



Approved:
Chief Marcia Harnden

Subject:

710. Personal Appearance Standards

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710.1: PURPOSE AND SCOPE

This policy provides standards for personal hygiene and appearance for members of the Department.

710.2: POLICY

It is the policy of the Albany Police Department to ensure that employees maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment, in order to project uniformity and neutrality toward the public and other members of the department.

710.3: UNIFORM PERSONNEL 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 when in uniform, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

710.3.1: HAIR

- a. For all members when in uniform, hairstyles and/or hair color shall not detract from a clean, neat, professional appearance, and must remain in accordance with the following requirements:
 - 1) Shall provide for personal safety;
 - 2) Shall not interfere with or impair the safety and effectiveness of the individual on the job;
 - 3) Shall not interfere with the proper wearing of uniform, headgear, or any specialized equipment assigned for use;
 - 4) Long hairstyles shall be worn up or in a tightly wrapped braid, bun, or ponytail;
 - 5) Short hairstyles shall not extend lower than the top of the uniform collar while the head is in a normal posture.
- b. Appearance and grooming standards shall not discriminate against traits historically associated with race, including but not limited to, natural hair, hair texture, hair type, and protective hairstyles in accordance with [ORS 659A.001](#).

- c. Personnel may be required to change or modify their hairstyle and/or color at the direction of a supervisor for a reasonable request.

710.3.2: FACIAL HAIR

Facial hair other than sideburns, mustaches, beards, goatees, and eyebrows shall not be worn, unless authorized by the Chief of Police or designee.

- a. Beards must include a mustache and goatee and shall not extend to the neck.
- b. Goatees must be worn with a mustache.
- c. Facial hair must be neatly trimmed and well groomed.
- d. Beards and goatees shall be no more than $\frac{1}{4}$ inch in length and mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.
- e. Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.
- f. Facial hair may only be worn in a natural color that occurs in human hair and shall not have any patterns cut into them.

Personnel may be required to shave at the direction of a supervisor for a reasonable request.

710.3.3: FINGERNAILS

Fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger to avoid a safety hazard to officers or others.

710.3.4: JEWELRY AND ACCESSORIES

Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Chief of Police or designee.

- a. Rings shall be limited to one ring on each hand and limited to: wedding ring(s), class ring, or other tasteful design.
- b. Wristwatch.
- c. Medical alert or memorial bracelet(s).
- d. Earrings shall be limited to one earring in each earlobe. Earrings shall be studs no larger than the size of one quarter carat (4mm diameter).

710.4: CIVILIAN ATTIRE 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 when in civilian attire, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

710.4.1: HAIR

Hairstyles of all members shall be neat in appearance.

- a. For all members when in civilian attire, hairstyles and/or hair color shall not detract from a clean, neat, professional appearance, and must remain in accordance with the following requirements:
 - 1) Shall provide for personal safety;
 - 2) Shall not interfere with or impair the safety and effectiveness of the individual on the job.
- b. Appearance and grooming standards shall not discriminate against traits historically associated with race, including but not limited to, natural hair, hair texture, hair type, and protective hairstyles in accordance with [ORS 659A.001](#).
- c. Personnel may be required to change or modify their hairstyle and/or color at the direction of a supervisor for a reasonable request.

710.4.2: FACIAL HAIR

Facial hair other than sideburns, mustaches, beards, goatees, and eyebrows shall not be worn, unless authorized by the Chief of Police or designee.

- a. Beards must include a mustache and goatee and shall not extend to the neck.
- b. Goatees must be worn with a mustache.
- c. Facial hair must be neatly trimmed and well groomed.
- d. Beards and goatees shall be no more than ¼ inch in length and mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.
- e. Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.
- f. Facial hair may only be worn in a natural color that occurs in human hair and shall not have any patterns cut into them.

Personnel may be required to shave at the direction of a supervisor for a reasonable request.

710.4.3: FINGERNAILS

Fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger to avoid a safety hazard to officers or others.

710.4.4: JEWELRY AND ACCESSORIES

Visible jewelry, other than those items listed below, shall not be worn by personnel in civilian attire unless specifically authorized by the Chief of Police or designee.

- a. Necklaces or neck chains, if worn around the neck, shall be limited to one necklace or neck chain not including the employee identification lanyard.
- b. Earrings worn by personnel authorized to wear civilian attire per [Policy 0701: Uniform Regulations](#) shall be restricted to no more than two smaller studs in each earlobe or one stud and one set of hoop earrings that are no longer than ½ inch in diameter.
- c. Rings shall be limited to two rings on each hand and limited to: wedding ring(s), class ring, or other tasteful design.
- d. Wristwatch.
- e. Medical alert or memorial bracelet(s).

710.5: TATTOOS

- a. All employees while on-duty or representing the department in an official capacity are prohibited from publicly displaying any tattoo(s) on the head, neck, face, scalp, hands (wedding band tattoo on one finger excluded) or knuckles. Exceptions to this include:
 - 1) A wedding band tattoo on one finger.
 - 2) Cosmetic tattoos such as eyeliner, eyebrows and lips that have a natural appearance.
- b. Employees are permitted to cover prohibited tattoos while on-duty through the use of uniform, appropriate apparel for assignment, cosmetics, bandage or approved device that does not detract from the employee's professional appearance.
- c. All tattoos shall be concealed when appearing in court, City/Department ceremonies, presenting to City Council, or wearing a Class A uniform with the exception of a wedding band or cosmetic tattoos.
- d. The following tattoos are prohibited from public display while on-duty regardless of their location on the body:
 - 1) Any tattoo(s) that advocates or symbolizes discrimination based on sex, gender, sexual orientation, racial, religious, ethnic or national origin, or related intolerances prohibited by law;
 - 2) Any tattoo(s) that promotes a partisan political statement or expression;
 - 3) Any tattoo(s) that advocates or symbolizes drug and/or alcohol abuse;
 - 4) Any tattoo(s) that is sexually suggestive, explicit, profane, or obscene language; and/or
 - 5) Any tattoo(s) that promotes or advocates conduct contrary to the Code of Ethics.

- e. Any tattoo(s) that advocate or symbolize gang, supremacist, extremist, and criminal group affiliation are prohibited.
- f. The Chief of Police is the final authority to determine what is offensive and/or permitted under this policy.
- g. An exemption may be requested for pre-existing tattoo(s) or special circumstances in writing, from the Chief of Police.

710.6: BODY PIERCINGS OR MODIFICATIONS

- a. Body piercing or modification to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features, and which is not medically required is prohibited except with prior authorization of the Chief of Police.
- b. Such body alteration includes, but is not limited to:
 - 1) Tongue splitting or piercing;
 - 2) Complete or transdermal application of any material other than hair replacement;
 - 3) Abnormal shaping of the ears, eyes, nose, or teeth;
 - 4) Branding or intentional scarification.