

**CHAPTER 3**  
**GROOMING REQUIREMENTS**  
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**CHAPTER 3**  
**GROOMING REQUIREMENTS**

1. UNIFORMED EMPLOYEES.

a. Responsibility. Uniformed employees shall assume the responsibility of adopting high standards for personal grooming and cleanliness.

b. Personal Grooming. The following grooming standards are deemed reasonable and shall be the minimum standards for uniformed employees while in uniform or appropriate civilian attire to achieve the professional, business-like image expected of members of this Department.

(1) Hair.

(a) Hair shall be neat, clean, trimmed, and present a groomed appearance.

(b) Hair shall not interfere with the proper wearing of the uniform hat/cap or helmet, or other uniform safety equipment.

(c) Hair shall not extend below the top of the uniform shirt collar while sitting or standing in an erect position.

(d) Hair shall not cover any part of the outside portion of the ears.

(e) Hair which is styled or combed forward shall not be lower than the relaxed eyebrows of an individual, measured from the high point of the eyebrows, and shall not be visible on the forehead while the uniform hat/cap or helmet is worn.

(f) Decorations shall not be worn in the hair. Hair clips and pins that match the color of the hair are permitted.

(g) Hair shall not be worn in a "pony tail" or similar style.

(h) Unusual hair styles or colors that are considered extreme or faddish are prohibited, including, but not limited to, unnatural hair coloring, mohawks, or any style that presents an unprofessional or disheveled appearance.

(i) Moderate natural and other hairstyles are permitted if conforming with the hair standards described above; however, the maximum extension from the scalp shall not exceed two inches.

(j) Braids, twists, and locks are permitted.

(k) Sideburns and Mustaches.

1 Uniformed employees shall be clean-shaven; however, neatly trimmed sideburns and mustaches are permissible.

2 Sideburns shall not extend below the bottom of the ears and shall end with a clean-shaven horizontal line. The maximum width at the bottom of the sideburns shall not exceed 1 1/2 inches.

3 Mustaches shall not extend more than 1/2 inch beyond the corners of the mouth nor below the vermilion border of the upper lip, or more than 1/4 inch below the corner of the mouth. Waxed ends or points are prohibited.

(2) Cosmetics.

(a) Cosmetics shall be subdued and blended to match the natural skin color of the individual.

(b) False eyelashes are prohibited.

(3) Fingernails.

(a) Fingernails shall be clean and trimmed and shall not extend beyond the tips of the fingers.

(b) Fingernail polish shall be clear. A white French Manicure with a clear topcoat is acceptable. The length of the white tip of the French Manicure shall not exceed 1/8 inch.

(4) Brassieres. Brassieres shall provide adequate support.

(5) Authorized Jewelry. The following jewelry may be worn while in uniform, or while on duty in appropriate civilian attire:

(a) In Uniform.

1 Medical or identification bracelets.

2 A total of two conservative rings (a wedding and engagement ring set is considered one ring).

(b) In Civilian Attire.

- 1 Earrings:
  - a Only two are allowed, one in each earlobe.
  - b Pierced ear, stud-type only (no hook-type earrings).
  - c Solid color.
  - d Not over 4.0 millimeters in diameter.
  - e No departmental reimbursement for loss or damage.
  
- 2 A total of one conservative necklace.
  - a Not to exceed 24 inches in length, typically reaching just above the sternum.
  - b Not to exceed 3.0 millimeters in thickness.
  - c Pendant size not to exceed one inch in diameter, approximately the size of a quarter.
  - d No departmental reimbursement for loss or damage.

(6) Prohibited Jewelry. The wearing of any other visible jewelry items not permitted by this manual is prohibited.

2. BODY ART. All uniformed employees and cadets are prohibited from displaying any body art, tattoo(s), brand(s), intentional scarring, mutilation, or dental ornamentation while on duty or representing the Department in any official capacity.

a. A uniformed employee or cadet with body art, tattoo(s), brand(s), intentional scarring, and/or mutilation that is visible shall utilize the following options:

(1) Cover the body art, tattoo(s), brand(s), intentional scarring, and/or mutilation by wearing the long-sleeve uniform shirt and/or uniform trousers/breeches.

