

Personal Appearance Standards

922.1 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.

922.2 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.

922.2.1 HAIR

Hairstyles of all members shall be neat in appearance and not detract from a professional appearance.

For male sworn, CSO, CWPO, PET, PRT and Cadets, hair must be clean and neatly cut, and combed hair shall not protrude $\frac{1}{2}$ inch below the top of the ears and shall not touch the shirt collar. Any hairstyle or artificial coloring that detracts from the professional appearance of the uniform is forbidden.

Members assigned to the Investigations Division may, at the discretion of the Division Commander, have hair styles which vary from officers assigned to Field Operation

For female sworn, CSO, CWPO, PET, PRT, and Cadets, hair must be clean, neat, and combed. Braided or brushed styles are permitted as long as they do not interfere with the normal wearing of standard headgear. Those female officers with a hair length that would extend below the collar top of the uniform shirt must wear their hair pulled back away from the face, either in a fashion pulled up off the collar or pulled back and secured in a plain clip or rubber band. In no case will hair be worn below the yoke of the shirt. Wigs or hair pieces are permitted if they conform to the above standards for natural hair.

922.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend $\frac{1}{2}$ inch past the corners of the mouth, horizontally or vertically, and shall not extend over the lip edge into the mouth area, and may not be curled up.

922.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the ear lobes and shall be neatly trimmed.

922.2.4 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Division Commander.

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922.2.5 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.

922.2.6 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.

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

922.3 TATTOOS

All uniformed and Investigations personnel shall not have tattoos visible while on duty or while representing the Department. A single wedding ring tattoo is allowed on the left ring finger. Personnel shall cover visible tattoos with a flesh colored cover. Tattoos above the neckline are prohibited.

Non-uniformed, non-sworn personnel with limited public contact may have visible arm tattoos. This also applies to sworn personnel working in a light-duty capacity with limited public contact.

At no time while on-duty or representing the Department in any official capacity, shall any offensive tattoo or body art be visible. Examples of offensive tattoos would include, but not be limited to, those which depict racial, sexual, discriminatory, gang related, or obscene language. Tattoos deemed to be offensive are at the sole discretion of the Chief of Police.

922.4 EARRINGS, BODY PIERCING OR ALTERATION

Body jewelry and body piercing holes, other than a maximum of three hole in the lobe of each ear, shall not be visible while on-duty.

Earrings shall not be worn by uniformed Officers, CSOs, CWPO, Cadets, or special assignment personnel without permission of the Division Commander. PRT, PET, non-sworn/non-uniformed staff, and volunteers may wear earrings as long as they do not detract from the professional appearance of the Department as deemed by the Chief of Police.

922.5 EXEMPTIONS

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law should generally 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.