



POLICY TITLE: *Appearance*

STANDARD/REF #: 22.1.6

APPROVED BY: *David Dostal, Chief*

REVIEWED DATE: 7/22/2019

REQUIRED REVIEWERS:

REVISED DATE: 3/11/2024

POLICY/PURPOSE:

The purpose of this directive is to mandate grooming standards for employees of the Cedar Rapids Police Department (CRPD). This policy applies to all CRPD employees, civilian and sworn, excluding JCA and Animal Control employees who shall follow their respective policies. The entirety of this policy applies to all sworn personnel. Only specific sections, labeled as such, apply to civilian personnel.

Because it is impossible to provide examples of every appropriate or unacceptable hairstyle or of “conservative” or “eccentric” grooming and personal appearance, the good judgment of leaders at all levels is key to enforcement of the Departments appearance policy. Therefore, hair/grooming/personal appearance while on duty shall present a neat, professional appearance.

HAIRSTYLE:

Hairstyles for uniformed officers will be cut in a neat and proper manner that does not detract from the wearing of the uniform or interfere with the wearing of headgear.

Male (Sworn):

- The hairstyle shall not be more than 4 inches in length.
- The hairstyle or bulk of the hair shall not exceed two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp.
- May be tapered or blocked in the back, but must not touch the shirt collar when employee is standing.
- Must not cover more than top half of ear.

Female (Sworn):

- Uniformed officers’ hairstyles shall not hang more than two inches below the bottom of the back of the uniformed collar.
 - Ponytails and braids are permitted; however, if hair exceeds the allowable length, it shall be pulled up and secured in a fashion that does not interfere with the wearing of headgear.
 - Hair shall not be worn in a style so as to endanger the safety of the officer or others.
 - Only those items necessary to hold hair in place may be worn. Decorative accessories such as ribbons, barrettes, etc. may not be worn.
 - Solid blue or solid black headbands are permitted.
- Non-uniformed officer’s hair shall be worn in a professional manner.
 - Hairstyles may exceed beyond two inches below the bottom of the back of a collar as long as it does not cause a safety issue or affect the performance of one’s duties.



POLICY TITLE: *Appearance*

STANDARD/REF #: 22.1.6

APPROVED BY: *David Dostal, Chief*

REVIEWED DATE: 7/22/2019

REQUIRED REVIEWERS:

REVISED DATE: 3/11/2024

Female (Civilian):

- Civilians shall wear their hair in a professional manner that does not affect the performance of their duties.

Prohibited Hairstyles (Civilian and Sworn):

The following hairstyles are prohibited for all employees (except those in specialized units with the permission of the unit supervisor):

- Mohawks
- Punk Styles (spikes, tails, dreadlocks, unusual colors)
- Designs engraved into the hair or scalp
- Hairstyles deemed to be extreme or not within the norm of professional business standards

SIDEBURNS / FACIAL HAIR / TATTOOS:

Sideburns (Sworn):

- Sideburns will be neatly trimmed with straight lines.
- The base will be a clean-shaven line and the length of the hair that constitutes the sideburns will be evenly tapered in the same manner as the remainder of the hair on the side of the head.
- The growth shall not be more than one-half (1/2) inch in depth.
- The base of the sideburn will not extend downward beyond the line parallel to the ground and drawn horizontally from the crus of helix (middle of the ear). The forward and rear edges will be maintained at a vertical line and shall not exceed 1 ¼ inches at the broadest point.

Facial Hair (Sworn):

- Sworn personnel must be clean shaven at the beginning of the tour of duty.
- Beards and goatees are prohibited at any time except for a medical reason or special assignment. Any beard grown due to a medical condition shall not exceed one-half inch in length and remain neatly trimmed.
- Facial hair grown due to a medical condition shall be of the shortest duration of time in order to comply with this policy.
- A written medical excuse signed by a medical doctor must be provided to the Office of the Chief prior to growing any prohibited facial hair.
- The medical excuse cannot exempt the officer for a period greater than 30 calendar days. Any medical condition that exceeds 30 calendar days shall require a follow-up with the doctor and another written medical excuse. This process will repeat itself every 30 days until the medical condition is lifted or, at the discretion of the City, require a second medical opinion at any time including a recommendation for a course of treatment with medically established prognosis.



