or blocked but will not touch or extend beyond the collar when the head is held in the position of attention.
 - c) Hair in front will not fall below the eyebrows.
 - d) The bulk of length of hair shall be groomed so that hair does not bush out or curl up while wearing the standard police hat.
 - e) Hairstyles such as tracks, designs, braids, or dreadlocks are not permitted.
 - 5) Female Officers
 - a) Hair will be worn no longer than seven inches below the collar.
 - b) Items used to secure long hair (combs, barrettes, elastic bands, etc.) shall be conservative in appearance.
 - c) Hair shall not be styled so that it hangs below the eyebrows.
 - d) Ponytails are acceptable; however, hair will not be worn in pigtails.

- e) Braids are also acceptable if they are tightly affixed to the skull and do not hang down.
- f) Personal safety should be a primary consideration for female officers in their choice of hair styles.
- g) Non-sworn female employees, while in uniform or civilian attire, may wear their hair in any manner if the hair is neatly groomed and cared for.

F. Facial Hair

- 1) Employees are permitted to maintain the following approved styles of facial hair:
 - a. Clean shaven – no facial hair; or
 - b. Mustache – shall be trimmed and not extend below the upper line of the upper lip. If worn alone, shall not extend below corners of mouth; or
 - c. Goatee – shall be worn with mustache with the cheeks, jaw line, and neck cleanly shaven; or
 - d. Natural Beard – shall be worn with a mustache covering the complete jaw line. The cheeks shall be shaved on and above the cheekbone. The neck shall be shaven on and below the Adam's apple.
- 2) All facial hair shall conform to the following restrictions:
 - a. Commissioned officers shall not have the bulk of the beard or goatee (distance that the mass of facial hair protrudes from the skin of the face) exceed 1/2 of an inch; and
 - b. No portion of the beard shall be exceptionally longer than the rest; and
 - c. No designs may be shaved into facial hair; and
 - d. Facial hair must be neatly sculptured and always trimmed; and
 - e. The color of the hair shall be of natural human hair color; and
 - f. Sideburns, when worn alone, must not extend below the lowest part of the ear and must be neatly trimmed and tapered in the same manner as the haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven, horizontal line.
 - g. Members wishing to grow a facial hair in accordance with policy shall start growing facial hair prior to reporting for duty. Members shall not report for duty with less than three days growth of facial hair, as this policy is not intended to allow members to avoid shaving during their regular duty

days. Once a member has grown their permissible facial hair to a fully filled-in professional length it is to be consistently maintained.

- h. All members shall maintain a professional appearance, regardless of the actual length of their facial hair or the time spent attempting to grow facial hair. Members who are unable to grow their facial hair into a full, neat, and professional beard or modest goatee beard will not be authorized.

3) The following styles of facial hair are not permitted:

- a) Chin Strap Beards – beards that are trimmed to a thin line along the jawline without a mustache; and/or
- b) Patchy Beards – beards of uneven or patchy growth; and/or
- c) Extreme styles such as handlebar mustaches.

4) Procedures

- a) Upon a clean shave order by a commander (rank of Lieutenant and above), commissioned officers must shave their facial hair clean.
- b) A commander shall only give a clean shave order, when the commissioned officer is reasonably likely to enter a situation where use of a protective mask may be required and where inability to safely use the mask could endanger the officer or others.
- c) All those choosing to have facial hair shall keep a functional blade shaving razor at their assigned workplace.
- d) When a clean shave order is given, officers shall have their razor readily accessible and promptly shave their facial hair clean. Commanders shall exercise this authority when there is an actual likelihood of exposure to chemical agent(s).
- e) While on duty, any officer choosing to have their facial hair to exceed $\frac{1}{4}$ of an inch shall be subject to disciplinary action.
- f) Supervisors shall:
 - 1) Ensure employees conform to an approved style of facial hair; and
 - 2) Retain final approval and judgement on whether facial hair appearance is within the standards of this Order.

G. Cosmetics

- 1) Makeup worn by sworn and non-sworn employees shall be conservative in nature.

H. Fingernails

- 1) Uniformed employees shall not have fingernails of excessive length.
- 2) Fingernail polish worn by sworn uniformed female employees during duty hours shall not detract from professional decorum and should be one solid color. Neon or fluorescent colors are prohibited.
- 3) Designs on fingernails are prohibited.
- 4) Civilian female employees shall wear fingernail polish suitable for a business environment.

