GROOMING STANDARDS POLICY

Employees must follow this policy at all times when representing the department (including trainings, meetings, etc.). Command staff personnel have final discretion when determining the appropriateness regarding any identified conflict.

TATTOOS
• Prohibits employees from exhibiting tattoos that are obscene, sexual, racial, or religiously discriminatory.
• Prohibits excessive visible tattoos. Excessive is defined as:
  • Covering 1/3 or more of exposed body part.
    o Employees with tattoos covering 1/3 or more of an exposed body part are required to cover the tattoos with long sleeve shirts or pants while in the performance of their duties.
  • Visible on hands, face or neck.
    o Exception: Uniformed employees are permitted one “ring style” finger tattoo per hand, between the 2nd and 3rd knuckle, closest to the hand where a ring would be normally worn.
    o Exception: Employees in a non-uniformed position are permitted to have discreet visible tattoos on the back, and/or side of the neck, behind the ear, and on hands.

MUTILATIONS
• Prohibits enlarged or stretched holes, other visible mutilations, makings, or intentional scaring of the ears, face, or mouth to include tongue, lips, gums and teeth, or neck.
• Prohibits visible dental veneers or permanent dental inserts with a prominent and unnatural appearance; such as jewels, contrasting caps, initials, or other unnatural dental designs.
• Prohibits the display of foreign objects, piercings, or jewelry inserted around or under the exposed skin.
• Prohibits the possession of an intentionally split or forked tongue.

JEWELRY
Conservative jewelry may be worn when appropriate to the assignment and when it does not create a safety risk.
• Prohibits male and female uniformed employees from wearing more than three rings.
• Prohibits male employees from wearing earrings.
• Prohibits female uniformed employees from wearing large earrings, including hoops and/or dangles.
  o Exception: All female employees are permitted to wear one pair of stud earrings.

MAKE-UP
• Prohibits all female employees from wearing non-conservative make-up.

HAIR AND FACIAL HAIR
• Prohibits male uniformed employees from cuts that touch the collar or ears.
• Prohibits male employees from mustaches that are unprofessional, untidy and untrimmed.
• Prohibits male uniformed employees from wearing other facial hair, such as goatees and beards, unless authorized by the Chief of Police.
• Prohibits male employees from wearing long, untrimmed beards.
  o The style must be consistent with professional appearance standards.
• Prohibits female uniformed employees from wearing hair that interferes with assigned duties.
  o Hair cannot extend beyond the top of the shoulders.
  o Restrain hair using pins, braids, or ponytails. Coil or fold braids or ponytails under and/or close to the head to enhance safety.
  o Style must be consistent with professional appearance standards.

I HAVE READ AND UNDERSTAND THE ABOVE TATTOO AND JEWELRY POLICIES.

Print Name                           Sign Name                                         Date