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			Distribution: All
Title: PERSONAL APPEARANCE & GROOMING		Section: Personnel	
Issued: 06/08/2010	Effective: 06/16/2010	Revised: 05/20/2020	
Rescinds: All Previous		Amends:	
CALEA References: LE 26.1.1, COM 3.6.1, 3.6.2			
Review: Annual	Authority: Chief Michael A. Keller		

## I. Purpose

The purpose of this policy is to set forth guidelines for personal appearance and grooming.


## II. Policy

Members of the Department shall be well-groomed and clean at all times while on-duty or representing the department off duty in extra-duty employment unless expressly exempted by this General Order or by proper authority.

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## III. Definitions

- A. Band Tattoo:** A tattoo that wraps around a person's arm or leg.
- B. Body Art:** Any form of decorating a person's body for purposes of artistic expression; includes, but is not limited to, tattooing, branding, intentional mutilation or scarring, or placing foreign objects under the skin for the purpose of creating a design, effect, or pattern; does not include ear piercing allowed or cosmetic tattooing designed to resemble makeup on the face, such as eyebrows, eyeliner, or lipstick, so long as the cosmetic tattooing is natural in appearance.
- C. Extremist:** Philosophies, ideas, symbols, organizations, or activities that depict, advocate, represent, or are affiliated or associated with: (a) discrimination or intolerance of others based on race, color, national origin, genetics, religion, age, sex, gender identity, sexual orientation, pregnancy, or physical or mental disability; (b) the deprivation of individual rights protected by the federal or state law; (c) gangs or organized crime; or (d) anarchy or the overthrow of any form of government.
- D. Forearm:** The portion of the arm from the middle of the elbow joint, down to and including the wrist.
- E. Graphic Violence:** The depiction of vivid, brutal, or explicit violence, which be offensive to the conventionally accepted standards of the community.
- F. Lower Leg:** The portion of the leg from the middle of the kneecap, down to and including the ankle.
- G. Obscene:** Lewd; grossly offensive to modesty, decency, or conventionally accepted standards of the community; includes nudity and profanity.

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- H. Racist:** A philosophy that degrades, demeans, or discriminates against a person based on race, ethnicity, or national origin.
- I. Ring Tattoo:** A tattoo that wraps around a person’s finger, between the knuckle and the next finger joint.
- J. Sexist:** A philosophy that degrades, demeans, or discriminates against a person based on sex or gender.
- K. Upper Arm:** The portion of the arm from the middle of the elbow joint to the top of the arm.
- L. Upper Leg:** The portion of the leg above the middle of the kneecap.

#### IV. Regulations

##### A. Haircuts

1. All officers and uniformed civilian members of the Department shall keep hair neat, clean, well-trimmed, and in accordance with these regulations while on-duty or otherwise representing the department [A].
2. The bulk or length of the hair shall not interfere with the normal wearing of all standard headgear [A].
3. Hair coloring, if used, must appear as natural human hair colored tones. Unnatural colors such as green, purple, blue, etc., are not permitted [A].
4. For male employees hair shall not cover more than the top one half of the ear; hair shall not be allowed to touch the top of the collar when he is in a standing position; and, shall not fall past the eyebrows when combed [A].
5. Female officers in uniform may choose to wear their hair down and loose, however, the length of the hair will not extend beyond the bottom of the collar when she is in a standing position [A].
6. Female officers in assignments that do not require the wearing of a uniform, and civilian female employees may wear their hair down and loose as long as a well-groomed appearance is maintained [A].

##### B. Sideburns


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1. Sideburns will not extend beyond the bottom of the earlobe. Flared sideburns, commonly referred to as muttonchops are not permitted. Sideburns will be tapered evenly, cut parallel to the ground, and not wider than 1 ½ inches at the bottom [A].

##### C. Mustaches

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1. Mustaches will be neatly trimmed and tapered. Mustaches will not extend outwardly more than ½ inch beyond the corner of the mouth, nor downward


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more than ½ inch below the corner of the mouth. Hair over the lip will not be long enough to reach into the mouth or cover the upper lip. Handlebar or Fu Manchu types of mustaches are not permitted [A].

