

## **1044 PERSONAL APPEARANCE STANDARDS**

### **1044.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidelines for members to maintain their personal hygiene and appearance to project a professional image. This policy is in addition to the requirements and expectations described in the City's Administrative Rules.

### **1044.2 GROOMING STANDARDS**

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

#### **1044.2.1 HAIR**

For male officers, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female officers, hair must be no longer than the horizontal level of the bottom of the uniform shoulder patch when the employee is standing erect and worn up or in a tightly wrapped braid or ponytail.

#### **1044.2.2 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.

#### **1044.2.3 SIDEBURNS**

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

#### **1044.2.4 FACIAL HAIR**

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

#### **1044.2.5 FINGERNAILS**

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 tip of the finger.

## **1044.2.6 JEWELRY AND ACCESSORIES**

No jewelry or personal ornaments shall be worn by members on any part of the uniform or equipment, except those authorized. Jewelry, if worn around the neck, shall not be visible above the shirt collar. All other jewelry must be unobtrusive and not pose a safety hazard to the member or others.

## **1044.3 TATTOOS**

While on-duty or representing the Department in any official capacity, every reasonable effort should be made to conceal tattoos or other body art.

## **1044.4 BODY PIERCING OR ALTERATION**

Body piercing or alteration to any area of the body that is visible in any authorized uniform or attire, and is a deviation from normal anatomical features and that is not medically required is prohibited. Such body alteration includes, but is not limited to, the following:

1. Tongue splitting or piercing
2. The complete or transdermal implantation of any material other than hair replacement or breast augmentation
3. Abnormal shaping of the ears, eyes, nose or teeth
4. Branding or scarification