


Uniforms & Equipment		
	General Appearance	Order 06.101

A. Policy

All employees will strive for professional appearance and performance and present a clean, neatly groomed appearance while on-duty. Uniforms and equipment shall be maintained in a clean and serviceable condition and represent our department's professionalism to members of the community.

B. General Considerations

1. All supervisors are responsible for ensuring employees under their command project a neat and professional image while on-duty, in accordance with the Uniform Policies.
2. All personnel shall practice good hygiene and grooming habits when on-duty. Uniforms, equipment, and clothing shall be maintained in a clean, serviceable condition.
3. All on-duty employees in civilian clothes, including non-commissioned employees and officers detached from uniform duty, will present a neat, business-like appearance in their dress and grooming. Clothing will be clean, free of holes and tears, and conservative in style.
 - a. Male Employees – The following are examples of acceptable attire for male employees:
 - 1) Dress slacks
 - 2) Dress shirt or dress shirt and tie
 - 3) Golf shirt
 - 4) Dress shoes or conservative footwear
 - 5) Jeans

- Jeans may only be worn with approval of the employee's supervisor when the employee will be working in an area away from public view or during training classes where jeans would be appropriate.
- b. Female Employees – The following are examples of acceptable attire for female employees:
- 1) Dress slacks
 - 2) Dress shirt
 - 3) Golf shirt
 - 4) Skirt and blouse combinations; suits
 - 5) Pants and blouse combinations; jumpsuits
 - 6) Dresses
 - 7) Dress shoes or conservative footwear
 - 8) Jeans
- Jeans may only be worn with the approval of the employee's supervisor when the employee will be working in an area away from public view or during training classes where jeans would be appropriate.
- c. Undercover Assignment – Acceptable attire will be determined by the appropriate Bureau Commander/Manager.

C. Grooming

1. Fingernails

- a. Hands will be clean, and fingernails will be clean and trimmed.
- b. Fingernail length for on-duty uniformed officers and uniformed professional employees will be no longer than ¼ inch beyond the fleshy portion of the finger.
- c. Female uniformed employees who wear nail polish will ensure the color is a uniform, conservative shade without decals or ornamentation.

2. Make-up

- Female employees may wear face and eye make-up, which shall be applied neatly and sparingly and will harmonize with hair color and the color of the uniform or plain-clothes.

3. Hair

a. Males

- 1) Hair will be worn with natural hair colors in a contemporary, conservative style no longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture.
- 2) When not wearing an approved beard, sideburns will be no more than one (1) inch wide at the widest point (measured from the natural hairline nearest the ear) and will not extend below the bottom of the earlobes. Sideburns will be neatly trimmed.
- 3) When not wearing an approved beard or goatee, mustaches will not extend beyond or below the corner of the mouth. Mustaches will be neatly trimmed and will not be waxed or twisted.
- 4) Employees may wear a beard or goatee; however, it must be neatly trimmed and groomed.
 - a) A beard or goatee will not exceed one-half inch in length.
 - One-half inch is the equivalent of a standard #4 clipper blade.
 - b) The neck below the bottom of the beard or goatee will be clean shaven at all times.
 - c) Cheeks will be clean shaven on or above the cheek bone at all times while wearing a beard.
 - d) Cheeks and jawline around the goatee will be clean shaven at all times.
 - e) A beard will be worn with a mustache.
 - f) No portion of a beard or goatee will be a different length than the rest of the beard.
 - g) All sworn employees with an approved beard or goatee are required to maintain a shaving kit with or near their assigned gas mask. This kit must contain the necessary items to ensure proper shaving and mask

fit in the event of an emergency deployment.

- 5) Employees in certain assignments may not be permitted to wear a beard or goatee at the direction of a unit supervisor or chain of command.
- 6) Certain workgroups may be exempt from these guidelines based upon assignment or operational needs as determined by a unit supervisor or chain of command.

b. Females

- 1) When in uniform, hair will be worn utilizing natural hair colors in a contemporary, conservative style.
- 2) When in uniform, hair must not extend past the bottom of the shirt collar unless it is worn in a ponytail or braid.
- 3) When in uniform, hair may be worn pulled back in a ponytail or braid which shall not extend beyond the bottom of the shoulder blades when standing in a normal posture.
 - Hair worn in a ponytail or braid will be worn in a contemporary, conservative style.
- 4) Bangs will extend no lower than the bottom of the eyebrows.
- 5) Female employees working in civilian clothes may wear their hair below the bottom of the collar but will conform to acceptable, conservative, contemporary styles.

c. Hair must be neatly combed and clean.

d. Hair must not extend more than 1½ inches from the side of the head.

e. Wigs may be worn to comply with this policy.

f. Employees assigned to special details may deviate from these regulations at the direction of the affected Assistant Chief.

D. Jewelry

1. Females (Uniformed)

a. Earrings will be small with a post or clip on back.

- b. Only one (1) earring will be worn in each ear.
- c. Hoop and dangling style earrings are prohibited.
- d. Earrings will be attached to the ear lobe and will not rise above the ear canal opening.

2. Males

- a. Officers and professional employees, while on-duty and in uniform, are prohibited from wearing earrings.
- b. Non-uniformed, on-duty sworn officers and professional staff may deviate from this policy with the permission of the appropriate Bureau Commander/Manager.

3. Visible Body Piercing

- a. Other than those listed above, visible body piercings are prohibited for all employees while on-duty.
- b. Employees may deviate from this policy for operational purposes with the permission of the appropriate Bureau Commander/Manager.

- 4. Only conservative watches, rings, and earrings will be worn while in uniform. No other visible jewelry is authorized, except for medical alert bracelets.

E. Tattoos

- 1. While on-duty, tattoos will only be displayed under the following circumstances:
 - a. Tattoos may be displayed on the arms but may not extend past the wrist.
 - b. Tattoos may be displayed on the legs.
 - c. Tattoos are not authorized on the neck, head, or any other visible location except through exemption by the Chief of Police.
 - A signed memorandum describing the tattoo's location and design will be forwarded to the Chief's Executive Assistant and maintained in the employee's personnel file.
 - d. Circumstances such as supervisory positions, job descriptions, or attendance at public meetings may dictate more restrictive guidelines are in place.

2. The display of any excessive, unprofessional, or offensive tattoo(s) – regardless of location – while employees are working in a police capacity is prohibited.
 - a. The following includes, but does not limit, the types of items prohibited by this policy:
 - 1) Depictions of nudity or violence.
 - 2) Sexually explicit or vulgar art, words, or phrases; profane language.
 - 3) Symbols likely to incite a strong negative reaction in any group (i.e., swastikas, pentagrams, etc.).
 - 4) Tattoos deemed discriminatory toward any religion, race, ethnicity, or sexual orientation.
 - 5) Initials or acronyms representing criminal or historically oppressive organizations (i.e., AB, KKK, SS, street gang names, numbers, symbols, etc.).
 - b. Tattoos considered inappropriate or excessive visible in uniform or plain clothes must be suitably covered while on-duty.
 - c. Inappropriate or excessive tattoo issues will be handled on a case by case basis by the appropriate Bureau Commander/Manager.
3. Exceptions – When deemed operationally necessary, employees in undercover assignments may display tattoos, brands, or jewelry otherwise prohibited by this policy with the approval of the appropriate Bureau Commander/Manager.

F. Sunglasses

1. Prescription style with plain frames, military-style with black, gold, or silver-colored metal frames, or wrap-around sunglasses are authorized.
 - Wraparound sunglasses will be conservative in style with black frames.
2. One hundred percent mirror type or psychedelic/multicolored lenses/frames are prohibited on all sunglasses.