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#### D. Goatees and Beards

1. Goatees will be worn with a mustache and will be neat and well-trimmed.
  - a. The edges of the facial hair must be neatly groomed, well-defined, and continuous. The length and bulk of the facial hair will be uniform, and may not be excessive, and must present a neat and conservative appearance. Hair patches on the bottom lip, commonly referred to as “soul patches” are not authorized [A].
  - b. It will not exceed more than a ½ inch width beyond the corners of the mouth, nor be thicker (mass) than ½ inch [A].
  - c. The goatee shall cover the chin and will extend no further than the intersection of the neck and chin. The goatee and mustache will not be colored or dyed except to match the employee’s natural hair color [A].
2. Beards may be worn by department members and must also include a mustache. Extreme, eccentric or faddish beard or mustache styles are not authorized, including Chin Curtain style beards. Employees who are not in the process of maintaining a beard, goatee or mustache must maintain a clean shaven appearance at all times while on duty [A].
  - a. The edges of the facial hair must be neatly groomed, well-defined, and continuous. The length and bulk of the facial hair will be uniform, may not be more than ½ inch thick, and must present a neat and conservative appearance [A].
  - b. The hair will be tapered, and will conform to the shape of the jaw and face and combed and neat in appearance. No portion of the beard may be exceptionally longer than the rest [A].
  - c. Facial hair will not be permitted to twist, tie, braid, dreadlock, or otherwise manipulate the facial hair. The beard and mustache will not be colored or dyed except to match the employee’s natural hair color [A].
  - d. The facial hair will truncate at the intersection of the jaw and neck and will not extend onto the neckline or touch the collar of the shirt, or at a location where the collar would otherwise be located [A].
  - e. The outer extent of the facial hair will not extend beyond the jaw line or extend above a line drawn from the upper portion of the nostrils to the upper attachment point of the ears [A].
3. **Annual Goatee or Beard Fee:** Each calendar year, any employee interested in growing a goatee or beard for any period within the calendar year must pay an annual \$25 fee, which will go into a “Community Project” fund. The fee will be

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good through the end of that calendar year. For existing goatee and beards, the annual \$25 fee will be due by January 31<sup>st</sup> of each year. An employee can buy in to the goatee or beard program anytime throughout the year by paying the \$25 annual fee within 30-days of entering the goatee or beard program. All funds collected in the “Community Project” fund will be maintained in the Office of the Chief of Police and used for Police Department community projects and/or local charity needs.

4. **Exceptions:** Duty assignments may impact an employee’s ability to grow a beard or goatee. The following employees are NOT authorized to wear and maintain a beard or goatee:
  - a. Employees in training, including academy time and field training [A].
  - b. Honor Guard Member [A].
5. Beards and goatees will NOT be allowed to be less than ¼ inch in length (except during the initial growth period), AND not more than ½ inch in length. “Stubble,” beards and goatees shorter than ¼ inch in length, also referred to as a “five o’clock shadow” are NOT permitted [A].
6. The Chief of Police is ultimately responsible for determining whether the appearance of the facial hair is professional. However, all supervisors are tasked with and responsible for ensuring policy compliance by their team members. All employees interested in participating in the goatee or beard program must send an email to their immediate supervisor notifying their intent to grow and maintain a beard or goatee prior to the actual growth of said goatee or beard [A].
7. The Chief of Police may authorize an exception to the above guidelines for medical reasons, for officers on special assignment such as undercover activities, or for short-term charitable fund-raising events. Requests for medical exceptions will be made when supported with an appropriate letter from the employee’s physician.

**E. Tattoos/Brands**

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1. Tattoos/brands, other than cosmetic tattoos, must not show while on duty in uniform or civilian clothing when representing the department regardless of what the tattoo/brand is or represents with the exception of tattoos that have gone through the Visible Tattoo Approval Application (APD Form 85) process and approved. [A]
2. Employees with existing tattoos/brands or employees acquiring tattoos/brands that do not meet the tattoo eligibility criteria and have not been approved will be required to wear authorized long sleeve shirts and pants to cover the tattoo/brand while on-duty or otherwise representing the department [A].

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3. Employees are prohibited from obtaining body art on their head, face, scalp, neck, or inside their mouth; on their hands, except for one ring tattoo on each hand, between the knuckle and next finger joint, if the ring tattoo does not exceed 3/8" in width; splitting or forking their tongue; enlarging or stretching out holes in their earlobes (other than what is allowed under E. Piercings); or placing any foreign objects in or under their skin that would interfere with their work responsibilities. [F]
4. Other than the prohibitions listed above, employees with body art that has not been approved, shall conceal their body art while they are on duty, working extra duty, wearing the police uniform, or representing the police department in any manner (whether in uniform or not). [A]

**F. Piercings**

1. The wearing of facial piercing jewelry, i.e. lips, tongue, nose, brow or any other location on the face is prohibited for all department members while on duty or otherwise representing the department [A].
2. Male employees may not wear ear piercing jewelry on duty or otherwise representing the department [A].
3. Female employees may wear a maximum of two pieces of conservative piercing jewelry in each ear lobe while on duty. While in uniform the earring should be the "stud" type earring (i.e. nothing may dangle from the earring) [A].
4. All other piercing jewelry must be concealed by clothing while on duty or otherwise representing the department [A].


**G. Cosmetics**

1. Female employees may wear cosmetics if they are conservative and complement the uniform and their complexion [A].
2. Female employees will not wear shades of lipstick and nail polish that distinctly contrast with their complexion, that detract from the uniform, or that are extreme [A].

