

EQUIPMENT AND APPEARANCE POLICY

6.5 GROOMING/APPEARANCE

Employees will maintain a neat, professional appearance while on duty. Employees will keep their uniforms and clothes clean, pressed and in good condition. Employees wearing civilian attire will wear clothing that is professional in appearance and appropriate for the workplace. All leather, brass, or chrome accessories and shoes shall be kept polished and shined. The police uniform shall not be worn for any reason other than assigned duties except as authorized by the Chief of Police or his designee (e.g. approved off duty work). All employees will comply with the following standards except as authorized by the Chief of Police or his designee (e.g. officers assigned plainclothes duties involving "undercover" or "cover" operations).

Hair Grooming Standards

All Employees' hair will be neat, clean and well groomed.

- Style hair so as not to touch the shirt collar while standing at attention (male employees).
- Style hair so that it is above the ears (male employees)
- Style hair so that it does not extend more than three (3) inches outward from the head. Hairstyles which may be in fashion but present a non-professional, ragged or unkempt appearance are prohibited. Non-professional styles include, but are not limited to: Mohawk cuts, carvings, dreadlocks, oil slicked hair, and ducktails.
- If using hair dye, dye the hair in a natural shade and not unnaturally shaded or multi-colored. For example lime green, blue, and pink hair are prohibited.
- If wearing wigs or hairpieces, wear wigs and hairpieces that conform to the standards for natural hair.
- Not allow the sideburns to extend below a horizontal plane from the bottom of the ear. The forward edge is to be a vertical line from the top of the ear downward (no "Mutton Chops").
- Not allow moustache hair to extend more than one-half (1/2) inch beyond the lip juncture either vertically or horizontally, and the mustache must be trimmed so as not to extend beyond the crease between the upper and lower lip. No other facial hair is permitted.

All commissioned personnel shall:

- Maintain and style hair so as not to interfere with wearing the uniform hat, helmet or gas mask.
- Style hair so as to be worn up or limited to a reasonable length so as not to compromise safety (female uniformed officers).

Body Art, Tattoos, Other

No employee will:

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- Display any body art, tattoo(s), intentional scarring, mutilation, or dental ornamentation while on duty or representing the police department in any official capacity. This includes, but is not limited to: foreign objects inserted under the skin; pierced, split or forked tongue; stretched out holes in the ears, piercings at any location other than the ears. Employees shall not have any dental ornamentation using gold, platinum, silver, or other veneer caps that are ornamented with designs, jewels, initials, etc.
 - Exception: Body art as previously described is not prohibited when it can be concealed by wearing of the regular uniform or normal attire appropriate to the workplace. An employee may have body art on the lower arms or lower legs but must then wear long sleeves shirts or long pants/dresses to cover such art while at work or on duty, or wear skin tone sleeve covers, or skin tone patches or make-up that cover the art and maintain a professional appearance.
 - Exception: Small puncture piercings, such as multiple ear piercings or nose piercings, are not prohibited from display and need not be covered as long as the piercing is void of any jewelry while at work, (except as noted in the jewelry section of this policy).
 - Exception: Any scarring from tattoo removal, or from allowing piercings to cover over, will not need to be covered.
 - Exception: Tattoos that any employee has before the effective date of this policy that are visible when wearing the regular uniform or normal attire appropriate to the workplace are exempted and need not be covered with long sleeve shirts, long pants/dresses, or covered with skin tone covers, patches, or make-up. This exception does not apply to employees hired after this policy's effective date.

Jewelry, Earring/Piercing Regulations

Employees will only wear jewelry that is professional in appearance and appropriate for the workplace. No employee will:

- Attach jewelry of any kind to their uniform or work attire (commissioned officers, civilian employees in uniform). Civilian employees in civilian attire (non-uniform) may attach jewelry to their attire as long as it remains appropriate to the workplace. Jewelry worn on the body shall be limited to watches, rings, close-fitting identification type bracelets, and necklaces which are of sufficient length to be hidden under the employee's clothing. Choker type necklaces and loose-fitting bracelets are prohibited.

Earring/piercing regulations are as follows:

- Male employees are prohibited from wearing earrings while on duty.
- Uniformed female employees, commissioned and civilian, may wear one round-shaped stud, post earring, centered on and against the ear lobe of each ear while on-duty. Matching earrings shall be no larger than 6 mm. or 1/4" in diameter with a white pearl-like, gold, or silver finish. Screw-on backs are prohibited for safety reasons.

- Non-uniformed female employees, commissioned and civilian, may wear earrings appropriate for the professional workplace.
- Non-uniformed civilian female employees may display a single nose piercing no larger than 1 mm in diameter.

Contact Lenses, Eye Tattooing, Cosmetics, Fragrance

No employee will:

- Wear contact lenses that are not of a natural eye color. Lenses which are red, orange, silver, or any unnatural-looking color (any color which when worn creates an unnatural appearance to the eye), and any lenses with a visible graphic design and marking are prohibited. Any display of any injectable dye in the eye (eye tattooing) is prohibited other than for verified medical purposes.
- Wear cosmetics that do not comply with the following guidelines:
 - Only female employees may apply cosmetics, except when worn by males for the purposes of covering scars, tattoos, etc and in such a way that the cosmetic covering blends naturally with the skin and is otherwise undetectable.
 - If worn, makeup shall be applied conservatively, to complement the individual's complexion, skin tone, and clothing. Exaggerated or faddish cosmetic styles are prohibited.
 - Lipstick and nail polish are to be pale or subtle shades. Unnatural colors such as purple, gold, blue, black, multiple colors, and decorative nail ornamentation are prohibited when in uniform.
- Wear fragrances to such a degree that they cause a lingering odor even when the employee is no longer present, or when the wearing of fragrances causes irritation to others sharing the general work area.