

Personal Appearance Standards

1023.1 PURPOSE AND SCOPE

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.

1023.2 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.

1023.2.1 HAIR

Hairstyles of all members shall be neat in appearance. For male certified officers, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female certified officers, hair must be no longer than the horizontal level of the bottom of the uniform shoulder patch when the employee is standing erect, and worn up or in a tightly wrapped braid or ponytail.

No employee may wear extreme hairstyles including spiked or head hair partially shaved to form a design. Hair color may be altered provided the coloring displayed naturally occurs in human hair and does not detract from the employees professional appearance.

1023.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not detract from the overall professional appearance of the employee.

1023.2.3 SIDEBURNS

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

1023.2.4 FACIAL HAIR

Neatly trimmed and maintained facial hair may be worn provided it does not interfere with personal protective equipment such as gas masks, respirators or self-contained breathing apparatus..

1023.2.5 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.

Colorado State University Police Department

Policy Manual

Personal Appearance Standards

1023.2.6 JEWELRY AND ACCESSORIES

For the purpose of this policy, jewelry is defined as any object worn for ornamentation, including but not limited to wristwatches, necklaces, earrings and pendant piercings. Jewelry which could compromise an officer's safety while on duty or which projects an unprofessional image of the employee or the Department is prohibited.

Wristwatches and small rings may be worn on duty by all employees.

Sworn members will not wear visible necklaces, medallions, pendants or similar jewelry while in uniform. Officers wearing plain clothes and civilian employees may wear visible necklaces.

- A. Necklaces of sufficient strength to be used to choke the officer will not be worn while on duty.
- B. Bracelets and necklaces containing medical information are permitted.

Employees may wear no more than one small earring on each ear. Any earrings worn will be worn on the earlobe.

Facial and tongue jewelry is prohibited while in uniform for sworn members. A single small piercing such as a nose stud or eyebrow ring is acceptable for civilian wear provided the piercing is not ostentatious or unprofessional.

Rings which restrict the wearing of gloves, shooting firearms, use of patrol equipment, have sharp projections which snag or cut, or otherwise create an undue hazard will not be worn on duty.

Visible dental ornamentations such as gold/silver fillings or appliques is prohibited unless deemed medically necessary.

1023.3 TATTOOS

For the purposes of this policy, body art is defined as procedures used to alter the body's appearance including, but not limited to branding, resection, scarification, mutilation, subcutaneous implants and tattoos.

Visible body art on the face, neck, head and ears is strictly prohibited. The exception to this is tattooing that is for reasonable cosmetic purposes such as tattooed eyeliner, eyebrows, lip liner, etc. Cosmetic tattoos will be reviewed on a case-by-case basis.

1. Offensive, inappropriate, extremist or unprofessional forms of body art shall be covered while on duty. The following examples **MUST** be covered while on duty:
 - (a) Any tattoo representing discrimination or derogatory images/ words against race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression or pregnancy.
 - (b) Any tattoo/ body art that is sexually explicit, suggestive or indecent.
 - (c) Any tattoo/ body art that is obscene or profane including profanity.

Personal Appearance Standards

- (d) Any tattoo/ body art that is alcohol or drug related.
 - (e) Any tattoo/ body art that promotes or is affiliated with any known gang, terrorist group, hate group or prison/ criminal marking is prohibited.
2. Any new or current employee, who chooses to have their tattoos/ body art visible while on duty, will have to disclose the location and meaning of the tattoo/ body art using a Body Art/ Tattoo Disclosure form. Body art will be reviewed on a case-by-case basis during the on-boarding process for new hires and on an on-going basis for current employees. The disclosure form will be kept in the employee's confidential ADA file and must be updated if any new tattoos/ body art is added by the employee. If the employee chooses to have the tattoo/ body art covered while on duty, they do not need to complete the Body Art/ Tattoo Disclosure Form.
 3. Tattoos that are questionable in nature (based on the above examples) will be reviewed and are approved solely at the discretion of the Chief of Police or his/her designee.