(2) Cover the body art, tattoo(s), brand(s), intentional scarring, and/or mutilation with a skin tone patch or makeup. (Note: Fabric sleeves and nonadhesive coverings, such as gauze, medical bandages, cloth, etc., are not considered patches and therefore are not authorized.)

(3) Have the tattoo(s) or brand(s) removed at the employee's expense.

b. Body art, tattoo(s), brand(s), intentional scarring, and/or mutilation that is not able to be covered or concealed is prohibited. This includes, but is not limited to, foreign objects inserted under the skin; pierced, split, or forked tongue; and/or stretched-out holes in the ears.

c. Uniformed employees and cadets shall not have any dental ornamentation. The use of gold, platinum, silver, and/or other veneer caps for the purpose of ornamentation is prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, initials, etc.

### 3. CARE AND CLEANING OF UNIFORM GARMENTS.

#### a. Uniform Garments.

(1) Brushing. Uniform garments should be brushed with a soft-bristled brush and aired after each use. Brushing aids in removing soil particles and fluffs the nap while the natural moisture in the air revives the texture.

(2) Storage. When storing uniform garments in a closet, place the garments on sturdy, well-shaped hangers in sufficient space to allow the garments to hang freely. Trousers should be hung from cuff hangers.

(3) Moisture. As soon as practicable, wet uniform garments should be allowed to dry at normal room temperature, away from direct heat, then brushed thoroughly; the wool will recover its original texture.

(4) Staining or Spotting. Uniform garments may become stained or spotted before it is convenient to send them to a dry cleaner. The following guidelines for stain removal may be useful for such emergencies:

(a) Blood. Blot with concentrated common starch paste and rinse from the backside of the uniform fabric with mild soapy water. Do not use hot water.

(b) Chocolate. Sponge with mild soapy water.

(c) Coffee. Sponge with glycerin.

(d) Egg. Scrape and sponge with soapy water.

(e) Glue. Sponge with alcohol.

(f) Iodine. Treat with cool water, followed by alcohol.

(g) Mud. Allow to dry, then brush and sponge from the backside of the uniform fabric with soapy water.

b. Campaign Hats.

(1) Felt Campaign Hat.

(a) Felt campaign hats should be brushed with a long, soft-bristled brush.

(b) When the felt campaign hat is temporarily not in use, it should be placed crown down on a clean, flat surface. When the hat is not in use for an extended period of time, it should be placed into its box, ensuring the head strap is removed. The brim press cardboard insert should always be placed on the hat to maintain the rigidity and straightness of the brim.

(c) When storing the campaign hat, place it in a cool, dry place.

(d) A plastic rain cover for the felt campaign hat should always be readily available for inclement weather. If the hat becomes water-soaked (e.g., sudden shower, dropped in a puddle), it should be dried naturally on a clean surface after removing the brim cord and head strap.

(e) If the felt campaign hat becomes damp from perspiration, the leather inside should be turned out and the hat rested on the leather rim.

(f) Commercial fabric spot removers should remove most oil stains or spots. Dab the spot remover on a soft, dry rag, allowing it to evaporate almost completely before cleaning the felt campaign hat. (The spot remover's vapors, not the liquid itself, perform the actual spot or stain removal.) Feather out toward the edges of the stain or spot.

(g) The recommended technique for entering and exiting a patrol vehicle is with the felt campaign hat in hand. When in a patrol vehicle, the hat should be stored where it will not be in direct sunlight.

(2) Straw Campaign Hat.

(a) The majority of the care and cleaning instructions for the felt campaign hat also apply to the straw campaign hat.

(b) Because the straw campaign hat has been waterproofed, warm water and soap should be attempted before trying a commercial cleaning product if staining or spotting occurs.

c. Badge and Hat/Cap Piece.

(1) Preferred Method.

(a) Wash in warm, soapy water, using a cloth or brush, then rinse with warm water.

(b) Dry by carefully blotting with a soft cloth or towel. (Never polish or rub with abrasive materials, such as scouring powders and pads, or steel wool.)

(2) Alternate Method.

(a) Place aluminum foil in the bottom of a pan, cover with warm water and sprinkle with Oakite.

(b) Place the badge in the Oakite solution and let it soak for 15 minutes.

(c) Rinse and then dry by carefully blotting with a soft cloth or towel.