

**802.00 EMPLOYEE PERSONAL APPEARANCE**

**802.01 Personal Appearance:**

**Hair:**

- Males and females in Uniform: Hair styles will be conservative and will facilitate the wearing of department headwear. Male officers may wear sideburns and moustaches. Sideburns will not extend below the earlobes and moustaches will not extend below the bottom of the top lip. Sworn and Non-Sworn uniformed employees will not be allowed to have a beard or goatee.
- Shall maintain a hair style that is neat, clean, trimmed, and presents a groomed appearance. It shall not be of a style which would likely be regarded as excessive or otherwise inappropriate.
- **Males**
  - Shall not have a hairstyle that touches the collar, except for the closely cut hair at the back of the neck. Additionally, hair will not extend over the top of the ears, and present a neat, clean, trimmed, and groomed appearance. It shall not be of a style which would likely be regarded as excessive or otherwise inappropriate.
  - Hair coloring must look natural and employees are prohibited from using colors that detract from a professional appearance.
  - Hair will not be of a length that it requires any kind of item or accessory to hold in place.
- **Females**
  - Hair coloring must look natural and employees are prohibited from using colors that detract from a professional appearance.
  - Items used by female employees to hold the hair in place shall be conservative in nature. Items shall be concealed as much as possible and shall be of a color and style that blends with the hair, and or the uniform.

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- **Employees in Non-Uniform Apparel While on Duty:**
  - When wearing plainclothes while on duty or acting in the Department's behalf, male employees (both sworn and non-sworn) will be required to adhere to all appearance guidelines prescribed for uniformed employees.
  - Personnel assigned to undercover assignments may deviate from any section of this policy at the discretion of their Deputy Chief.
  - Sworn and Non-Sworn female employees not in uniform may wear their hair in a contemporary style.
  - Neatly trimmed beards are acceptable for non-sworn male personnel in non-uniform assignments.
- **Jewelry for Employees in Uniform:**
  - Employees in uniform may wear jewelry such as watches and rings. Jewelry will not be worn that causes distraction or inhibits the officer's ability to handle issued equipment. A simple plain necklace, religious or personal medallion may be worn if kept within the shirt out of sight. Medical Identification bracelets and necklaces are allowed.
  - Female officers may wear one stud earring per ear. The decorative front of the ear post shall not exceed  $\frac{1}{4}$  inch in diameter. The post may be silver, gold, navy blue in color, or may have a clear gemstone/diamond as the decorative front. Any type of hoop earring is prohibited.
  - Sworn male employees will not wear earrings while on duty; this includes job related court appearance.
- **Makeup for Female Employees:**
  - The use of makeup by female employees both uniformed and in plain clothes will be conservative.
- Employees attending court will be in uniform or appropriate civilian attire. Appropriate civilian attire will consist of the following:
  - Male employees will attend court wearing a sport coat, slacks, and tie or a suit.
  - Female employees will attend court wearing dresses, dress slacks/skirt and blouse, or suits.

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- **Tattoos/Body Modification**

Chapter III section 3.1 of the Code of Conduct mandates that police officers for the City of Greeley must present a “neutral image” to effectively relate to all segments of the population they serve. Consistent with this directive; brandings, intentional scarring, intentional body mutilation, foreign objects intentionally inserted in/under the skin, and any other type of extreme body art, permanent or temporary is not allowed. This requirement is also applicable to civilian employees.

**Regarding City of Greeley Police Department employees with tattoos, or other types of body art, the following restrictions will apply:**

- While employees are on duty, visible tattoos or body art will only be permitted on the arms above the wrist and the legs. No other areas of the body visible while attired in uniform or business attire, such as the hands, knuckles, neck, face or head will have tattoos of any kind. The only exception will be a wedding band tattoo that is conservative in color and no wider than  $\frac{1}{4}$  of an inch.
- Any tattoos which violate the City of Greeley Harassment Policy (related in any manner to nudity and/or violence; sexually explicit or vulgar art, words, phrases, or symbols; tattoos intended to incite negative reactions, are patently offensive, could be viewed as discriminatory in nature, are disparaging towards any group based on race, ethnicity, gender, religion, or creed, sex, sexual orientation, age or disability, depict or support criminal behavior, encourage or support drug use, and initials or acronyms that represent criminal or repressive organizations are prohibited. This prohibition, based on content and propriety, applies to all tattoos that may be visible to the general public while officers are on or off duty, and is not restricted to those tattoos visible while in uniform.
- Nylon/Neoprene sleeves or half sleeves are not permitted to cover visible tattoos that do not conform to this policy.
- City of Greeley Police Department employees will cover all tattoos during court appearances, all activities requiring dress uniform, public presentations, and at the direction of their supervisor when in the supervisor’s opinion, the duties assumed by the employee require a more discriminating professional appearance.
- Employees are restricted to a total of two visible tattoos, inclusive of all body areas where conforming tattoos are permitted. Each of the aforementioned tattoos which meet the above listed standards for

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content and propriety must be small enough to be totally covered by a card measuring 2 ½” by 4.”

- The Chief of Police has the authority to make final decisions regarding acceptable and unacceptable tattoos.

- **Body Piercing**

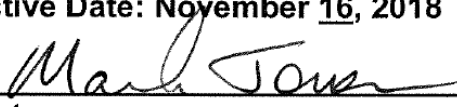
- All Sworn and Non-Sworn uniformed employees shall not wear any item of ornamentation in their nose, eyebrow, tongue, or any other location of the body that is visible during duty hours or any duty-related function.
- Non-Sworn personnel not required to wear a uniform will follow City of Greeley policy regarding appropriate and professional appearance.

- **Body Ornamentation including mutilation, piercing, branding, or intentional scarring is prohibited.** (Exceptions to the piercing directive are detailed under Jewelry for Employees in Uniform).The following are examples of prohibited body modification include but are not limited to: split or forked tongues, abnormal and intentional shaping of the ears, eyes, nose, or teeth, foreign objects inserted under the skin to display a design or pattern, enlarged or expanding stretched out holes in the ears, and visible intentional scarring.

- The use of gold, platinum, or other veneers or caps on teeth for purpose of ornamentation is prohibited. Teeth will not be sharpened or reshaped for purposes of ornamentation. Teeth will not be styled with designs, jewels, or an item not medically necessary.
- Contact lenses when worn on duty shall be of natural eye color. Red, orange, silver or other unnaturally colored lenses, or colors that when worn create an unnatural eye color when worn, or lenses with designs or symbols of any kind are prohibited.
- Fingernails for both male and female officers shall be conservative. Not extend more than one-eighth of an inch beyond the fingertips. Officers will not wear air brushed or other types of designs on their fingernails, and if painted, the colors should be dark in color (blues, blacks, greys,) or neutral colored paint. Fingernails shall be kept clean and a proper length to allow for the safe and proper use of medical gloves as determined by Chief or his/her designee.
- Sworn City of Greeley Police Department employees shall not pierce visible body parts other than the earlobe.

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- Earlobe piercing shall be limited to conservative small holes to facilitate the wearing of normal post/stud earrings. "Gauging" the earlobe is not permitted.

<b>General Order</b>	<b><u>EMPLOYEE PERSONAL APPEARANCE</u></b>	<b>Reviewed: 11/18</b>
<b>Authorized by Mark Jones, Police Chief</b>		
<b>Effective Date: November 16, 2018</b>		
	<b>Date:</b>	<b>November 16, 2018</b>
<b>Signature</b>		