

Personal Appearance Standards

1021.1 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.

1021.2 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.

1021.2.1 HAIR

Male employees shall not permit their hair to extend below the collar line at the back of the neck not cover any part of their ear.

Female sworn members shall wear their hair in a neat manner, which would not interfere with the wearing of a uniform cap/helmet and not be a danger to the officer, such as long ponytails.

1021.2.2 MUSTACHES

A short neatly trimmed mustache of natural color may be worn if it conforms to the following regulations:

- a. Must not grow or fall below the mouth line.
- b. Must not extend over the lip-line of the upper lip or beyond the bottom of the lower lip along the sides of the mouth.
- c. The ends of the mustache may not be twisted or waxed.

1021.2.3 SIDEBURNS

Sideburns shall not extend below a line parallel to the to the lower terminus of the tragus and shall be trimmed and neat.

1021.2.4 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Chief of Police or his or her designee.

1021.2.5 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. Officers shall maintain nails in their natural color. Professional Staff may wear nail polish if in a single color, in good taste and contains no ornamentation.

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1021.2.6 JEWELRY

Officers shall not wear any unauthorized ornamentation or jewelry. For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Women may wear one set of stud earrings, small and worn only in or on the earlobe.
- (c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation.
- (d) Wristwatches may be worn and shall be conservative and present a professional image.
- (e) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1021.3 TATTOOS

At no time while the member is on-duty or representing the Department in any official capacity shall any tattoo or body art be visible.

1021.4 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
- (d) Branding or scarification.

1021.5 EXEMPTIONS

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated (Government Code § 12926). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Police 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.