
Personal Appearance Standards

1023.1 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. All employees must observe the highest standards of conduct and professionalism as specified in the General Rules of Conduct policy. Consideration for appropriate work attire, grooming and cleanliness standards contribute to these high standards. Employees are responsible for presenting a neat and well-groomed appearance at all times.

1023.2 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. Supervisors are responsible for reviewing and explaining the department's Personal Appearance Standards policy with the employees under their supervision.

1023.2.1 HAIR

Hairstyles of all members shall be neat in appearance.

Sworn and Non-Sworn Male Members:

- (a) While on normal duty assignments or in uniform, hair shall be neat, clean, and present a well-groomed appearance. Hair will not interfere with normal job assignment or any wearing of any required equipment.
- (b) Hair shall be worn so that the hair does not extend below the top of the shirt collar while sitting or standing.
- (c) Hair on the side of the head may be cut or styled so as to cover no more than the upper quarter of the ear.

Sworn Female Members:

- (a) While on normal duty assignments or in uniform, hair shall be neat, clean, and present a well-groomed appearance. Hair will not interfere with normal job assignment or any wearing of any required equipment.
- (b) Hair will be worn so that it does not extend below the bottom collar.
- (c) Hair may be combed over the ears, but will not extend below the bottom nor more than two inches in front of the ears.
- (d) Hair that is styled or combed forward will be no lower on the forehead than the high-point of the eye-brow and shall not be visible on the forehead while departmental headgear is worn.

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(e) No decorations shall be worn in the hair. Hair clips or pins that are not offensive in nature may be worn.

Non Sworn Female Members:

(a) While on normal duty assignments or in uniform, hair and grooming shall be neat, clean, modest, and appropriate for a professional work environment. Hair shall present a well-groomed appearance at all times. Hair will not interfere with normal job assignments or any wearing of any required equipment.

(b) Hair that is styled or combed forward will be no lower on the forehead than the high-point of the eye-brow.

(c) No decorations shall be worn in the hair. Hair clips or pins that are not offensive in nature may be worn.

1023.2.2 MUSTACHES

Sworn male employees shall be clean shaven, however; neatly trimmed mustaches are permitted. Mustaches shall not extend more than one-fourth inch (1/4") below the corners of the mouth and shall not extend more than one-half inch (1/2") beyond the outside corners of the mouth.

1023.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat. Excessively bushy sideburns or excessively wide, mis-proportioned to hair style or facial features, shall not be permitted.

1023.2.4 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Chief of Police or his or her designee. All male employees are strictly prohibited from wearing any beard of any type while in uniform. Employees assigned to non-uniform specialized units may be permitted to wear a beard or goatee, as authorized by their immediate supervisor and at the discretion of the Chief of Police.

1023.2.5 FINGERNAILS

Sworn Female Members

Fingernails shall be clean and trimmed. 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. Nail polish may be worn, but only clear or conservative colors with no special attachments or designs are permitted. Exemptions may be made for medical necessity.

Non-Sworn Members

Fingernails shall be clean and trimmed. Nail polish may be worn, but only clear or conservative colors are permitted.

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Sworn Male Members

Fingernails shall be clean and trimmed. Fingernails shall not extend beyond the tip of the fingers. No nail polish or attachments may be worn. Exemptions may be made for medical necessity.

1023.3 TATTOOS

While on-duty or representing the Department in any official capacity, members should make every reasonable effort to conceal tattoos or other body art. At no time while the member is on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. 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, sexually explicit acts, depictions of nudity or violence, vulgar art, words, phrases or profane language, or other obscene material.

1023.4 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.

1023.5 JEWELRY

All jewelry and visible ornamentation such as earrings must be appropriate so it does not detract from the professional image of the Barstow Police Department.

- (a) Jewelry:
 - (a) Rings: No more than one per hand (an engagement ring and a wedding ring on the same finger will count as one ring)
 - (b) Necklaces: No more than two visible necklaces may be worn. Any pendant or attachment must not interfere with normal job functions and shall not be of an obscene or rude gesture
 - (c) Earrings: One stud type earring per ear will be allowed. Any dangling or clip-on earring must be conservative and may not hang lower than one inch below the bottom ear lobe
 - (d) Piercings: No visible body piercing is allowed, other than earrings as described above.

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1023.6 EXEMPTIONS

The Department recognizes that in some cases, exemptions to the acceptable attire are required. Employees requesting an exemption should contact their immediate supervisor or their Division Commander. Employees who are outside of the public view and engage in physical activities such as moving files, equipment, or furniture may dress casually during those periods of time with approval from the Division Commander. The Chief of Police or his designee may also designate special days such as theme days, on which employees may wear casual attire

Employees 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.