



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



430.02 PERSONAL APPEARANCE STANDARDS 9/16/20

PURPOSE

This policy establishes personal appearance standards for uniformed and professional staff members.

POLICY

In order to project uniformity and neutrality toward the public and other members of the department, members shall maintain their personal hygiene and appearance to display a professional image appropriate for the department and their assignment.

Unless otherwise stated and because deviations from these standards could present officer safety issues, or there are cultural/religious, gender considerations (i.e. transitioning or non-binary members) or medical exemptions, the following appearance standards shall apply to uniformed and professional staff members unless specified. Exceptions may be granted to those members whose current assignment would deem them not appropriate, and where the Chief of Police (COP) or designee has granted an exception.

PROCEDURE

A. DEFINITIONS

1. **TATTOO** – Marking of the skin with indelible designs, forms, figures, art, etc., by making punctures in the skin and inserting pigment.
2. **BRANDING** – Intentional burning of the skin for the purpose of creating a design, form, figure, or art.
3. **SCARIFICATION** – Intentional cutting of the skin for the purpose of creating a design, form, figure, or art.
4. **INTENTIONAL DISFIGUREMENT** – The intentional disfigurement or mutilation of the body. Examples include, but are not limited to, split or forked tongues, foreign objects inserted under the skin, or holes in the ear larger than those caused by normal piercing.
5. **COSMETIC TATTOOS** – A cosmetic technique that employs tattoos as a means of producing designs that resemble makeup, such as eyeliner, eyebrow darkening, and other permanent coloration of the skin of the face, lips, and eyelids. Cosmetic tattoos shall not be considered tattoos for the purposes of this policy so long as they would not constitute a violation of any other department policy if they had been applied using a temporary technique such as conventional makeup.
6. **MEDICAL TATTOOS** – A tattoo applied for medical purposes. (i.e., as a warning that the patient suffers from a chronic disease or as a “marker” to aid in medical personnel in performing a medical procedure.

A. HAIR

1. Hairstyles of all members shall be neat in appearance at all times.
 - a. Hair shall be of a natural hair color and present a well-groomed appearance.
 - b. Dyed, tinted or bleached hair must be within a naturally occurring color range. For purposes of this policy, the naturally occurring hair color range does not include colors such as pink, burgundy, blue, purple, green, etc.
 - c. Wigs or hair pieces shall be a natural occurring hair color and in compliance with this policy.
 - d. Professional staff and uniformed members in an administrative position may wear their hair loose in a reasonable length, unless it is determined by a department supervisor/manager that the length interferes with the ability to do their tasks.
2. UNIFORMED MEMBERS HAIR
 - a. Hair must be styled in such a manner so that it does not interfere with any uniform headgear or any specialized equipment. Hair must not interfere with officer safety and effectiveness.



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- b. Hairstyles must not impair vision.
- c. When a hat is worn, hair shall continue to be neat in appearance.
- d. Short hair: Hair length that extends no more than 1 inch from the scalp (excluding bangs).
 - i. Hair must not extend below the top edge of the uniform collar while assuming a normal stance.
- e. Medium hair: Hair length that does not extend beyond the lower edge of the collar while assuming a normal stance and extends more than 1 inch from the scalp. Hair may fall naturally.
- f. Long hair: Hair must be worn up or in a tightly wrapped braid, bun or short ponytail towards the back of the head. The overall length of the ponytail shall not exceed three inches below the bottom of the uniform collar while assuming a normal stance.
 - i. Messy buns may not be worn.
- g. Bangs, if worn, may not fall below the eyebrows.
- h. No decorative hair accessories shall be worn in the hair. However, clips or pins that are the same color as the hair may be worn.
 - i. Clips or pins shall be worn to prevent obstruction of vision.

B. EXEMPTIONS AND ACCOMMODATIONS

1. The department will consider and may approve exceptions and accommodations based on assignments, cultural/religious or medical (i.e. growing facial hair) or safety issues to this policy on a case-by-case basis. Members seeking an exception or accommodation must submit a reasonable request to the COP and Equal Employment Opportunity Office of the City of Sacramento's Human Resource Division.
2. Members who seek exemptions to this policy (e.g., culturally protected hairstyles, etc.) that are protected by law should generally be accommodated (Government Code § 12926 and Education Code § 212.1). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The COP or designee should be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.
3. Reference: (Government Code § 12926 and Education Code § 212.1). In keeping with the passage of SB-188, the department will adhere to all of its specifications. Under the California Fair Employment and Housing Act, it is unlawful to engage in specified discriminatory employment practices, including hiring, promotion, and termination based on certain protected characteristics, including race, unless based on a bona fide occupational qualification or applicable security regulations. This bill would provide that the definition of race for these purposes also include traits historically associated with race including, but not limited to, hair texture and protective hairstyles, and would define protective hairstyles for purposes of these provisions.
 - a. SEC. 2. Section 212.1 of the Education Code is amended to read:
 - i. (a) "Race or ethnicity" includes ancestry, color, ethnic group identification, and ethnic background.
 - ii. (b) "Race" is inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles.
 - iii. (c) "Protective hairstyles" includes, but is not limited to, such hairstyles as braids, locks, and twists.
 - b. SEC. 3. Section 12926 of the Government Code is amended to read:
 - i. (w) "Race" is inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles.
 - ii. (x) "Protective hairstyles" includes, but is not limited to, such hairstyles as braids, locks, and twists.