POLICY TITLE: *Appearance*

STANDARD/REF #: 22.1.6

APPROVED BY: *David Dostal, Chief*

REVIEWED DATE: 7/22/2019

REQUIRED REVIEWERS:

REVISED DATE: 3/11/2024

Mustaches (Sworn):

- The mustache will extend no lower than the corners of the mouth.
- The hair from the mustache will not extend over the upper-most edge of the upper lip.
- The hair of the mustache will be neatly groomed in such a manner so as not to present a projected bushy appearance.

Tattoos (Civilian and Sworn):

- Tattoos and/or brands not located on the face, neck, head or scalp determined to be tasteful and inoffensive by the Chief of Police are allowed.
- Visible tattoos, brands, scarifications, body mutilations, and body modifications on the face, neck, head or scalp, regardless of subject matter are prohibited. This includes anything above the t-shirt neckline to include on/inside the eyelids, mouth, and ears.
 - An exception occurs if the tattoo has been obtained as permanent makeup.
- Employees may have one ring tattoo on a proximal phalanx of each hand.
- The following types of tattoos or brands are prejudicial to good order and discipline and are, therefore, prohibited:
 - Extremist - Extremist tattoos and/or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations or activities. Extremist philosophies, organizations and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, Federal or State law.
 - Indecent - Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety, or professionalism.
 - Sexist - Sexist tattoos and/or brands are those that advocate a philosophy that degrades or demeans a person based on gender.
 - Racist - Racist tattoos and/or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.
- Any sleeve or bandage used to cover unauthorized tattoos and/or brands shall be pre-approved by the Chief of Police prior to being worn.
- Before obtaining either a tattoo and/or brand, employees should consider talking to supervisors to ensure that they understand the parameters of this directive.
- Any exception to the aforementioned provisions must be authorized by the Chief of Police.



POLICY TITLE: *Appearance*

STANDARD/REF #: 22.1.6

APPROVED BY: *David Dostal, Chief*

REVIEWED DATE: 7/22/2019

REQUIRED REVIEWERS:

REVISED DATE: 3/11/2024

Makeup (Sworn):

- Excessive make-up such as dark, heavy eye shadow, false eyelashes and heavy mascara, which would detract from the uniform, is prohibited.
- Make-up, if worn, shall be moderate and natural appearing.
- Fingernail polish shall be clear or solid in color and may contain accents, but shall not detract from the appearance of the uniform.
 - Excessive length of fingernails will be prohibited.

Jewelry (Civilian and Sworn):

- Neck jewelry for sworn personnel in uniform will not be visible while on duty.
- One ring on each hand is allowed for uniform sworn officers (wedding band and engagement ring are considered one ring).
- Female officers may wear earring posts.
 - No hanging earrings are permitted.
 - No more than one earring in each ear is permitted on duty.
 - If worn, earrings must be in the lobe of the ear.
- No nose, lip, eyebrow, or facial piercing is permitted while on duty.
- Ear gauges are not permitted without prior authorization from the Chief of Police.

Glasses (Sworn):

- Eye glasses and sunglasses may be worn. They will not be of a style that distracts from the uniform.

NON-COMPLIANCE (Civilian and Sworn):

Upon a supervisor's determination that the employee's hairstyle or general appearance does not conform to these set standards, the employee will be given a verbal warning to make a necessary correction by the next working day.

- Failure to comply with the verbal order will result in disciplinary action.

Commanders who have personnel under their command that necessitate a conflicting appearance to this policy will submit an exclusion request in writing to their division commander detailing the purpose for the exclusion.