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	Employee Appearance and Grooming		Page 1 of 4
	Issued By: Interim Chief Aimee Metzger	CALEA Standards 	
Effective: 12/27/2019	Updated: 07/02/2021		
Last Reviewed: 07/10/2023			26.1.1

I. PURPOSE



The purpose of this procedural order is to provide appearance and grooming standards for sworn police officers as well as civilian personnel. Officers should refer to [041-019 \(Uniform Wearing and Maintenance\)](#) for specific regulations regarding uniforms.

II. POLICY

It is the policy of the Ann Arbor Police Department to require that department personnel, to be clean, neat in appearance, and well-groomed always. A police officer is constantly in the public view and every aspect of the officer's conduct and physical appearance are subject to scrutiny by the public. Each officer represents the Ann Arbor Police Department as well as the City of Ann Arbor. It is for these reasons that the officer must adhere to the highest standards in his or her personal appearance.

III. PROCEDURES

- A. The Chief of Police, or their designee, has the final authority in determining acceptable standards for personal appearance and grooming.
- B. Exceptions to this policy may be made for officers working undercover assignments or for specialized assignments as authorized by a supervisor. Medical and/or religious waivers will be considered on an individual basis.
- C. Officers shall be well-groomed, clean, and maintain personal hygiene while on duty. Should the outcome of a call for service or other incident while on duty result in soiled clothing, unsanitary conditions, or a disheveled appearance, corrective measures shall be taken as soon as reasonably possible.
- D. Hair Styles
 1. All regulations regarding the appearance of members' hair apply equally to male and female uniformed members of the department.
 2. Uniformed and non-uniformed members of the department shall keep their hair clean, neatly groomed and styled in a manner that does not interfere with their assigned duties.
 3. Dyeing or highlighting hair is permitted, but members' hair color must be consistent within a naturally occurring color range and be professional in appearance. For purposes of this order, naturally

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occurring color range does not include unique hair colors such as pink, blue, purple, or green. Members are prohibited from dyeing patterns or prints.



4. Sworn members shall style their hair in a manner that does not interfere with uniform headgear or any specialized equipment and will not interfere with the member's safety and effectiveness.
5. Non-uniform, sworn members may be temporarily excused from these hair and grooming regulations while on undercover assignment. However, such member's will again comply with these regulations once the special assignment is completed or whenever wearing the official uniform.

E. Facial Hair

1. Sworn members are permitted to wear mustaches, goatees, and/or beards with the following conditions:
 - a. Mustaches should follow the natural arch of the mouth and should not exceed the upper border of the lip or extend more than a quarter inch horizontally beyond the corners of the mouth.
 - b. Goatees should not extend more than a quarter inch below the bottom of the chin.
 - c. Beards must be well kempt and should not extend beyond a half-inch from the face.
2. Sideburns shall not exceed a quarter-inch below the bottom of the earlobe and should be trimmed with a clean horizontal line along the base, unless attached to a beard.
3. Members with facial hair shall have shaving equipment readily available at work should an emergency dictate immediate removal or trimming of facial hair (e.g., the need to don a gas mask during a crowd control event).

F. Fingernails

1. Fingernails shall always be clean and neatly cut and not extend more than one-quarter inch beyond the fingertip.

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2. Visible nail polish shall be clear or otherwise conservative.

3. Jewelry or ornamentation on fingernails is prohibited.

G. Eyewear

1. Conservative design eyeglasses and sunglasses may be worn.

2. Impact resistant lenses are recommended but not required for all eyewear.

H. Jewelry

1. Officers may wear no more than two rings per hand (wedding and engagement rings worn together are considered as one). Rings, especially those on the trigger finger(s), must not interfere with safe and proficient operation of weapons.

2. Officers may wear one bracelet per arm. Bracelets must be of conservative size and appearance and not include charms or other attachments that may interfere with duty requirements or create a safety risk. Memorial bands and medical alert bracelets are excluded from the one bracelet per arm limit.

3. Necklaces and neck chains of small diameter are permitted if they do not hold multiple or lengthy attachments, can be worn under the officer's uniform, and do not create a safety risk.



4. Officers may wear one pair of conservative, small, matching earrings that do not extend below the earlobe. Earrings shall be worn in the lobe portion of the ear only.

I. Cosmetics

Makeup shall be conservative and natural looking and applied to blend with skin tone. Heavy makeup for eye lids and face is not permitted, nor are false eyelashes.

J. Body Art or Modification

1. Intentional, non-medical body modifications that cannot be concealed or eliminated, such as split tongues, gauged piercings, and facial implants

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are prohibited. Any additional piercings that cannot be concealed by clothing, such as those in the tongue, nose, lip, etc., must be removed while on duty or in uniform.

2. Tattoos, Brandings, or Intentional Scarring

- a. Tattoos, brandings, or intentional scarring are not permitted on the face, neck, ears, scalp, or hands. Exceptions may be made for female employees for permanent makeup (e.g., eyeliner, lip liner) that conforms to the makeup guidelines found in this policy.
- b. Tattoos, brandings, or intentional scarring in any location that are gang related; convey sexual, racial, religious, ethnic, or related intolerances; promote a partisan political statement or expression; or that portray derogatory or offensive characterizations contrary to the values of this department are prohibited.

K. Dental Ornamentation

1. The use of gold, platinum, silver, or other veneer caps for the purpose of ornamentation is prohibited.
2. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, logos, jewels, initials, etc.
3. Unnatural shaping of teeth for nonmedical reasons is prohibited.