

## Personal Appearance Standards

### 1045.1 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.

### 1045.2 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.

Beyond what is specifically addressed by policy, employees' personal appearance, in general, shall be based on contemporary standards of acceptable appearance. Personnel shall not perform duties with unkempt, unclean, or disheveled appearance. Contemporary standards are defined as those represented by the community at large, i.e. generally demonstrated and accepted by the majority of the public. Therefore, extreme or offensive personal grooming or hygiene of employees will not be allowed. Supervisors are responsible for ensuring the maintenance of proper grooming and appearance standards.

#### 1045.2.1 HAIR

Hairstyles of all members shall be neat in appearance. Extreme hairstyles or hair treatment/color are prohibited.

For all employees, hair must have a natural color and tone and be neatly shaped and arranged. While on patrol and in uniform, hair shall not fall below the standard collar's lower edge. For safety reasons, uniformed patrol employees must wear their hair up or in a tightly wrapped braid or ponytail. Hair fasteners for uniformed patrol positions are permissible, but for safety reasons, if hair barrettes or pins are worn, they shall be small and inconspicuous.

#### 1045.2.2 MUSTACHES

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. Extreme or exotic mustache styles (i.e. handlebar, Fu Manchu, Dali, lampshade, horseshoe, toothbrush, etc.) are prohibited.

#### 1045.2.3 SIDEBURNS

Sideburns shall be trimmed and neat, not extending below the earlobe and shall not exceed 1-1/2 inches in width at the base unless worn with appropriate facial hair.

#### 1045.2.4 BEARDS

Beards are authorized and must have a natural color and be neatly trimmed with no exotic patterns or designs. No portion of the beard shall be exceptionally longer than the rest, and facial hair shall

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not extend more than one half (1/2) of an inch in length from the face. The neck must remain clean shaven, and the perimeter lines of the beard shall be neatly trimmed and defined.

The department recognizes growing facial hair and how facial hair grows is unique to an individual. Further, the way in which facial hair grows can vary widely from one individual to another. Some members are able to grow a fully filled-in beard or modest goatee beard while others may have only patches of growth or single hair growths that look unkempt and detract from a member's professional appearance. All members shall maintain a professional appearance, regardless of the actual length of their facial hair or the time spent attempting to grow facial hair. Clumps of facial hair (i.e. anchor patch, Van Dyke, chin puff, Balbo, French Fork, soul patches, Mutton Chops, or other patch-style facial hair) are not permitted. A modest goatee beard is permissible, provided it is neatly groomed according to the specifications in this policy, and contiguous with the mustache so as to not constitute a clump or patch of hair. Members who are unable to grow their facial hair into a full, neat and professional looking beard or modest goatee beard will not be authorized.

Once a member has grown their permissible facial hair to a fully filled-in professional length it is to be consistently maintained. Members wishing to grow a facial hair in accordance with policy shall start growing facial hair prior to reporting for duty. Members shall not report for duty with less than three days of growth of facial hair, as this policy is not intended to allow members to avoid shaving during their regular duty days.

The wearing of facial hair shall remain at the discretion of the Chief of Police or their designee.

#### 1045.2.5 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.

#### 1045.2.6 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.

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- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

#### **1045.3 MAKEUP**

Makeup shall be worn in good taste. Personnel shall not use makeup which lends itself to a gaudy appearance or use excessively odorous cosmetics.

#### **1045.4 TATTOOS**

While on-duty or representing the Department in any official capacity, members shall only display departmental approved tattoos or other body art.

At no time while on-duty or representing the Department in any official capacity, shall any offensive or unapproved tattoo or body art be visible. Examples of offensive tattoos or body art include, but are not limited to, those which depict or advocate discrimination in any form, exhibit gang, supremacist or extremist group affiliation, obscene graphics or language, or content that is deemed inappropriate, unprofessional or offensive by the chief of police or their designee.

#### **1045.5 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 to create a design or pattern.
- (c) Intentional shaping of the ears, eyes, nose or teeth, including enlarged or stretched out holes in the ears (other than normal piercing)
- (d) Branding or other intentional scarification.

#### **1045.6 EXEMPTIONS**

Employees assigned to undercover assignments must still comply with the provisions of this policy.

##### **1045.6.1 RELIGIOUS FAITH EXEMPTION**

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). This may include but limited to an exemption for employees who request to wear:

- (a) A headscarf
- (b) Turban
- (c) Hijab
- (d) Any other headdress or article of clothing embodying religious faith

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All authorized headscarves, turbans, hijabs, or other headdress items must be either black or dark blue so as to be consistent with the police uniform.

Employee wishing to wear other faith-based possessions while on duty may do so only with written authorization of the chief of police or his or her designee. Some examples of faith-based possessions can be, but are not limited to:

- (a) Daggers
- (b) Kirpan
- (c) Crucifix,
- (d) Any other item of religious jewelry

Such items, if authorized as an exception to this policy, must be worn under the clothing and out of sight. Religious bladed weapons, such as the kirpan or dagger, if an exception to wear them on duty is granted, must not exceed 7.5 inches with a blade of not more than 4 inches. In addition, the kirpan must be worn under clothing and not be easily accessible.

Employees who wear facial hair in accordance with a religious doctrine must still adhere to the provision of this policy regarding length and grooming of facial hair (Government Code §12926). Any exception to that adherence requires specific authorization from the Chief of Police.

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 (Government Code §12926).

The final authority for granting any exemption will rest with the office of the Chief of Police or an appointed designee. No exemption will be granted for any unauthorized tattoos, scarifications, brands, articles of religious faith that are considered inappropriate, unprofessional or offensive as outlined in this order.

#### **1045.7 REVISIONS**

Revised: March 2, 2017

Revised: April 20, 2018

Revised: September 7, 2020