

	TYPE OF DIRECTIVE GENERAL ORDER	NUMBER G-02-20 REV.
	SUBJECT PERSONAL APPEARANCE AND GROOMING (SWORN)	EFFECTIVE DATE 12/17/20
	REFERENCE 200 POLICY, CALEA	RESCINDS G-02-20

PURPOSE

To establish standards governing personal appearance and grooming for sworn members while on-duty, when representing the Division in an official capacity, or when engaged in law enforcement secondary employment. Personal appearance and grooming shall reflect a professional and favorable image upon the Division and shall instill confidence in the Division and its members by the public.

STANDARDS

I. FACIAL HAIR

- A. The face shall be clean-shaven, except that mustaches are permitted. When a mustache is worn, it shall be kept neatly trimmed and may extend one-half inch below the corner of the mouth. Goatees and beards are prohibited.
- B. Sideburns are allowed to the bottom of the ear opening. Sideburns should not be so full as to hide the ears from the front.
- C. If there is a medical reason that an officer cannot shave their face regularly, the Chief will consider an accommodation in compliance with applicable law.
- D. If a beard is approved, it must be neatly trimmed, not exceeding 1/4th of an inch in length. Approved cases will be evaluated yearly.

II. HAIR STYLES

Hairstyles should not distract from a professional appearance in uniform with emphasis on officer safety.

- A. Hair color, if used, must appear natural.
- B. When the officer is standing erect, the length and/or arrangement of his or her hair shall not extend below the top of the shirt collar or cover the outer edge of the ear. Hair on the forehead shall not obstruct vision. The unique quality and texture of curled, waved, and straight hair are recognized. Natural hairstyles are permissible if the officer's vision is not obstructed and the length and/or arrangement is compliant. Braided hairstyles, if neat and worn close to the head, are permissible. All officers must be able to wear Division issued headgear correctly.
- C. Hairpieces for sworn personnel are authorized to cover natural baldness or physical disfigurements. When worn, they shall conform to standard hairstyle criteria.

III. TATTOOS AND BRANDINGS

PERSONAL APPEARANCE AND GROOMING (SWORN) G-02-20 REV.

- A. A tattoo is any design, letter, scroll, figure, symbol, or any other mark made under the skin or upon any person with ink or any other substances, resulting in a permanent or temporary discoloration of the skin.
- B. A branding is type of scarification, a body modification that permanently transforms the skin by causing a visible scar, often made by burning.
- C. Tattoos and brandings on the scalp, face (front of a person's head from the forehead to chin), and the front of the neck shall be prohibited.
- D. Cosmetic tattoos such as eyeliner, eyebrows, and lips are permitted so long as they are natural in appearance.
- E. Tattoos and brandings that detract from the mission of law enforcement shall be prohibited. Prohibited tattoos and brandings include, but are not limited to, those which incorporate profanity; promote racism; discrimination; indecency; obscenity; lawlessness; violence; illegal drug use; hatred or intolerance; and depict sexually explicit or anatomically correct nude images.
- F. The Chief has the authority to order personnel to cover tattoos deemed to be inconsistent with the mission of law enforcement. Members shall cover such tattoos with Division-issued clothing or by utilizing commercially available cosmetics or fabric covers made for the purpose of covering tattoos. If commercial products are used, they must be of a skin-tone color and be neutral in appearance. This policy shall apply while the member is on-duty (including training or outside events), representing the Division in an official capacity, or when engaged in law enforcement secondary employment; regardless of whether the member is in uniform or otherwise attired.

IV. BODY ORNAMENTATION

- A. Members shall not wear any item of ornamentation or jewelry on their hands, ears, head, face, nose, eyebrow, tongue, or any other body part that is visible when clothed. Prohibited ornamentation includes, but is not limited to, body-piercing jewelry.
- B. Members are permitted to wear the following jewelry:
 - 1. One ring per hand or three rings on the ring finger;
 - 2. One wristwatch;
 - 3. One necklace not visible outside the uniform, civilian, or business attire;
 - 4. Medical alert bracelet.
 - 5. Officers are permitted to wear on the ear lobes a pair of ball or stud earrings having a diameter of no more than 10mm.
- C. This policy shall apply while the member is on-duty (including training or outside events), representing the Division in an official capacity, or when engaged in law enforcement secondary employment, regardless of whether the member is in uniform or otherwise attired.

V. DENTAL ORNAMENTATION

PERSONAL APPEARANCE AND GROOMING (SWORN) G-02-20 REV.

The use of gold, platinum, or any other unnatural-looking veneer or cap on a tooth or teeth for ornamental purposes is prohibited. No tooth, whether natural, capped, or veneered, may be ornamented with any designs, marks, jewels, or initials.

VI. BODY MUTILATION

Intentional mutilation of the hands, ears, head, face, nose, eyebrows, tongue or any other body part that is visible when clothed is prohibited. Examples of prohibited mutilation include, but are not limited to: split or forked tongues, piercing(s) (other than ear piercing), foreign objects inserted under the skin to create a design or pattern or for purely cosmetic reasons unrelated to any reconstructive surgical or prosthetic treatment, and enlarged or stretched holes in ears or earlobes.

VII. CONTACT LENSES

- A. Contact lenses shall be of a natural eye color. Lenses which are red, orange, silver, or any other unnatural-looking color which when worn creates an unnatural appearance to the eye, or any lenses with a visible graphic design or marking, are prohibited.
- B. This policy shall apply while the member is on-duty (including training or outside events), representing the Division in an official capacity, or when engaged in law enforcement secondary employment, regardless of whether the member is in uniform or otherwise attired.

VIII. EXCEPTIONS

- A. Personnel whose current assignment may require deviation from the standards set forth in this directive may make a written request to the Chief of Police for an exception. Any approval for an exception shall automatically expire upon change of assignment.
- B. The original approved request shall be forwarded to the Personnel Unit for inclusion in the requesting member's file and a copy forwarded to the requesting member.

By Order of:

Eric D. English
Chief of Police