C. UNIFORMED MEMBERS MUSTACHES AND BEARDS



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1. 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. No portion shall extend more than $\frac{1}{2}$ inch beyond nor more than $\frac{1}{4}$ inch below the corners of the mouth.
 - a. Beards and goatees are prohibited unless authorized by the COP or designee.
 - b. Members with a medical condition precluding shaving shall present a written statement signed by a physician verifying such condition to the Equal Employment Opportunity Office of the City of Sacramento's Human Resource Division.

D. UNIFORMED MEMBERS SIDEBURNS

1. Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed neatly and not exceed two inches in width.
2. The base shall be a clean-shaven horizontal line. The length shall not extend below the bottom of the earlobe.

E. UNIFORMED MEMBERS TATTOOS AND/OR BRANDING

1. Uniformed members may display tattoos and/or brandings in the workplace; however, they are prohibited from displaying tattoos and/or brandings on the face, neck, or hands.
 - a. Members shall not display tattoos and/or brandings that are offensive and/or inappropriate. Offensive and/or inappropriate tattoos and/or brandings may include, but are not limited to, those that exhibit or advocate discrimination towards gender, race, religion, sexual orientation, ethnicity or national origin; gang affiliation, supremacist or extremist group affiliation; drug use; nudity, sexually explicit acts; or other obscene material or language.
 - b. Members who display a tattoo and/or branding that is viewed as offensive and/or inappropriate by a manager, supervisor, or co-worker must conceal the tattoo. The member may appeal the decision by submitting a memo, along with a photo of the tattoo in question to the Uniform Committee Chair. The final authority, if a tattoo and/or branding is inappropriate, rests with the COP or designee.
 - c. Tattoos viewed as offensive and/or inappropriate shall be concealed by wearing a long sleeve uniform shirt or dark navy colored neoprene sleeve.
 - d. An exception is reserved for single finger ring tattoos which must not extend beyond where a ring would normally rest on the finger, between the lowest knuckle and the hand.
 - i. Ring tattoos must be a band-style around the finger and no greater than $\frac{1}{4}$ " in width.
 - e. Permanent cosmetic tattoos and medical tattoos are exempt from this policy.

F. BODY PIERCINGS OR ALTERATIONS

1. 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. Facial piercing
 - c. The complete or transdermal implantation of any material other than hair replacement
 - d. Abnormal shaping of the ears, eyes, nose or teeth
 - e. Scarification and intentional disfigurement

G. MAKEUP

1. Make-up, if worn, shall be subdued.

H. UNIFORMED MEMBERS JEWELRY

1. No jewelry or non-department approved personal pins shall be worn by uniformed member on any part of the uniform or equipment except those authorized within this manual or authorized by the COP or their designee.
2. Items of visible jewelry that may be worn with the uniform shall be limited to:
 - a. Bracelets or necklaces worn for medical notification purposes.
 - b. A total of two conservative rings. For the purpose of this policy, a set of wedding and engagement rings shall be considered as one ring.



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- c. Jewelry, if worn around the neck, shall not be visible above the shirt collar.
- d. One earring per earlobe that must be post-type with nothing hanging from the post. The post must be plain metal, gold or silver colored. The face of the post is not to have a diameter of more than three-eighths (3/8) of an inch.
 - i. Plugs/gauges (used to enlarge piercing holes in the ear) are prohibited.

I. FINGERNAILS

1. Fingernails shall be trimmed not to extend more than ¼ inch beyond the tips of the fingers.
 - a. Fingernail polish for uniformed members shall be a clear or nude color polish. Artwork or decorations are prohibited.
 - b. Fingernail polish for professional staff members and uniformed members in an administrative position shall be limited to conservative colors. Artwork or decorations are prohibited.

J. SUPERVISOR/MANAGER RESPONSIBILITIES

1. It is the responsibility of supervisors/managers at all levels to exercise good judgment when enforcing grooming standards. Supervisors/managers shall ensure that members conform to the department's grooming standards and shall take corrective action if a member is not in compliance.

K. REVIEW PROCESS

1. A tattoo and/or branding that is considered offensive and/or inappropriate by a manager, supervisor or co-worker shall be brought to the attention of the member's immediate supervisor.
2. Upon the determination of the immediate supervisor, the member shall be directed to cover up the tattoo and/or branding in question until the appeal process is completed.
3. Should the member contest the determination of the immediate supervisor, the member shall submit a memo, including a photograph of the tattoo and/or branding in question through their chain of command to the Uniform Committee Chair.
4. The Uniform Committee will review the tattoo and/or branding in question and determine if it is in compliance with this policy.
5. If the Uniform Committee finds the tattoo and/or branding to be out of policy, the member may further appeal to the COP or designee who shall have final authority as to determining the appropriateness of tattoos and brandings.