**V. Procedures**

**A. Granting of Exceptions**

1. The Chief of Police has the authority to grant exceptions to the listed regulations in special circumstances including, but not limited to, officers working undercover, medical situations, etc.
2. Employees seeking exceptions must submit a written request through their chain of command to the Chief of Police.


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3. The Chief of Police can grant, deny or modify the requested exception and will respond to the request in writing.
4. Department Applicants will be advised of this General Order during the pre-employment process.

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**B. Tattoo Approval Process**

1. Employees with existing tattoos, or employees wishing to obtain new tattoos, may submit their tattoo or proposed tattoo, both prior to or after the tattoo has been obtained, through the department’s Visible Tattoo Approval Application process for approval, in order to not be required to cover the tattoo while on-duty.
2. To receive approval, employees shall submit a completed Visible Tattoo Approval Application (APD Form 85) with the necessary documentation to their immediate supervisor. Supervisors will review the application for compliance with the tattoo eligibility criteria in this General Order and shall sign and mark whether they “Approve” or “Deny” the tattoo on the application. This submission must be forwarded through the employee’s Division Commander, and the Department’s Community Professional Image Advisor, with a recommendation at each level. If approval through the employee’s full chain of command and Community Professional Image Advisor is unanimous (before it reaches the Chief of Police), the decision will be final. If the approval through the employee’s chain of command and Community Professional Image Advisor is not unanimous, the Chief of Police will have final approval. Once a final decision has been rendered (whether approved or denied), the Chief of Police (or designee) will:
  - a. Send a copy of the completed application to the submitting employee and their chain of command;
  - b. Insure a copy is saved in the department’s Employee Performance Management System, and;
  - b. Send the original completed application to City Hall administration to be placed in the employee’s personnel file.
3. Employees may also utilize this process to seek pre-approval before obtaining a tattoo or series of tattoos that will potentially be visible. If the design, dimensions, or location of the tattoo or series of tattoos actually obtained differ from what was submitted for pre-approval, the employee will be required to resubmit the tattoo for approval.
4. Employees that have an existing tattoo, modify an existing tattoo, or obtain a new tattoo without prior approval must conceal the tattoo until approval is obtained.
5. Employees who are denied approval will be required to conceal their tattoos

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while they are on duty, working extra duty, wearing the police uniform, or representing the police department in any manner (whether in uniform or not).

6. **Tattoo Eligibility Criteria:** Approval to reveal or make visible while on-duty a tattoo or series of tattoos may be granted if:
  - a. The tattoo or series of tattoos is/are not located on the employee's head, face, scalp, neck, on their hands (with the exception of one ring tattoo on each hand), or inside their mouth;
  - b. The employee can completely cover the tattoo(s) at the same time by placing their own hand over the tattoo(s), fingers extended and joined together, with the thumb flush against the side of the hand, except if it is a band tattoo and it is not wider than the employee's own four fingers extended and joined together, at the widest point;
  - c. The tattoo is a continuation of an upper arm or upper leg tattoo, and the extension onto the forearm or lower leg must can be completely covered with the employee's hand, fingers extended and joined together, with the thumb flush against the side of the hand, except if it is a band tattoo and the visible portion below the short sleeve or shorts is not wider than the employee's own four fingers extended and joined together, at the widest point;
  - d. The employee does not have both a tattoo and a band tattoo on any one forearm or lower leg;
  - e. The employee has no more than one tattoo on each hand, and the ring tattoo is located between the knuckle and next finger joint and does not exceed 3/8" in width;
  - f. The tattoo or series of tattoos does not:
    - a. Depict, represent, symbolize, or advocate any racist, sexist, or extremist material or ideas, or depicts any group, organization, club, unit, society, or similar entity that advocates for or supports any racist, sexist, extremist philosophies, unlawful violence, criminal conduct, or unlawful means of depriving individual rights under federal or state law;
    - b. Contain any obscene material or ideas; or
    - c. Depicts or displays an act of graphic violence or drug, alcohol, or substance use/abuse/activity.
  
7. **Covering Body Art:** Employees required to conceal their body art shall utilize the following methods:
  - a. Wear a long-sleeve uniform or dress shirt (depending on assignment) in accordance with approved dress standards;
  - b. Wear long pants in accordance with approved dress standards;
  - c. Cover the surface of the tattoo with a skin-tone bandage/patch not to exceed 4" x 6". No more than one bandage/patch may be worn on an

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- individual arm or leg;
- d. Cover the surface of the tattoo with makeup products or a tattoo cover up sleeve. The makeup or tattoo cover up sleeve must be similar in color to the employee's skin tone and completely conceal the tattoo. Tattoo cover up sleeves shall have no markings and are only authorized for use on the forearm or lower leg; or
- e. Wear a crew neck shirt.

**C. Violations**

1. Members out of uniform, improperly dressed, not properly groomed, or who evidence poor hygiene will be required to correct the problem before continuing work.
2. Discipline consistent with the Department's General Order regarding discipline will be taken by the member's supervisor for violations of this General Order.