I. Jewelry

- 1) Officers may wear no more than two rings per hand (wedding and engagement rings worn together are considered as one). Rings, especially those on the trigger finger(s), must not interfere with the safe and proficient operation of weapons.
- 2) Officers may wear one bracelet per arm (with the exclusion of memorial bands and medical alert bracelets) that is of conservative size and appearance, does not include charms or other attachments and would not interfere with duty requirements or create a safety risk.
- 3) Necklaces and neck chains of smaller diameter are permitted if they do not hold multiple or lengthy attachments, can be worn under the officer's uniform, and would not create a safety risk.
- 4) Female officers may only wear a total of two earrings (one in each ear) that are "post" or "stud" style, not more than one-quarter inch in diameter, and professional in appearance. Female civilian employees' earrings must be professional in appearance and cannot interfere with the equipment necessary to perform the essential job functions. Males are not authorized to wear earrings. Those serving in an undercover capacity are exempt.

J. Dental Ornamentation

- 1) The use of gold, platinum, silver, or other veneer caps for ornamentation is prohibited.
- 2) Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, logos, jewels, initials, etc.
- 3) Unnatural shaping of teeth for nonmedical reasons is prohibited.

K. Body Art or Modification

- 1) Body piercings (nose rings/studs, eyebrow rings, tongue/lip/chin studs, etc.) which are visible to the public are prohibited for all department staff, except for pierced earrings, while on duty or in uniform.
- 2) Intentional, non-medical body modification such as split tongues, gauged piercings, and facial implants that cannot be concealed or eliminated are prohibited.
- 3) This department has a strong interest in promoting confidence with the public by having our employees maintain a uniform, professional appearance, and image. Exposed permanent body markings (e.g., tattoos, body art, etc.) must be consistent with this interest and must not be construed as profane, suggestive, offensive or otherwise draw undue attention by members of the public, department staff, or other city employees.
 - a. Department employees shall not display tattoos that are visible on the face, neck, head, or hands. Employees with existing tattoos in these areas or any other areas visible while in any authorized Department uniform must forward a Tattoo Approval Request Form, with photograph(s)/drawing, through the Chain of Command to the Chief of Police to assure the tattoo(s) is not offensive in nature, and to be exempt from this order.
 - b. Those seeking new visible tattoos or revisions to their existing visible tattoos on their body (not on face, head, neck, or hand) must also forward a Tattoo Approval Request Form with a photograph(s)/drawing, through the Chain of Command to the Chief of Police for approval.
 - c. Whether approved or denied, a copy of the completed Tattoo Approval Request Form will be returned to the employee and the appropriate Bureau Commander.

- d. The Department reserves the right to require any tattoo to be covered. If a department employee is asked to cover an existing tattoo, the employee has the option to remove the tattoo at their own expense; keep them covered using Department clothing (to include the wearing of a long sleeve uniform shirt; or the utilization of a single-colored skin toned patch for those areas that cannot be covered by clothing (e.g. face, head, neck, hands).
 - e. Existing tattoos may disqualify current employees from specialized assignments where a specialized uniform, such as shorts, would expose existing unacceptable tattoos.
 - f. The Criminal Investigations Division Commander will maintain a file concerning each tattoo request and the determination made relative to that request.
- 4) Brandings or intentional scarring shall not be visible to the public and shall be covered when on duty in uniform or business attire if in plain clothes.
 - 5) Tattoos, branding, or intentional scarring that are gang related; that convey sexual, racial, religious, ethnic or related intolerances; that promote a partisan political statement or expression; or that portray derogatory or offensive characterizations contrary to the values of the Department are prohibited.
 - 6) Tattoos, Branding, or intentional scarring are not permitted on the face, neck, ears, scalp, or hands. Exceptions may be made for female employees for permanent makeup (e.g., eyeliner, eyebrows, lip liner) that conforms to the makeup guidelines found in this policy.

L. Clothing/Uniforms

- 1) Uniform and civilian clothing shall be worn to present a professional appearance. Proper items of clothing may be reviewed in the general order covering uniform attire.

M. Grooming Enforcement

- 1) Supervisors and commanders shall have full authority to order subordinate personnel to initiate corrective changes to comply with the above grooming standards.

BY ORDER OF:

A handwritten signature in black ink, appearing to read "Mark J. Smith", with a long horizontal flourish extending to the right.

MARK J. SMITH
Chief of Police

MJS:sak