



GROOMING AND APPEARANCE STANDARDS
GENERAL ORDER #10.03

Adopted: 10/07/2022

Pages: 4

Persons Affected: All personnel

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IACLEA Standards: 4.1.1

Revision History

Reference:

Replaces SUDPS General Order #10.03 (11/22/17)
Revision (8/01/2009)

SCCSO Policy #1042 (08/29/2022)

PURPOSE AND SCOPE

In order to protect uniformity and neutrality toward the public and all personnel within *The Stanford Department of Public Safety*, all on-duty personnel shall maintain their personal hygiene and appearance to project an image appropriate for the professionalism of this *Department* and for their assignment

GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all on-duty personnel, except those whose current assignment would deem them not appropriate, and where the *Director of Public Safety* has granted exception.

HAIR

Hairstyles of all personnel shall be neat and professional in appearance. For male sworn personnel, hair must not extend below the top edge of the collar while assuming a normal upright stance.



For female sworn personnel, hair must be no longer than the horizontal level of the bottom of the uniform patch when assuming a normal upright stance, worn up or in a tightly wrapped bun, braid or ponytail.

Hair color must be one that is naturally occurring (no pink, purple, blue, etc.), even if not the person's natural hair color.

MUSTACHES

Sworn and non-sworn personnel are permitted to wear a moustache that is maintained at a length and pattern so as not to detract from the employee's professional appearance. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

SIDEBURNS

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

FACIAL HAIR

Sworn and non-sworn personnel are permitted to wear beards or goatees that are maintained at a length and pattern so as not to detract from the employee's professional appearance. Beards or goatees shall be well-groomed and neatly trimmed at all times. Beards must be trimmed, have clean lines, shall not be permitted below the jaw line or on the neck, and shall be uniform in length and style and connect with the moustache. Goatees shall cover the width of the chin below the lips, connect with the moustache and have a clean shaven void between the lower lip and top of the chin hairline.

Beards or goatees that have a non-uniform style, length or patchy appearance will not be permitted. Sworn personnel in uniform shall not exceed a maximum beard or goatee length of one-half of an inch.

When starting to grow a beard or goatee, personnel shall start on a period of at least three days off to present a more professional appearance upon return to duty and prevent working while in an 'unshaven' state. Personnel will not be permitted to report to work without shaving, claiming they have started to grow a beard.

Sworn personnel working in an undercover or specialized assignment requiring facial hair not otherwise authorized by this policy, shall be exempt from these restrictions.

Personnel recognize that the implementation of this policy, the intent is to maintain a professional appearance in our personnel while still allowing some individuality and being reflective of the community we serve.

All sworn personnel must maintain facial hair that allows the proper fit and function of personal protective equipment including department issued gas masks and or SCBA.



FACIAL HAIR REVIEW BOARD

Supervisors will be responsible for ensuring that their subordinates conform to the standards outlined in this policy. If a supervisor feels that an employee's beard or goatee does not meet the standards and cannot be corrected with trimming and maintenance, the employee *may request a review by the SUDPS Captain*. The decision of the *Captain* on whether an employee is conforming to this policy will be final.

FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to deputies or others. For this reason, personnel should use discretion and ensure fingernails are trimmed and clean to provide a professional appearance and not to interfere with the safe performance of duties *when in uniform*.

Nail colors should be conservative and not distracting.

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 personnel or others. Jewelry that depicts racial, sexual, discriminatory, criminal-related, or obscene language is not allowed.

- a. Necklaces shall not be visible above the shirt collar.
- b. Earrings shall be small and limited to one per ear worn in or on the earlobe.
- c. One ring or ring set may be worn on each hand. No rings should be the type that would cut or pose an unreasonable safety risk to the employee or others during a physical altercation, if the employee 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. Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

TATTOOS

While on-duty or representing the department in any official capacity, sworn and uniform personnel shall conceal all tattoos or other body art. At no time while on-duty or representing the department in any official capacity, shall any tattoo or body art be visible. Sworn and uniform personnel are allowed to conceal tattoos which are seen when wearing short sleeve uniform shirt or shorts by wearing skin colored sleeves over the tattoo.



While on-duty or representing the department in any official capacity, sworn employees working an undercover or specialized assignment or through approval from their direct supervisor shall only be required to conceal any offensive tattoo or body art.

Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; criminal organizations; extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material.

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. Multiple or abnormal piercings of the lips, tongue, nose, or ears
- b. Abnormal shaping of the tongue, ears, eyes, nose, lips or teeth
- c. Branding or scarification.

EXEMPTIONS

Personnel 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)