

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.

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.

1023.2.1 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.

1023.2.2 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.

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.

1023.2.4 FACIAL HAIR

Sworn and non-sworn personnel are permitted to wear goatees and beards subject to the following guidelines:

- (a) The beard will follow the jawline and will be kept neatly trimmed and clean at all times and not more than one-half (1/2) inch in length at its longest point.
- (b) All beards must be of the natural color and no exotic patterns or styles are allowed. No portion of the beard or mustache may be longer than the rest. Any facial hair other than that defined as a goatee with mustache or beard, such as a goat patch, soul patch, chinstrap beard, goatee without a mustache, mutton chops, Balboa, chin curtain, Van Dyke beard, or chin puff, are strictly prohibited.
- (c) Beards must be trimmed both above and below and shall not be permitted below the Adam's apple or on the neck nor up onto the cheek under the eye.

- (d) Employees are encouraged to begin growing out their beards during their off time so as not to present an unshaven look while on-duty. Individuals will not be permitted to maintain shabby appearances as a result of simple failure to shave.
- (e) An employee's immediate supervisor shall have the responsibility of enforcing these guidelines.

Any dispute will be submitted to the Chief of Police whose decision will be final and not subject to grievance. The Chief of Police maintains authority to require to be clean shaven for a department function as he/she deems necessary.

1023.2.5 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.

1023.2.6 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 ear.
- (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.

1023.3 TATTOOS

It shall be the policy of the San Bernardino Community College District Police Department to allow visible tattoos and/or brandings by on-duty employees.

1023.3.1 DEFINITIONS

Definitions related to this policy include:

Tattoo - Marking of the skin with indelible designs, forms, figures, art, etc., by making punctures in the skin and inserting pigment.

Cosmetic Tattoos- A cosmetic technique that employs tattoos as a means of producing designs that resemble makeup, such as eyeliner, eyebrow darkening, and other permanent coloration of the skin of the face, lips, and eyelids. Cosmetic tattoos shall not be considered tattoos for the purposes of this policy so long as they would not constitute a violation of any other Department policy if they had been applied using a temporary technique such as conventional makeup.

Medical Tattoos - A tattoo applied for medical purposes (i.e., as a warning that the patient suffers from a chronic disease or as a "marker" to aid medical personnel in performing a medical procedure).

1023.3.2 GENERAL

Employees may display tattoos and/or brandings in the workplace; however, they are prohibited from displaying tattoos and/or brandings on the face, neck, or hands (an exception is reserved for single-finger ring tattoos, which must not extend beyond where a ring would normally rest on the finger, between the lowest knuckle and the hand. Ring tattoos must be band-style around the finger and no greater than 1/4 inch in width). Scarification and intentional disfigurement are prohibited. Permanent cosmetic tattoos and medical tattoos are exempt from this policy.

Employees shall not display tattoos and/or brandings that are inappropriate. Inappropriate tattoos and/or brandings may include, but are not limited to, those that exhibit or advocate discrimination toward gender, race, religion, sexual orientation, ethnicity or national origin, gang affiliation, supremacist or extremist group affiliation, drug use, nudity, sexually explicit acts, or other obscene material. 5. Employees who display a tattoo and/or branding viewed as inappropriate by a Supervisor (Watch Commander) must conceal the tattoo and/or branding. The Supervisor (Watch Commander) shall direct the employee to cover up the tattoo and/or branding in question. The employee may appeal the decision by submitting a memo, along with the photo of the tattoo in question to the Chief of Police or designee. The final authority, if a tattoo and/or branding is inappropriate, rests with the Chief of Police or designee. The tattoo and/or branding in question shall remain covered up during the appeal process.

Tattoos and/or brandings viewed as inappropriate shall be concealed by wearing a long sleeve uniform shirt or black or skin-colored sleeve. Employees shall have discretion as to how tattoos and/or brandings are covered provided no other policy is violated in doing so.

Exemptions or modifications to this policy must be approved by the Chief of Police.

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 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.