

CATEGORY	DATE ADOPTED	LAST REVIEW	NEXT REVIEW
4	09/17/2014	06/16/2023	06/16/2027

## BUENA PARK POLICE DEPARTMENT GENERAL ORDERS

### POLICY 1044 PERSONAL APPEARANCE STANDARDS

#### 1044.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other employees of the Department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this Department and for their assignment.

#### 1044.1.1 ACCREDITATION STANDARDS

This policy pertains to the following CALEA Standards: 26.1.1

#### 1044.2 POLICY

All employees shall conform to the following personal appearance standards.

#### 1044.3 PERSONAL APPEARANCE 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. All personal appearance standards should be conservative and professional.

##### 1044.3.1 HAIR

Hairstyles of all employees shall be neat, conservative, and professional in appearance.

Male employees hair must not extend below the top edge of the ear or the uniform collar while assuming a normal stance.

Female employees shall have their hair pulled back in a bun or low ponytail. Hair shall not be worn in a manner that will risk the safety of the employee or cause a hindrance in the performance of her duties. Exceptions are for those professional staff female employees working their primary assignment when they typically do not have contact with the public, such as records clerks and dispatchers.

##### 1044.3.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth, or beyond the natural hairline of the upper lip.

##### 1044.3.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat. Sideburns shall not be styled to taper or flare.

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### **1044.3.4 FACIAL HAIR**

Professional staff and sworn officers who may have direct contact with the public may not wear facial hair, other than sideburns, mustaches, and eyebrows, unless authorized by the Chief of Police or his/her designee.

Professional staff who do not have direct contact with the public may wear a beard or goatee as long as it is neatly trimmed with no hair extending below the point where the lower jaw meets the neck. No "neck beards" will be permitted.

### **1044.3.5 FINGERNAILS**

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. Fingernails should be groomed appropriately.

### **1044.3.6 JEWELRY AND ACCESSORIES**

No jewelry or personal ornaments shall be worn by employees on their person, any part of the uniform, or equipment, except those authorized within this policy. Jewelry, if worn around the neck, shall not be visible above the shirt collar. All jewelry must be conservative and approved by the Chief of Police or his/her designee.

Female employees may wear one pair of stud-type earrings. Dangling earrings, ear cuffs, ear plugs, or tapers shall not be worn by any employee without permission of the Chief of Police, or his/her designee.

Employees may wear only one ring set on each hand while on duty.

Bracelets, with the exception of silicone bracelets, may not be worn. Silicone bracelets that are distasteful or perceived to be offensive shall not be worn.

### **1044.4 TATTOOS**

Employees with tattoos shall not allow their tattoos to be in any way visible while the employee is at any City-owned facility, or while the employee is representing the City of Buena Park, unless the employee is off duty.

Current employees will be prohibited from obtaining visible tattoos after the adoption of this policy. New employees are prohibited from obtaining visible tattoos.

### **1044.5 BODY PIERCING OR ALTERATION**

Body piercing or alteration 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. Such body alteration includes, but is not limited to:

- a) Tongue splitting or piercing

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- b) The complete or transdermal implantation of any material other than hair replacement
- c) Abnormal shaping of the ears, eyes, nose, or teeth
- d) Branding or scarification