



GENERAL ORDERS: Chapter 3

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APPROVED BY: Chief Michael McTaggart

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Personal Appearance

I. Policy Statement

This department is committed to consistently presenting a professional appearance. The Chief of Police or designee may grant temporary or permanent exceptions to any personal appearance standard.

II. Personal appearance standards (All Department Employees)

- A. All employees will present themselves in a clean, neat and well-groomed professional appearance.
- B. Cleanliness and personal hygiene will be maintained. Appearance, attire or accessories should not distract from the efficient performance of assigned duties.

III. Personal Appearance Standards (Sworn & Employees in Uniform)

- A. Hair
 - 1. Hair color is to be natural looking in appearance, colors and tones.
 - 2. Hair length will not impair full vision or interfere with the normal wear of standard police headgear.
 - a. Female Employees:
 - (1) Hair length may extend to the bottom of the shoulder blades.
 - (2) No decorations or ornaments may be worn in the hair, except for items used to hold hair in place to meet length standards. These items will be concealed as much as possible and be similar in color to the hair or daily uniform.
 - b. Male employees' hair may not extend over the shirt collar. It must be neatly trimmed and may not extend over the ears or eyebrows; a clean neckline must be maintained.
 - 3. Sideburns will be neatly trimmed with straight lines and shall not extend beyond the bottom of the earlobe.
 - 4. Facial Hair
 - a. Mustaches are permitted, but the face will otherwise be clean shaven. The mustache must not extend below the corners of the mouth or over the uppermost edge of the upper lip and must be neatly trimmed.
 - b. Beards are not permitted.
- B. Makeup shall be subdued and natural in appearance.
- C. Fingernails will be kept clean and neatly trimmed. Nail polish is permitted for female employees but must be subtle or natural in color.
- D. Piercings – Female employees may wear post type earrings in the lobe, but other pierced jewelry is prohibited on duty.
- E. Tattoos, body art, branding, intentional scarring, or mutilation

1. Tattoos and body art determined to be inoffensive by the Chief of Police are allowed to be visible, except:
 - a. Prohibited on the face, neck, head, scalp or hands.
 - (1) This includes anything above the t-shirt neckline to include on or inside the eyelids, mouth, or ears.
 - (2) Tattoos as permanent makeup are allowed but shall be subdued and natural in appearance.
 - (3) Employees may have one ring tattoo on a proximal phalanx of each hand.
2. The following types of tattoos or brands are prohibited:
 - a. Extremist, sexist, or racist
 - (1) Affiliating with, depicting, or symbolizing philosophies, organizations, or activities, which advocate, create or engage in:
 - (a) Discrimination, hatred, or intolerance based on race, color, gender, ethnicity, religion, or national origin.
 - (b) Violence or unlawful deprivation of individual rights.
 - b. Indecent
 - (1) Grossly offensive to modesty, decency, propriety, or professionalism.
 - c. Contrary to the purposes of law enforcement, such as, but not limited to:
 - (a) Depictions symbolizing or indicative of narcotics.
 - (b) Illegal or gang-related activity.
 - (c) Symbols suggestive of activity that undermines the purpose of law enforcement.
3. Employee responsibility:
 - (1) Employees should carefully consider the implications of obtaining tattoos or brands in areas that cannot be covered by standard-issue uniforms, as violations of this policy may result in disciplinary action and/or the necessity of having it covered or removed.
 - (a) If informed by a supervisor that their tattoo may violate policy, the employee may submit a memorandum explaining its compliance.
 - 1) The employee should keep the tattoo covered until the Chief of Police makes a final determination.
4. Supervisor responsibilities:
 - (1) Immediate supervisors are responsible for monitoring employees' visible tattoos for policy compliance.
 - (a) Apparent violations will be summarized by memorandum and photographs through the chain of command for determination by the Chief of Police.
 - 1) Supervisors shall ensure compliance with the Chief's final determination.
5. A sleeve or bandage shall be used to cover any unauthorized tattoos or brand.
 - a. Sleeves shall be black or similar in color to the uniform being worn.
 - b. Bandages shall be skin-tone or neutral in color.
6. The Chief of Police shall have final authority in determining if a tattoo, brand, intentional scarring and/or mutilation is offensive or prohibited.
7. Intentional mutilation of the parts of the body including, but not limited to, tongue bifurcation (splitting), ear gauging (enlarged holes in the lobe of the ear), or foreign objects inserted under the skin to create a design, effect, or pattern that would be visible in uniform are not authorized.
8. Nothing in this policy will be construed as prohibiting body modifications necessitated by medical or dental need.

IV. Exceptions

- A. Vice & Narcotics Control (Sworn Employees)

1. Due to the unique nature of their assignment, employees are exempt from certain aspects of this policy (i.e. hair restrictions).
- B. Temporary or permanent exceptions granted to these standards should be documented by the Chief of Police or designee.