

## **6/4 Grooming Standards**

In order to project uniformity and neutrality toward the public and other members of the Division, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this Division and for their assignment.

### **6/4.1 Sworn and Uniformed Non-Sworn Employees**

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all sworn and non-sworn uniformed employees, except those whose current assignment would deem them not appropriate, and where the Chief of Airport Police has granted exception.

#### **A. Hair Standards**

1. All employees shall maintain their hair in a neat, clean, and well-groomed manner to reflect a professional and businesslike appearance. Unacceptable hair styles include, but are not limited to, a design(s) sculpted into the hair or wearing long hair over a shaved (to scalp) portion of the head. Dyeing or highlighting the hair is acceptable provided it is consistent with a natural hair color, without obvious blocks, patterns or spots of color.
  - a. Male employees shall maintain their hair properly trimmed and at least moderately tapered. The hair shall not extend below the top edge of the uniform collar while assuming a normal stance, cover any portion of the ear, and shall not interfere with the employee's vision. Uniformed male employees shall ensure that their hair does not interfere with the proper wearing of the uniform hat or the prompt and proper placement of protective head and/or face gear.
  - b. Female employees shall arrange their hair, so it does not extend below the bottom edge of the shirt collar, worn up or in a tightly wrapped manner. It shall not interfere with the employee's vision and shall not be arranged in a way that would be advantageous for a suspect to grab, such as in a ponytail. Uniformed female employees shall ensure that their hair does not interfere with the proper wearing of the uniform hat or the prompt and proper placement of protective head and/or face gear. Color sheens and over-dyes are not acceptable.
2. Sideburns  

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.
3. Mustache  

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.
4. Facial Hair
  - a. Employees are authorized to wear a neatly and professionally trimmed beard as outlined:

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- (1) Beard shall be worn with an adjoining mustache and shall be at least one-quarter inch and not more than one-half inch in length.
- (2) Each calendar year the division will authorize two growth periods for beards. February 1st through March 15th and September 15th through October 31st. If an employee shaves their beard below the minimum one-quarter inch length or does not attain the minimum length during the authorized growth period, the employee shall be required to completely shave all facial hair (except for an approved mustache) and will not be permitted to grow a beard again until the next authorized growth period.
  - b. Beards with adjoining mustache shall cover the jawline and shall be neatly trimmed and conservative in appearance. The cheeks shall be clean shaven, and the beard shall extend no more than one inch below the jaw line.
  - c. The following are not permitted:
    - (1) Goatees;
    - (2) Chin Strap Beards – Beards that are trimmed to a thin long jawline without a mustache;
    - (3) Patchy Beards – Beards of uneven growth, or patchy growth;
    - (4) Stubble – Beards shorter than one-quarter length;
  - d. The following are not authorized to wear beards
    - (1) Command Staff;
    - (2) Probationary Officers;
    - (3) Field Training Officers;
    - (4) Honor Guard Personnel;
    - (5) Youth Cadet Personnel;
    - (6) Training Unit Personnel;
    - (7) Public Information Officer / Media Relations Personnel;
    - (8) Employees called upon to perform a task requiring the donning of a gas mask or respirator.
    - (9) Employees who fail to pass the department required annual gas mask fitment test.
  - e. Facial hair other than sideburns, mustaches, beards and eyebrows shall not be worn, unless authorized by the Chief of Police or their designee.
  - f. Withstanding exemptions outlined in this policy, Employees shall be clean shaven when reporting for duty (Refer to Section – Grooming Standards). Accommodation shall be permitted only when required by the nature of the assignment or for a bona fide medical condition.

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- (1) To request a medical exemption to facial hair, the employee shall provide his Commanding Officer with the following:
- (2) A doctor's note from the employee's personal physician stating the employee needs a medical exemption from shaving; and,
- (3) A completed Authorization for Release of Medical Information, Form OHSD MR 101. The employee shall be available to be examined by the City of Los Angeles Personnel Department, Occupational Health Services Division (OHSD), as directed, to determine and approve of the exemption status.
- (4) The employee's Commanding Officer shall forward the doctor's note and the completed Authorization for release of Medical Information to the Human Resources Liaison Unit (HRLU), who will contact Human Resources Reasonable Accommodations Section regarding the request for a disability/medical accommodation.
- (5) Employees who have received a medical exemption and accommodation from Airport Police that precludes them from shaving, and do not have any duty-related restrictions, shall maintain facial hair that is neatly trimmed and no longer than one inch in length.

### 5. Supervisors Responsibilities

- a. The Division's facial hair policy shall be strictly enforced. Supervisors shall ensure that employees conform to this policy. Supervisors shall conduct regular inspections to ensure employees under their command are in compliance with the division's policies regarding facial hair.

### B. Fingernails.

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

### C. Jewelry

1. For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the Division member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.
  - a. Necklaces shall not be visible above the shirt collar.
  - b. Earrings shall be small and worn only in or on the earlobe.
  - c. One ring or ring set may be worn on each hand of the Division member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation if the member is assigned to a position where that may occur.
  - d. One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.

- e. Wristwatches shall be conservative and present a professional image.
- f. Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.
- D. Tattoos and Branding
  - 1. The presence of visible tattoos or brandings on any portion of the body, while on duty and in uniform, is prohibited. This standard applies to both sworn and civilian uniformed personnel regardless of assignment. Tattoos above the neckline (i.e. - on the face, neck, or visible scalp) must be medically removed. For all other tattoos/brandings, uniformed personnel shall cover all tattoos/brandings by wearing an authorized long-sleeve uniform shirt while in uniform or shall completely cover the tattoo/branding with a skin-toned patch.
  - 2. Exemption: Sworn personnel participating in specific investigations in which visible tattoos/brandings may assist in developing investigative credibility may be exempted from the provisions of this section with the expressed written consent of the Chief of Airport Police.
  - 3. Background Investigators shall inform potential Airport Police candidates of this policy. The presence of visible tattoos and brandings may be a disqualifying factor during the selection process for sworn personnel. Police candidates with visible tattoos/branding shall sign a copy of this policy as part of the hiring process.
- E. Body Piercing or Alteration
  - 1. Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features, and which is not medically required is prohibited.
    - a. Such body alteration includes, but is not limited to:
      - (1) Tongue splitting or piercing.
      - (2) The complete or transdermal implantation of any material other than hair replacement.
      - (3) Abnormal shaping of the ears, eyes, nose, or teeth
      - (4) Branding or scarification.
- F. Makeup
  - 1. The application of cosmetics is authorized provided the makeup enhances the natural appearance of the skin and facial features.
    - a. When applied, makeup shall be conservative and business-like in appearance.
    - b. When applied, lipstick worn by female officers shall be of shades that are conservative and enhancing to the appearance and skin tone of the wearer.

G. Exemptions

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated (Government Code § 12926). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Airport Police should be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.

**6/4.2 Non-Uniformed Civilian Employees**

Airport Police civilian personnel shall adhere to LAWA's Attire and Grooming Standards outlined in the Department's Administrative Manual. Civilian personnel shall wear clothing suitable to their particular work environment and the type of work performed. Personal hygiene shall be maintained to the extent that the employee shall be neat, clean and project a professional image of the individual and the Airport Police. Civilian employees shall be groomed and attired so that they will not cause a distraction, or be the object of criticism, or ridicule. Employees shall not wear clothing or a hairstyle that creates a hazard. Fingernails shall be maintained in such a condition that they do not interfere with the efficient operation of office equipment.