



## APPEARANCE AND GROOMING

Enclosure (1)  
Order No. 1, Article 4

### 1. ENFORCEMENT MEMBER APPEARANCE AND GROOMING STANDARDS

- A. Enforcement members shall be neat, clean, and present a professional appearance while on duty. Their uniforms shall be maintained in serviceable conditions at all times, with their footwear and all leather accessories polished.

Refer to Official Order No. 23 and its Enclosures for additional guidance on the wear of department uniforms.

#### B. Grooming Standards

The following grooming standards have been established in order to assist enforcement members in maintaining a uniform and professional appearance. Enforcement members shall abide by these standards unless they are exempt as explained in Section 1I of this Order.

##### (1) General Hair Standards for Enforcement Member

- a. Hair shall be neatly trimmed, clean, and combed or brushed in such a manner that issued headgear (emergency, protective, and uniform), of a size corresponding to the size of the member's head size, may be worn.
- b. Hair length, bulk, or appearance shall not be excessive, ragged, shabby, bushy, unkempt, or neglected.
- c. Hair coloring (hair dye), if used, must be of a natural appearing color.
- d. Hair shall not be worn in braids which extend in length away from the scalp, ponytails, flips, or Mohawk style. The acceptability of other styles shall be judged by an enforcement member's work site commander after considering issues such as uniformity, neatness, safety, and contemporary style.
- e. Wearing a wig or hair piece by uniformed personnel, while on duty, is prohibited except to cover baldness or physical disfigurement caused by accident or medical procedure. Wigs or hair pieces, if allowed, shall conform to the standards established in this section.
- f. Specific Hair Standards for Male Enforcement Members
  - i. Hair on the forehead shall be groomed so that it does not fall closer than one inch of the eyebrows and does not protrude below the band of properly worn headgear.
  - ii. Hair on the sides of the head shall be cut to present a tapered appearance when combed and shall not interfere with the wearing of department headgear.
  - iii. Hair shall not extend over the shirt or coat collar when standing with the head in a normal posture and shall not be grown to a length greater than 1/2 inch at the base of the back of the head. Hair must be neatly tapered, blocked, or squared at the base.
- g. Specific Hair Standards for Female Enforcement Members

- i. Hair shall not be worn longer than the bottom of the collar on the back of the head, and to the bottom of the earlobe on the sides. The total length shall not interfere with the normal wearing of department headgear.
- ii. A bun or twist is permitted on the top or back of the head, provided it is worn in a neat manner and does not interfere with wearing department headgear.
- iii. Items shall not be worn in the hair except for neat, inconspicuous bobby pins or conservative-looking barrettes that blend with the hair color.

(2) Additional Grooming Standards for Male Enforcement Members

a. Sideburns

- i. Sideburns, or any hair worn in front of the ear, shall be neatly trimmed and tapered, not extending below the lowest part of the exterior opening of the ear, not flared, of even width, and ending with a clean-shaven horizontal line.
- ii. Hair shall not fall over the ears, but may extend to the top edge of same if worn in a neat well-groomed manner. Hair shall not extend outward from the skull to a depth greater than that measured by the outward protrusion of the ears.
- iii. A length of not more than one inch is permitted on a properly groomed Afro-style haircut.

b. Shaving, Beards

Uniformed members shall be clean shaven except for moustaches as permitted in the next Section, and are restricted from growing beards or goatees of any kind. However, an exemption may be granted for the medical condition known as Pseudofolliculitis Barbae in accordance with the conditions as stated below:

- i. Enforcement members shall continue to shave and be in compliance with this Order until a medical exemption has been granted.
- ii. Enforcement members that believe they are suffering from Pseudo Folliculitis Barbae may request a medical exemption from shaving by submitting a request on interoffice memorandum, UD-40, through channels to the Human Resources Division. This request shall include:
  - 1) A current (within the previous two weeks) detailed statement from the member's physician identifying:
    - a) The diagnosis.
    - b) The etiology of the condition.
    - c) The recommended treatment.
    - d) Alternative treatments considered.
    - e) If the treatment is a restriction from shaving, the length of time the treatment is expected to last; and

