

Personal Appearance Standards

1021.1 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.

1021.2 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.

1021.2.1 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.

1021.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches should not extend below the corners of the mouth or beyond the natural hairline of the upper lip. Mustaches that are incorporated as part of a beard or goatee will adhere to Policy § 1023.2.4.

1021.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the earlobes and shall be trimmed and neat. Sideburns that are incorporated as part of a beard will adhere to Policy § 1023.2.4.

1021.2.4 FACIAL HAIR

Full facial hair shall be permitted for non-supervisory personnel. Supervisors may wear a goatee. Administration shall not be permitted to wear a beard or goatee. All facial hair must be neatly trimmed, maintained in a non-exaggerated fashion, and allow for the proper fitting and seal of a gas mask.

Exceptions to this standard can be made at the discretion of the Chief of Police in honor of special and or fundraising events.

Approval of style and length is ultimately based on the subjective opinion of the Chief of Police.

1021.2.5 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.

Oakley Police Department

Policies

Personal Appearance Standards

1021.2.6 JEWELRY

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 department 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 department 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.

1021.3 TATTOOS

Although discouraged, tattoos shall be allowed to be visible while on-duty as long as they are not offensive in nature. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, violence, sexually explicit acts, or other obscene material. The Chief of Police shall determine if a tattoo is considered offensive and or detrimental to the mission of the Oakley Police Department.

Visible tattoos shall not be allowed to be visible while on-duty on any area of the face, neck, head, or hands. Consideration may be given to allow tattoos in these areas to be visible if they were obtained *prior* to the release of this updated policy. This shall be at the discretion of the Chief of Police.

1021.4 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.

Oakley Police Department

Policies

Personal Appearance Standards

1021.5 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 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.