

Subject: Grooming Standards	Page 1 of 2
Effective Date: July 1997	Revision Date: July 12, 2016
Amends/Supercedes: November 2011	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	12.1

Section 600.30-Grooming Standards and Personal Appearance

Policy

Employees are required to maintain a high degree of personal cleanliness and appearance. Employees shall be neat and clean, on duty and off duty, when dealing with the public and police intervention and/ or when use of City equipment becomes necessary.

The personal hygiene, health habits and appearance of employees of this department, shall not be offensive to the public or co-workers. Appearance of each employee shall reflect the highest standards possible that are accepted and established by the general public towards the law enforcement community.

Procedure/Hair

- Male hair length will be conventional, conservatively maintained and will not touch the top of the collar. Hair will be combed and kept off the ears.
- Female hair will not touch the bottom of the collar; long hair will be neatly maintained on top of the head while in uniform. Any hair accessories will be as close to the person's hair color as possible.
- An employee in violation will be allowed (24) twenty-four hours from the time of notice of the violation to correct hair length irregularities.

Sideburns

- Sideburns will not extend below the middle of the ear and will not be wider than one (1) inch at the bottom.
- Any employee in violation must correct sideburn irregularities within twenty-four (24) hours from the time of notice of the violation.

Beards/ Mustaches

- No beards or goatees will be worn in uniform, unless approved by the Chief of Police, or his designee for medical or fundraising reasons.
- Mustaches shall not extend beyond the corners of the lip and must be neatly trimmed. An employee in violation must correct facial hair irregularities within twenty-four (24) hours from the time of notice of the violation.
- Officers working special details or plain clothes assignments may be exempt from part or all of this policy at the discretion of the Chief of Police.

Body Art

Subject: Grooming Standards	Page 2 of 2
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Body art is defined as procedures used to alter the body's appearance such as branding, piercing (other than the earlobe for standard earrings for female members), scarification, tongue splitting or tattoos.

In order to present a positive and professional image to the community, body art on the hands, neck, face or any part of the head is prohibited. Members are prohibited from having visible body art that is deemed offensive, vulgar, or derogatory, while in uniform or performing an official duty in non-uniformed attire, unless otherwise approved by the Chief. This includes off-duty employment in an official capacity.

Any additional body art added to a member after the effective date of this policy will need to be approved by the Chief of Police, or his designee prior to the body art being added. Members who have body art that is visible in uniform will be required to have photographs taken and stored of their existing body art for future reference. These photographs will not be disseminated outside of the department.