



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, or order to project uniformity and neutrality toward the public and other members of the department.

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

710.3.1: HAIR

Hairstyles of all members shall be neat in appearance.

- a. For male sworn members, conservative style, tapered in appearance, which does not cover the ears or extend lower than the top of the uniform collar at the back of the neck, while the head is in normal posture, or exceed 1 ½" in bulk in any manner and shall not have foreign items attached to, or otherwise part of the style.
- b. For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.
- c. 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 [Oregon House Bill 2935](#).

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

No jewelry or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual.

- a. **Necklaces** or neck chains, if worn around the neck, shall not be visible above the shirt collar.
- b. **Earrings** worn by sworn female members and female CSO's 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 larger than $\frac{1}{2}$ " (12mm) in diameter. Earrings shall not be worn by male members except for sworn members assigned to special assignments and authorized to do so by the Chief of Police or designee.
- c. **Rings** shall be limited to two rings and limited to the types outlined in the Uniform Regulations Policy.

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.