

Police Department Policy and Procedure Manual

Chapter 2 — Personnel

Section Number: 2-3-3
Section Title: Personal Appearance
Most Recent Update: 03/18/2025

I. Personal Appearance

A. The purpose of this policy is to mandate uniform regulations and grooming standards for sworn and civilian members of the Clive Police Department.

1. Civilian employees shall abide by City Policy Article VII, Section 7.5 (Dress Code.)
2. Sworn personnel shall have their uniforms cleaned as often as necessary to maintain a fresh, clean, unblemished appearance.
3. Employees on duty shall maintain a neat, well-groomed appearance.

B. Male Officers Personal Appearance

1. Hair

- a. Hair must be even on the sides and back. No hair shall lap or curl over the ears or shirt collar of the uniform. Hairstyles can't interfere with the wearing of the uniform headgear. The hat, when properly worn, must in close proximity to both ears and eyebrows.

2. Sideburns

- a. The maximum length of sideburns shall be to the bottom level of the ear lobe. No flair (mutton chops) will be allowed. Sideburns must be evenly tapered, cut parallel to the ground and can be no wider than one inch.

3. Mustaches

- a. Mustaches must be neatly trimmed and tapered. Mustaches shall not extend beyond the corner of the mouth. Hair from the mustache will not extend over the upper-most edge of the upper lip. The hair of the mustache will be groomed in such a manner so as to not present a projected appearance. No handlebar or Fu Manchu type of mustaches shall be allowed. Waxing of the mustache shall not be allowed.

4. Goatee or Beards

- a. Officers may have neat, well-trimmed beards or goatees that do not extend more than one inch from the surface of the skin. The neck shall be cleanly shaven. Appearance of short whisker stubble is only allowed with the natural course of beard growth and is not a substitute for inconsistent hygiene practices. Associated mustaches will be evaluated in accordance with year-round grooming standards. Officers performing honor guard assignments or actively engaged in a special assignment that requires use of an air-purifying respirator (APR), or self-contained breathing apparatus (SCBA) must be clean shaven.

5. Exceptions

- a. Exceptions to these standards may be granted for specific purposes, such as reasonable accommodation of a diagnosed medical condition or a bona fide religious belief, or for personnel actively engaged in covert policing assignments with approval of the appropriate division commander.

6. Jewelry

- a. The wearing of earrings is prohibited. Chains, necklaces, and other ornamental jewelry must be concealed while in uniform or while in a plain-clothes assignment. Wedding rings, or other types of rings worn in conservative style are permitted. Only one ring may be worn on each hand. Any other jewelry worn must not present a hazard to the officer and if visible to the public must be unobtrusive and present a neutral appearance.
- b. Jewelry items shall be of a nature, which will not detract from the uniform or interfere with the employee's duties or cause a hazard to the employee. Questions as to jewelry will be at the command level and such officer/employee shall comply with the prohibition. Final decision as to what jewelry would constitute a possible hazard shall rest with the Chief of Police.

7. Cologne and After Shave

- a. The use of strong scented cologne while in uniform or while in a plain-clothes assignment is prohibited.

C. Female Officers Personal Appearance

1. Hair

- a. Free hairstyles may be worn to the top of the shoulder blade in the back. The front and side will be worn so as not to interfere with full vision or fall onto the face.
- b. Hair exceeding the above length will be worn pulled back in a ponytail and will not be longer than the bottom of the shoulder blades. If longer, it will be worn pulled up to comply with the length restriction. Hair may also be pulled up in a secure knot or bun.
- c. Braided hair must be free of beading and ornamentation.
- d. In all instances, the hairstyle worn will present a clean and well-groomed appearance, which will not detract from the wearing of the uniform cap.
- e. Due to the nature of the work in the Criminal Investigation Division, the above regulations do not apply. Detectives or other plain-clothes officers shall maintain a neat appearance with the hair styled in an appropriate style of daily acceptable standards.

2. Make-Up

- a. The use of facial make-up will be conservative, excessive use of lipstick, rouge, mascara, etc. is prohibited.
- b. Fingernails may be painted and decorated in a professional manner and color as determined by the Chief of Police.
- c. The decoration of the fingernail may be done only with fingernail polish, decorative attachments to the fingernail will not be allowed.
- d. The fingernail may only extend ¼ inch past the fingertip.

3. Perfume or Cologne

- a. The use of strong scented perfume or cologne, while in uniform or while in a plain-clothes assignment is prohibited.

4. Jewelry

- a. Female officers may wear up to five (5) stud or small “huggie” style pierced non-dangling earrings in each ear. Chains, necklaces, and other ornamental jewelry must be concealed while in uniform or while in a plain-clothes assignment. Wedding rings, engagement rings, and rings worn in a conservative style are permitted. Only one ring may be worn on each hand with the exception that an engagement and wedding ring may be worn together constituting one ring. Any

other jewelry worn must not present a hazard to the officer and if visible to the public must be unobtrusive and present a neutral appearance.

- b. Jewelry items shall be of a nature which will not detract from the uniform, interfere with the employee's duties, or cause a hazard to the employee. Questions as to jewelry will be at the command level and such officer/employee shall comply with the prohibition. Final decision as to what jewelry would constitute a possible hazard shall rest with the Chief of Police.

D. Tattoos and Body Piercing

1. Any body art visible on exposed arms and legs while in uniform is subject to approval by the Chief of Police at the time of appointment. As a general rule, if the artwork is not deemed to be in poor taste or unnecessarily detracts from the professional image of the City of Clive Police Department, then it will be allowable. Examples include, but are not limited to: morally objectionable, racially oriented, or sexually explicit. Any new tattoo, piercing, intentional scarring or self-expression through artwork subject to approval of the Chief of Police.
2. Any tattoos, piercings, intentional scarring, or other forms of self-expression through body art visible above the uniform collar is prohibited. Any tattoos, piercing, intentional scarring, or other form of self-expression that extends to the hands shall be covered unless approved by the chief of police.
3. The concealment of prohibited body art through the use of long sleeve uniform shirts and pants, flesh-colored bandages or cosmetics may be approved by the Chief of Police.
4. The Chief of Police or the Chief's designee may require covering of tattoos for specific events including but not limited to dignitary visits, wakes/funerals, memorial events, other public events.
5. This policy does not apply to officers working undercover or narcotics assignments.



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