- f) The prognosis for recovery.
- 2) A medical waiver signed by the enforcement member permitting the department's designated physician to consult with their physician regarding the physical condition for which an exemption to the mandatory restriction from growing beards or goatees is requested.
- iii. The department's designated physician shall review the medical statement, consult with the enforcement member's physician if necessary, and schedule an appointment for physical evaluation. The enforcement member shall be clean shaven at the time of the evaluation by the department's designated physician.
  - iv. The department's designated physician shall recommend to the commander of the Human Resources Division whether a medical exemption is appropriate, based on their medical review.
  - v. The commander of the Human Resources Division shall notify the enforcement member and his work site commander of any medical exemption granted or denied.

If the enforcement member's request for a medical exemption is denied, the commander of the Human Resources Division shall also provide him with the reason(s) for the denial.
  - vi. Medical exemptions from the shaving policy shall expire in six months unless clearly noted otherwise in the medical prognosis.
  - vii. Medical exemptions may be renewed as necessary in the same manner provided in this section.
  - viii. If a medical exemption is granted, the enforcement member shall maintain a beard that is neatly trimmed and in compliance with medical necessity (trimmed to between 1/8 and 1/4 inch).
  - ix. In an emergency situation (such as mobilization) the enforcement member may be required to shave if his work unit is in, or about to enter into, a situation requiring the use of a protective mask or where the use of a protective mask may be necessary to protect the enforcement member and/or others. The enforcement member granted an exemption shall maintain a shaving kit at the worksite to be able to shave under emergency conditions.
  - x. Enforcement members exempt from shaving shall be assigned to duties at their worksite based on the needs of that worksite. Such assignment may be in plain clothes or in uniform as the local situation dictates, and at the discretion of the work site commander.

If the assignment is in plain clothes, appropriate business attire, as described in Section 1H of this Order, shall be worn.
  - xi. This policy regarding medical exemption from shaving does not impede any other contractual right afforded to the enforcement member or management by a collective bargaining agreement.

xii. Copies of granted medical exemptions shall be filed at the local work site and in the enforcement member's personnel file.

c. Moustaches

A moustache may be worn as long as it is neatly trimmed and touches the corners of the mouth, but does not extend below the corner of the mouth more than 1/2-inch beyond them. In addition, the enforcement member's moustache shall not extend past the top of their upper lip.

C. Jewelry

Enforcement members shall not wear visible jewelry while in uniform except that members may wear no more than one of each of the following items, as long as they are not extravagant in their appearance:

(1) Wristwatch

(2) Bracelet

(3) Rings

a. Enforcement members may wear one ring on each hand.

b. For purposes of this Order, a wedding ring set shall be considered one ring.

(4) Piercings

Visible body piercing jewelry shall not be worn while on duty except for earrings, as specified below:

a. Only female enforcement members shall be permitted to wear earrings while on duty. No more than one pair of earrings shall be worn at one time.

b. Female enforcement members' earrings shall be non-dangling, post earrings. They may only be worn on the earlobe and shall not extend below same.

D. Fingernail Polish

(1) Male enforcement members shall not wear fingernail polish while on duty.

(2) Female enforcement members may wear a single color fingernail polish while on duty

a. The color of the fingernail polish shall not be unsightly or detract from the uniform appearance.

b. Nail art shall not be worn while on duty.

E. Makeup

(1) Only female enforcement members may wear makeup while on duty.

(2) Any makeup worn shall be conservative and present a professional appearance.

F. Enforcement Member Attire for Court Appearances

- (1) Enforcement members appearing before a court or administrative hearing body as a representative of the department shall wear the uniform of the day, or appropriate business attire, as specified in Section 1H of this Order.
- (2) Enforcement members appearing before a court or administrative hearing body while off duty shall not wear their uniform, per Official Order No. 23, Section 23.1.1.G.

G. Photographic Examples

The following photographs illustrate various hairstyles, moustaches, and sideburns that meet the standards for enforcement members listed in this Enclosure.

