
Personal Appearance Standards Procedure

1044.1 PURPOSE AND SCOPE

This procedure outlines the steps a member shall follow when seeking approval to have tattoos or body art visible while on-duty or representing the Department in any official capacity. Members should understand that not all tattoos or body art will be deemed appropriate and some tattoos or body art will not be approved for display. Reference [Union City PD Policy Manual: 1044.4 TATTOOS](#) for additional information.

1044.2 STEPS TO REQUEST APPROVAL TO DISPLAY TATTOOS AND BODY ART

Prior to displaying any visible tattoos or body art, employees shall author a memorandum to the Chief of Police, via the chain of command, documenting their request. The memorandum shall be authored by the member and the memorandum shall contain the following information:

- A written description of the requested or existing tattoos or body art to be displayed
- Definitions and/or explanations as to the meaning(s) of the tattoos or body art
- Identification of the location(s) of the tattoos or body art
- Inclusive photographs of all the tattoos or body art that will be visible when representing the department
- Photographs of all tattoos or body art shall be included in the memorandum or be attached as supporting documents

1044.3 DOCUMENTATION

All visible body art or tattoos shall be documented. Documentation of tattoos and body art shall be retained in the member's department personnel file. Documentation shall include the information outlined in section 1045.2 of this procedure.

1044.4 CONSIDERATIONS

Members should understand that not all body art or tattoos will be approved for display while on-duty or representing Union City Police Department. Members should also understand that documentation of approved tattoos and body art will be maintained in employee personnel files. Additionally, information on members tattoos and body art might be discoverable and subject to release in accordance with other personnel file information.

Employees are encouraged to seek written approval prior to obtaining body art or tattoos as not all art or locations will be deemed appropriate. Additionally, approved body art and tattoos are still subject to ongoing review and may be deemed inappropriate by the Chief of Police.

1044.5 REVIEW AND APPROVAL

The Chief of Police or their designee shall review all requests by members to display tattoos or body art while on-duty or when representing the department.

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The Chief of Police has the final decision in evaluating which tattoos and body art are acceptable.

1044.6 REVISIONS

Procedure Adopted: September 7, 2020