
Personal Appearance Standards

1008.1 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.

1008.2 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 has granted exception.

1008.2.1 HAIR

Hairstyles of all employees shall be neat in appearance. Dyed, tinted, or bleached hair must be within a naturally occurring color range and must be professional in appearance.

For female employees in uniform (including any uniform or polo with City seal or police patches), hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

For sworn female employees in uniform (including any uniform or polo with City seal or police patches), hair must be styled so it does not extend below the collar when standing and must be well kept. All other sworn female employees must wear their hair in a professional manner with due regard for their assignment.

For all male employees in uniform (including any uniform or polo with City seal or police patches), hair must not extend below the top edge of the uniform collar while assuming a normal stance. All other male employees must wear their hair in a professional manner with due regard for their assignment.

1008.2.2 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.

1008.2.3 SIDEBURNS

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

1008.2.4 FACIAL HAIR

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

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1008.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For male employees, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger. For female employees, fingernails must not exceed 1/4 inch in length beyond the tip of the finger and must be clean and well-groomed.

Male employees are not authorized to wear nail polish. If nail polish is worn by female employees, polish will be a single color that does not detract from the uniform and must be well kept. French-tip style manicures with white, neutral, light, or natural colors are authorized.

1008.2.6 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.

Female uniformed employees are restricted to a single stud pierced earring worn in the lobe of each ear. Any non-conforming earrings shall be removed, covered with a bandage, or replaced with a clear, plastic spacer.

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

1008.3 TATTOOS

All uniformed employees are prohibited from displaying any body art, tattoo(s), or brands on the head, neck, scalp, face or other area of exposed skin while on duty or representing the Department in any official capacity.

Any currently employed uniformed employee with existing body art, tattoo(s), or brands on the head, neck, scalp, face or other area of exposed skin that is visible shall have the following options:

- (a) Cover existing body art, tattoo(s), or brands on the head, neck, scalp, face or other area of exposed skin by wearing a long sleeve shirt and/or uniform pants.
- (b) Cover the area with a patch or sleeve that is approved by the Chief of Police or his/her designee. If the body art is visible between the bottom of the Class B uniform shirt sleeve and above the elbow it may be exempt unless deemed inappropriate by the Chief of Police or his/her designee. Examples of inappropriate body art include art that is obscene, sexually explicit, discriminatory to sex, race, religion, or national origin, extremist, and/or gang-related.

1008.4 BODY PIERCING OR ALTERATION

No body piercing shall be visible while any employee is on duty or representing the Department in any official capacity. The exception is for pierced ears for female employees. Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer.

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.

Such body alteration includes, but is not limited to:

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- (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.

1008.5 EXEMPTIONS

Members who seek cultural, (e.g., culturally protected hair and beard styles), religious (e.g., religious headwear, religious grooming, or articles of faith), or other exemptions to this policy that are protected by law should be accommodated. (Government Code § 12926). 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 should 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.