

## Personal Appearance Standards

### 1044.1 PURPOSE AND SCOPE

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

### 1044.2 GROOMING STANDARDS

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

#### 1044.2.1 HAIR

Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

#### 1044.2.2 FACIAL HAIR

Employees are authorized to maintain a mustache, goatee, or beard. Employees shall keep all facial hair groomed and no portion may be exceptionally longer than the rest. A beard must be maintained in such a fashion that it does not touch the collar of the uniform shirt from the neck. A beard must be worn in combination with a mustache and all facial hair may not be longer than one half of an inch in length.

An unshaven face is only permissible while in the process of intentionally growing a beard or mustache and is not an acceptable alternative to shaving daily prior to work. When starting a beard or mustache, employees will have an adequate amount of time (up to 4 weeks) to grow / manicure their facial hair. If a full beard or mustache is not able to be grown, the employee will maintain a clean-shaven face. The Chief of Police and or his / her designee will have sole discretion when determining whether an employee has an acceptable beard or mustache. If deemed unacceptable the employee shall return to a clean-shaven condition immediately.

Those employees required to wear personal protective equipment or participating in a special assignment in which they are assigned a gas mask shall not grow facial hair that interferes with their ability to wear a properly fitted gas mask or PPE. The department reserves the right to test employee's ability to appropriately wear a gas mask or other PPE at any time.

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#### 1044.2.3 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.

#### 1044.2.4 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the shirt collar.

Except for a single stud pierced earring worn in the lobe of each ear, no body piercing shall be visible in any authorized uniform or other attire, while on duty or representing the Department in any official capacity.

- (a) This policy shall apply to female sworn staff only. Male officers are prohibited from wearing earrings while on duty and representing the Department without the express permission of the Chief of Police, or his designee.
- (b) Refer to policy section 1044.4 for additional information on body piercing's and/or alterations.

#### **1044.3 TATTOOS**

While on duty or representing the Department in any official capacity, all visible tattoos shall meet the criteria outlined in this policy.

##### 1044.3.1 DEFINITIONS

- (a) A tattoo is defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye, or by any other method, including pictures, designs, or markings only detectable or visible under certain conditions (such as ultraviolet or invisible ink tattoos).
- (b) A brand is defined as a picture, design, or other marking that is burned into the skin or other areas of the body.
- (c) Body markings are pictures, designs, or other markings by means other than burning to permanently scar or mark the skin.
- (d) Discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on sex, sexual orientation, gender, religion, race, ethnicity, national origin, or anything of the like.
- (e) Extremist tattoos, brands, and body markings are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities.

##### 1044.3.2 PROHIBITED TATTOO LOCATIONS

With the exception of one ring tattoo on one finger, tattoos, brands, and body markings will not be on the hands, head, neck (anything visible above the open collar uniform), face, tongue, lips, or scalp.

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#### 1044.3.3 UNAUTHORIZED TATTOOS

Tattoos, brands, and body markings that are commonly associated with gangs, extremist or supremacist organizations or that advocate sexual, racial, ethnic, or religious discrimination shall not be displayed on or off duty. Tattoos, brands, and body markings with unauthorized content or that are deemed prejudicial or contrary to good order and discipline or with content of a nature that tends to bring discredit upon law enforcement shall not be displayed whether in or out of uniform.

The Chief of Police and or his / her designee will have sole discretion when determining whether an employee has an unauthorized and unacceptable tattoo.

#### 1044.3.4 AUTHORIZED TATTOOS

Tattoos meeting the above conditions are authorized on the chest and back (below the open collar uniform), arms, legs, and a ring tattoo on one finger on one hand. Ring tattoos are limited to a single band of no more than 1/2 of an inch in width, above the finger joint on the ring finger. Personnel with tattoos on the hand prior to the issuance of this policy will be evaluated on a case by case to determine whether their tattoo will be permissible or if it must be covered. The Chief of Police and or his / her designee will have sole discretion when making this determination.

#### 1044.3.5 COSMETIC TATTOOING

Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e. eyebrows, eye liner). The cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, nor distinctly contrast with their complexion, and in good taste.

#### 1044.3.6 TATTOOS AND COURT APPEARANCES

With the exception of cosmetic tattoos or one ring finger tattoo as described above, all other tattoos shall be covered during court appearances.

### **1044.4 BODY PIERCING OR ALTERATION**

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. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth
- (d) Branding or scarification.

### **1044.5 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

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presents a security or safety risk. The Chief of 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.