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## Personal Appearance Standards

### 1043.1 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.

### 1043.2 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. Examples may include persons in undercover assignments or members who do not have regular public contacts.

Uniforms are to be clean, pressed and of proper fit. No unauthorized clothing will be worn with, under or over a uniform. Non-uniform clothing will be of proper fit for their job assignment, clean pressed, and professional.

Appearance fads, including but not limited to hairstyles, tattoos, body piercing, tongue piercing, tongue splitting, or bifurcation, dental ornamentation, branding scarification, fingernails of excessive length, fingernail decorations, or any fad which does not present a professional, conservative appearance is not acceptable.

#### 1043.2.1 HAIR

Hairstyles of all members shall be neat, clean and well groomed. It will not present a ragged, extreme or eccentric appearance. "Faddish" styles or coloring outside the natural hair color spectrum is not permitted. Hair shall not interfere with the wearing of gas masks, helmets, soft hats, or other safety equipment.

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.

#### 1043.2.2 MUSTACHES & BEARDS

A neatly trimmed mustache may be worn. Mustaches shall not extend more than one inch below the corners of the mouth or be more than 1/2 inch thick in width. Exotic or "faddish" styles may not be worn by uniform personnel. Mustaches shall not interfere with the proper fit of any safety equipment including gas masks.

A short, neatly trimmed, mature goatee may be worn. The hair shall not exceed 1/4 inch in length. The goatee shall have sharp, even corners and edges. The width of goatee shall not exceed

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outward more than 1/2 inch from a vertical line that extends from the corner of the mouth down, nor shall it proceed under the jaw toward the neck more than 1/2 inch.

Officers shall grow the goatee off-duty so it appears to be full upon returning to work. The Chief of Police will have the final determination on whether the overall appearance of a goatee is acceptable for duty. Goatees shall not interfere with the proper fit of any safety equipment including gas masks. Hair coloring outside the natural hair color spectrum is not permitted. Exotic or "faddish" goatee styles may not be worn by uniform personnel.

#### 1043.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall not exceed 1 1/2 inches at the bottom.

#### 1043.2.4 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.

#### 1043.2.5 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by officers 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 shirt collar. Bracelets are prohibited, with the exception of medical alert bracelets. A maximum of (2) rings per hand may be worn. Wedding sets worn on the same finger constitute one ring.

Males are prohibited from wearing earrings. Female uniformed members may wear a single post-style earring per ear, not to extend beyond the earlobe. Non-enforcement uniformed and non-sworn female personnel may wear hoop style earrings. The hoop may not measure more than 3/4 inches in diameter.

Uniformed employees shall not have any dental ornamentation. The use of gold, platinum, silver or other veneer caps for the purpose of ornamentation are prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, etc. Abnormal filing of the teeth is also prohibited.

#### **1043.3 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

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- (d) Branding or scarification

### **1043.4 TATTOOS**

While on duty or representing the Department in any official capacity, tattoos, brands, scarification or other body art shall be concealed by approved department attire, unless granted exception per 1043.2 of this policy.. Any member of the Newark Police Department who has a tattoo, brand, scarification or other body art that cannot be concealed by approved department attire shall have it removed at their own expense.