GROOMING AND APPEARANCE
GENERAL ORDER #10.03

Adopted: 11/22/17
Pages: 5

Persons Affected: All personnel
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IACLEA Standards: 4.1.1

Revision History
Replaces SUDPS General Order #10.03 (8/01/2009)

PURPOSE

This Order provides guidelines for Stanford University Department of Public Safety (SUDPS) personnel for acceptable grooming and appearance when on-duty in uniform or civilian attire.

POLICY

All on-duty SUDPS personnel will present a professional image in their grooming and appearance. All personnel will exhibit a neat, clean, business-like appearance at all times, unless required to appear otherwise due to particular duties or responsibilities. All on-duty personnel shall abide by the SUDPS standards for grooming and appearance, unless an exception is granted by the SUDPS Director of Public Safety, the Assistant Chief or Captain due to particular duties, responsibilities, or for medical or religious reasons. Requests for exemption will be made through the employee's chain of command.
PROCEDURE

A. STANDARDS FOR GROOMING AND APPEARANCE (IACLEA 4.1.1)

1. Hair and Headgear (all personnel)

   a. Hair will be neat, clean and present a well-groomed professional appearance. *Hair color will be natural in appearance. Extreme color variations or shades not common to natural human hair shall not be allowed.*

   b. Varying hair styles are permitted so long as they do not interfere with proper wearing of SUDPS headgear or gas masks. *Hairstyles reflecting radical fashions or styles are not permitted. Appropriateness of hairstyles will be determined by Division Lieutenants/Managers utilizing the "reasonable person" standard. Emphasis will be placed on the employee presenting a professional appearance while on-duty and representing SUDPS and Stanford University.*

   c. The bulk or length of hair shall not interfere with the proper wearing of SUDPS headgear or gas mask.

   d. Wigs, extensions, and hairpieces that meet the SUDPS standards for hair and headgear are acceptable.

2. Hair - male (all personnel)

   a. Hair will be trimmed so that it does not extend over the top of the shirt collar.

   b. Sideburns shall be neatly trimmed and not extend below the bottom of the ear lobes.

   c. If a mustache is worn, it will be well-groomed and neatly trimmed in order not to present a ragged or extreme appearance. Mustaches will not extend below the lower lip line. "Handlebar" or "Fu Manchu" mustaches are not permitted.

   d. Goatees or beards are permitted for non-uniform, non-sworn personnel only and must be well kept and trimmed.

3. Hair - female (all personnel)

   a. Hair is to be secured in a manner to maintain a professional appearance and not to interfere with the safe performance of duties.

   b. Pins, combs, or barrettes may be worn, but shall be of a natural color or shall blend with the hair.

4. Fingernails
a. Fingernail length is to be maintained to provide a professional appearance and not to interfere with the safe performance of duties.

b. Nail color should be conservative, not distracting. Multi-colored or designed nails are not permitted when in uniform.

5. Jewelry (all personnel)

a. Jewelry (costume or valuable) will not be worn visibly with any SUDPS uniform, except:

1) Two rings may be worn. A wedding ring and an engagement ring worn together will be considered as one ring.

2) A wristwatch may be worn. It should appear conservative. Exaggerated or bizarre styles are not authorized.

3) Medical alert bracelet or a similar type of health protection device may be worn.

4) When wearing a uniform, deputies and personnel may wear a single silver-colored or gold-colored metal "post" style earring in each ear lobe. Each earring shall be not larger than 3/8" with no more than one earring per ear.

5) When in uniform, personnel may wear no more than two bracelets which do not interfere with the safe performance of the duties.

6) Plugs (used to enlarge piercing holes in the earlobes) are prohibited.

7) Personal jewelry items and/or personal ornaments shall not be affixed to the uniform or related uniform equipment.

8) Prescription glasses and sunglasses shall be professional and not distracting in appearance.

9) Visible piercings such as nose rings, nose studs, tongue studs, lip rings, cheek studs, eyebrow rings or studs shall not be worn while on-duty or representing SUDPS in any official capacity.

6. Tattoos, Scarification and Brands (all personnel)

a. Definitions:

1) Tattoo: The act or practice of marking the skin with indelible or semi-permanent designs, forms, figures, art, etc., by making punctures in the skin and inserting pigment or staining the surface of the skin with dyes such as Henna.
2) Scarification: The act of intentional cutting of the skin for the purpose of creating a design, form, figure, or art.

3) Branding: The act of intentional burning of the skin for the purpose of creating a design, form, figure, or art.

4) Inappropriate tattoo, scarification or brand.
   a) Depictions of nudity or violence.
   b) Sexually explicit or vulgar art, words, phrases or profane language.
   c) Symbols likely to incite a strong reaction in the workplace, e.g., swastikas, pentagrams, or similar symbols.
   d) Initials, acronyms or numbers that represent criminal historically oppressive organizations, e.g., AB, KKK, SS, MM, BGF, HA, 666 or any gang street names, gang monikers, numbers, and /or symbols.
   e) Depictions portraying a bias toward individuals or groups protected under United States federal and/or State anti-discrimination law, e.g., race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability, veteran status, or genetics.

b. When in Uniform

1) Any tattoos, scarifications or brands worn by uniform personnel shall not be visible while on duty or representing the SUDPS in any official capacity. These markings shall be covered with an approved uniform including, but not limited to, a long-sleeve shirt, jacket, sweater, or pants. **Tattoos may also be concealed using a bandage or sleeve cover of similar color to the wearer's skin tone.**

c. Covering of inappropriate tattoo, scarification or brand.

1) Any inappropriate tattoo, scarification, or brand shall be covered by clothing, a bandage or sleeve cover of similar color to the wearer's skin tone, at all times while utilizing SUDPS facilities or equipment, or while on-duty and representing SUDPS and Stanford University.

e. Exceptions

1) Personnel may apply for and may be granted a one-time exemption by the Director of Public Safety or his/her designee for tattoos, scarifications, or brands already in existence prior to the initial effective date of this order that cannot be covered by adherence to the uniform standards of the SUDPS
General Orders. Exemptions shall be in writing and forwarded to the SUDPS Business Operations Division for placement in the employee's personnel file. No exemptions will be granted for any unauthorized tattoos, scarifications or brands considered inappropriate, unprofessional, or offensive.

2) Exemptions may be granted by the Director of Public Safety or his/her designee when personnel are performing special duties, responsibilities, have an existing medical condition or are requesting an exemption for religious reasons.

B. APPLICATION OF STANDARDS

This Order applies to all SUDPS personnel, as all may serve members of the public at any time.