

Personal Appearance Standards

1025.1 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.

1025.2 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. All employees must maintain personal appearance standards while representing the San Leandro Police Department in official status or police business. This is to include when any employee is attending a Department and/or outside sponsored training conference or class.

1025.2.1 HAIR

Hairstyles of all members shall be neat in appearance. For male uniformed members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female members assigned to field operations or working in the Temporary Holding Facility, hair must be no longer than the horizontal level of the bottom of the shirt collar when the employee is standing erect. Hair must be worn up or in a tightly wrapped braid, ponytail, or bun.

All employees, regardless of duty assignment shall be neatly groomed. Hair shall be clean, professionally styled and colored in a manner that does not diminish their professional appearance.

1025.2.2 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.

1025.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1025.2.4 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.

1025.2.5 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. Polish shall be neutral in color.

San Leandro Police Department

San Leandro PD Policy Manual

Personal Appearance Standards

1025.2.6 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by an employee on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the uniform shirt collar.

- (a) Earrings shall not be worn by **MALE** uniformed members, detectives or special assignment personnel without permission of the Chief of Police. Uniformed **FEMALE** employees in a Patrol assignment shall limit the wearing of 1 pair of earrings to the post type with a diameter not to exceed 1/4" and with no pendants attached.
- (b) Uniformed female employees in non-patrol assignments shall not wear more than 2 earrings in each ear. One pair must be a post type with a diameter not to exceed 1/4" with no pendants attached. The second pair may be of a hoop design not to exceed the size of a quarter. All earrings must be a matched set. Earrings must be worn on the ear lobes. Ear cuffs and gauges are not acceptable.
- (c) Only one ring may be worn on each hand of the employee while on-duty. A wedding band may consist of more than one ring, but must be worn together on the same finger.

1025.3 TATTOOS

The presence of tattoos on any portion of the body, visible while on duty, including all training assignments, and/or in uniform, is prohibited. This standard applies to both sworn and civilian personnel regardless of assignment. Exceptions to this could be:

- (a) Personnel working undercover, or similar type assignment, during the duration of the assignment at the discretion of the Chief of Police.
- (b) Personnel attending physical fitness training, such as a SWAT exercise, or range training, with the approval of their supervisor.

1025.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body visible while in 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) Eyebrow rings, nose rings.
- (c) The complete or transdermal implantation of any material other than hair replacement.
- (d) Abnormal shaping of the ears, eyes, nose or teeth.
- (e) Branding or scarification.

1025.5 RESCINDED POLICY

This policy rescinds San Leandro Operations Directive 87-35.

San Leandro Police Department

San Leandro PD Policy Manual

Personal Appearance Standards
