



APPEARANCE AND GROOMING

1. ENFORCEMENT MEMBER APPEARANCE AND GROOMING STANDARDS

- A. Enforcement members shall be neat, clean, and present a professional appearance while on duty that presents an image of authority, safety, and professionalism to the public at all times. 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. Issues regarding an enforcement member's appearance or grooming shall be addressed by their work site commander.

Enforcement members shall abide by these standards unless they are exempt as explained further in this Order.

(1) General Hair Standards for Enforcement Members

- a. Hair shall be neatly trimmed, clean, and combed or brushed in such a manner that issued headgear (emergency, protective, and uniform) may be worn as prescribed.
- b. Hair length, bulk, or appearance shall not be excessive, ragged, shabby, bushy, unkempt, or neglected and should conform to the shape of the head.
- c. Hair coloring (hair dye), if used, must be of a natural appearing color.
- d. The grooming of enforcement members shall not reflect poorly on the individual as a member of the department or impair the efficient and safe operation of the department. A wig, track or hair pieces shall present a natural appearance and conform to the standards established in this section.
 - i. Members assigned to undercover assignments are allowed hairstyles and facial hair that correspond to their job duties and authorized by their supervisor.
 - ii. Hair shall not extend over the shirt or coat collar when standing with the head in normal posture.
 - iii. 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.
 - iv. A bun, braid, or twist is permitted on the back of the head, provided it is worn in a neat manner and does not interfere with wearing department headgear. Pony tails, or similar styles are not authorized while in uniform.
 - v. Items shall not be worn in the hair except for neat, inconspicuous bobby pins, elastic ties, or conservative-looking barrettes that blend with the hair color.

e. 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.

f. Shaving, Beards

Uniformed members shall be clean shaven except for moustaches as permitted 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 memorandum, UD-040, 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.

g. 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.

- (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.

- a. 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.
- b. 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.
- c. The commander of the Human Resources Division shall notify the enforcement member and the 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 the member with the reason(s) for the denial.

- i. Medical exemptions from the shaving policy shall expire in six months unless clearly noted otherwise in the medical prognosis.
- ii. Medical exemptions may be renewed as necessary in the same manner provided in this section.
- iii. 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).
- iv. In an emergency situation (such as mobilization) the enforcement member may be required to shave if the member's work unit is in, or about to enter into, a situation requiring the use an air purifying respirator as outlined in the agency Respiratory Protection.
- v. Enforcement members exempt from shaving shall be assigned to duties at their work site based on the needs of that work site.
- vi. 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.
- vii. Copies of granted medical exemptions shall be filed in the enforcement member's personnel file held by the Human Resources Division.

C. Jewelry

Enforcement members may not wear jewelry that is extravagant in appearance and interferes with the uniform. Jewelry should be tasteful in appearance and not overwhelming in the number of jewelry pieces worn

(1) Rings

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

(2) Piercings

Visible body piercing jewelry shall not be worn while on duty except for earrings.

- a. Earrings shall be non-dangling, post earrings. They may only be worn on the earlobe and shall not extend below same.
- b. No more than one pair of earrings shall be worn at one time.

D. Fingernail Polish

Enforcement members in uniform may wear a single-color, neutral or clear, fingernail polish.

- (1) Nail art shall not be worn while on duty.
- (2) Fingernails shall not extend more than ¼ inch from the tip of the finger nor interfere in any way in the performance of primary enforcement tasks or with the safe drawing and firing of the service weapon.

E. Makeup

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 H (1) 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. 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) All department members shall be dressed in appropriate business-like clothing unless approval from their work site commander approves otherwise based on assignment

H. 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. Civilian members are expected to dress in a business-like manner, suitable for their job.
- C. Issues regarding a civilian member's appearance or grooming shall be addressed by their work site commander.
 - (1) Civilian members may wear beards or goatees as long as they are neatly trimmed and present a professional appearance.
 - (2) Civilian members shall not be required to abide by the jewelry, nail polish, makeup or other standards for enforcement members listed in this Enclosure as long as they maintain a professional appearance.
- D. 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.

- (3) Civilian members appearing before a court or administrative hearing body as a representative of the department shall wear appropriate business attire as described previously in this Enclosure

3. PERSONAL HYGIENE

All 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, 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-040.

- 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.