

COLUMBIA POLICE DEPARTMENT

Policy and Procedure Manual

PERSONAL APPEARANCE STANDARDS

Approved By: Kenneth Burton Chief of Police

CALEA 6th Edition Standard: 22.1.6

1044 PERSONAL APPEARANCE STANDARDS

1044.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for all members to maintain their personal hygiene and appearance while representing the Columbia Police Department. This applies to those members who are on-duty and/or working in an off-duty capacity and representing the department in CPD uniform or a plain clothes capacity. This policy does not apply to members working in an undercover capacity or while working outside employment where they are not acting as a representative of the police department. This policy is in addition to the requirements and expectations described in the City's Administrative Rules.

1044.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1044.3 HAIR

For male officers, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female officers, hair must be no longer than the horizontal level of the bottom of the uniform shoulder patch when the employee is standing erect and worn up or in a tightly wrapped braid or ponytail.

1044.3.1 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.

1044.3.2 SIDEBURNS

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

1044.3.3 BEARDS

Beards and Goatees are authorized; however they must be worn with a mustache. Beards shall be kept clean and neatly trimmed. Officers are encouraged to begin growing out their beards during their off time so as not to present an unshaven look while on-duty. No portion of the beard may be exceptionally longer than the rest, and beard hair length shall not exceed ¼ inch. The neck shall be kept clean shaven.

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Regardless of the beard style or beard hair length, individual officers wearing beards must maintain their beard in such a manner so as to be able to pass a gas mask fit test. Officers with beards will be subject to random inspections to ensure a proper seal and may be asked to trim their beard until a proper seal is obtained. Officers must have necessary equipment at work to trim beard if needed or requested.

In the event of an anticipated operational need for use of the gas mask (development of protests likely to become violent), officers may be ordered to remove their beard immediately and must have the necessary equipment at work to do so in a timely manner.

1044.4 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1044.5 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by members on any part of the uniform or equipment, except those authorized. Jewelry, if worn around the neck, shall not be visible above the shirt collar. All other jewelry must be unobtrusive and not pose a safety hazard to the member or others.

1044.6 TATTOOS

Generally, tattoos are allowed to be visible while representing the department so long as they are approved by the Chief of Police or his/her designee. The following limitations regarding the display of tattoos while representing the department will be followed:

- Tattoos may not be visible if located on the face, neck or head.
- Regardless of location, tattoos visible to the public shall not contain profanity, nudity, racial slurs, gang related content or any other content reasonably expected to be offensive. This list is not all inclusive and the Chief of police or his/her designee will have final determination.
- Tattoos deemed inappropriate must be covered while representing the Department in any official capacity. Any type of covering or concealment should not interfere or impede the member's ability to perform his or her job.

1044.7 BODY PIERCING OR ALTERATION

Body piercing (other than ears) or alteration to any area of the body, that is visible to the public while representing the department, and is a deviation from normal anatomical features and is not medically required is prohibited. Such body alteration includes, but is not limited to, the following:

- Tongue splitting or piercing
- The complete or transdermal implantation of any material other than hair replacement or breast augmentation
- Abnormal shaping of the ears, eyes, nose or teeth
- Branding or scarification