

DEPARTMENT GENERAL ORDER 06-22

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 87-04
SOP 300.22.00

DATE: December 13, 2006

GROOMING STANDARDS

I. PURPOSE.

To ensure a professional image consistent with the department's role and responsibilities in the community, the following guidelines will govern grooming standards for all department employees. It is important to note however, that many of the grooming standards are also designed to promote individual safety.

II. GENERAL.

Department personnel, while on duty and unless otherwise directed by his/her Bureau Commander, shall be well groomed and clean in person. Clothes and shoes shall be clean, neat, and worn in compliance with current department policy and regulations.

III. HAIR.

Male employee's hair on the side may extend to the ears but will not protrude over the ears. Hair at the nape of the neck may be rounded or blocked but will not touch or extend beyond the collar when the head is held in the position of attention. Hair in front will not fall below the eyebrows. The bulk of length of hair shall be groomed so that hair does not bush out or curl up while wearing the standard police hat.

Male employee's sideburns shall not extend below the bottom of the ear. They shall be neatly trimmed, not bushed or flared. Sideburns shall be cut level when the head is held in the position of attention.

Female officers, while in uniform, may wear their hair in any manner but in compliance with the following:

- A. Hair will be worn no longer than seven inches below the collar. Items used to secure long hair (combs, barrettes, elastic bands, etc.) shall be conservative in appearance.
- B. Hair shall not be styled so that it hangs below the eyebrows.
- C. Ponytails are acceptable; however, hair will not be worn in pigtails. Braids are also acceptable as long as they are tightly affixed to the skull and do not hang down.

Personal safety should be a primary consideration for female officers in their choice of hair styles.

Non-sworn female employees, while in uniform or civilian attire, may wear their hair in any manner as long as the hair is neatly groomed and cared for.

IV. FACIAL HAIR.

Mustaches will be neatly trimmed and shall not extend below the top border of the upper lip, nor extend more than 1/4 inch upward, downward, or to the side from the corner of the mouth. Handlebar mustaches are prohibited.

Beards, goatees, or any other type of facial hair except for mustaches, will not be permitted except for medical reasons or as authorized by the Chief of Police for an undercover assignment.

V. BODY PIERCINGS.

Body piercings (nose rings/studs, eyebrow rings, tongue studs, etc.) which are visible to the public are prohibited for all department staff, with the exception of pierced earrings. The latter may be worn by either sworn or non-sworn department employees during duty hours, but are limited to stud – type earrings only.

VI. TATOOS.

Tattoos will not be displayed if they may be construed as profane, suggestive, or offensive to members of the public, department staff, or other city employees. Tattoos such as bands or designs around the wrists, arms, neck or face, back of hands, etc. which can readily be seen by the public are prohibited.

Department employees with existing tattoos or multiple tattoos that fall into one of the above prohibited categories shall conceal the images from public view to the maximum extent possible.

VII. FINGERNAILS.

Uniformed employees shall not have fingernails of excessive length. Additionally, fingernail polish worn by sworn uniformed female employees during duty hours shall be muted and conservative in color. Designs on fingernails are prohibited. Civilian female employees shall wear fingernail polish suitable for a business environment.

VIII. MAKEUP.

Makeup worn by sworn and non-sworn employees shall be conservative in nature.

IX. CLOTHING/UNIFORMS.

Uniform and civilian clothing shall be worn so as to present a professional appearance. Proper items of clothing may be reviewed in the general order covering uniform attire.

X. GROOMING ENFORCEMENT.

Supervisors and commanders shall have full authority to order subordinate personnel to initiate corrective changes to comply with the above grooming standards.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference: 26.1.1