H. Non-Uniformed Enforcement Members

Non-uniformed enforcement members shall wear attire appropriate for their duties and responsibilities in accordance with standards established by the Official Orders and their district or division commanders.

- (1) Male plain-clothes members shall be dressed in a shirt and tie and sport coat or suit.
- (2) Female plain-clothes members and civilian members shall be dressed in appropriate business like clothing.

I. Exceptions

The only exception to this Enclosure is for enforcement members assigned to undercover work, where an unkempt appearance is necessary to fit a particular undercover identity. Such deviations in appearance shall have the prior approval of the member's division commander.

2. CIVILIAN MEMBER APPEARANCE AND GROOMING STANDARDS

- A. Civilian members are permitted to have moderate hair styles, typical of the community in which they reside, provided that hair is well kept and styled in a professional-looking manner.
- B. The physical appearance of civilian members shall not reflect poorly on the individual as a member of the department, or impair the efficient operation of the department.
- C. Issues regarding a civilian member's appearance or grooming shall be addressed by their work site commander.
- D. Specific Grooming Standards for Male Civilian Members
  - (1) Male civilian members are permitted to deviate from the above hair standard for male enforcement members.
  - (2) Facial Hair
    - a. Male civilian members may wear a moustache as long as it adheres to the restrictions on moustaches and sideburns listed in Section 2B above.

- b. Male civilian members may wear beards or goatees as long as they are neatly trimmed and present a professional appearance.

#### E. Specific Grooming Standards for Female Civilian Members

Female civilian members shall not be required to abide by the jewelry, nail polish, makeup or other standards for female enforcement members listed in this Order as long as they maintain a professional appearance.

#### F. Civilian Member Attire

- (1) Civilian member attire shall be neat, clean, and appropriate for their work assignment.
- (2) Exceptions to above civilian attire may be granted for medical reasons or at the discretion of the unit manager or work site commander.

Below is a non-exclusive list of appropriate civilian office attire:

- a. Suits or Sport Coats
- b. Slacks
  - i. Corduroys
  - ii. Khaki/Twill
- c. Shirts
  - i. Polo/Golf Shirts
  - ii. Chambray Shirts
  - iii. Collared Shirts
  - iv. Banded-Collar Shirts
- d. Ties
- e. Sweaters/Turtleneck Sweaters
- f. Skirts or Dresses
- g. Blouses
  - Knit Blouses or Shirts.

- (3) Denim apparel for office and administrative personnel is not appropriate.

- a. Denim may be permitted at the discretion of the unit manager or work site commander for special activities, such as clean-up days or fund raisers.
- b. Denim apparel shall be clean and free from holes and frayed edges.

All other attire guidelines shall be adhered to when denim apparel is authorized.

- (4) Civilian members appearing before a court or administrative hearing body as a representative of the department shall wear appropriate business attire as described in Section 1H of this Order.

### 3. PERSONAL HYGIENE

All department members shall maintain acceptable personal hygiene while on duty. They shall not have offensive body odors or wear heavy perfume or cologne.

### 4. TATTOOS AND SIMILAR BODY MODIFICATIONS

- A. While on duty, department members shall not display visible tattoos, body art, branding, or intentional scarification that is offensive, obscene, advocates or symbolizes gang, supremacist, or extremist group affiliation, drug use, nudity, or sexual acts.
- B. Department members shall not otherwise have any tattoos, body art, branding, or intentional scarification on the head, face, neck, scalp, arms, hands, or other visible area unless approved by the member's bureau commander.

Requests for approval for visible body modifications shall be sent through channels to the member's bureau commander using an interoffice memorandum, UD-40.

- C. Tattoos, body art, branding, or intentional scarification may be required to be removed as a condition of employment or covered by cosmetics or clothing while on duty.
- D. For officer safety reasons, tattoos, body art, branding or intentional scarification that symbolizes one's association with the department, regardless of its location on the body, may exclude an enlisted member from some Special Investigation Division assignments.
- E. Tattoos or body modifications of any other type shall not be obtained in conjunction with department-sponsored training or gatherings.