

## Personal Appearance Standards

### 1120.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the Alton Police Department.

#### 1120.1.1 POLICY

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.

Unless otherwise stated, 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.

Officers must also be in compliance with the Personal Appearance policy during any extra-duty or overtime employment.

It is the responsibility of all supervisors to ensure the grooming and personal appearance standards are upheld. Supervisors should be conducting informal inspections on a daily basis to ensure compliance.

The Chief of Police or their designee will make the final determination as to what is or is not appropriate.

### 1120.2 GROOMING STANDARDS

#### 1120.2.1 HAIR

All employees will keep their hair clean, neatly trimmed, and well-groomed. Employees' hair shall always present a professional image. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. The bulk or length of hair must not interfere with officer safety or with the normal wear of standard police headgear. Haircuts or styles presenting an "unusual appearance" that detracts from a professional and business image are prohibited.

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.

Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance. This would not include colors such as pink, blue, purple, or green.

Wigs or hairpieces which conform to this policy are permitted, as long as they are neat, clean, and natural in appearance.

# Alton Police Department

Alton PD IL Policy Manual

## *Personal Appearance Standards*

---

No decorations or ornaments may be worn in the hair. Items used to hold hair in place will be concealed as much as possible and not overt in color or design.

### 1120.2.2 MUSTACHES

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.

### 1120.2.3 SIDEBURNS

Sideburns shall be neatly trimmed and extend to a clean-shaved, horizontal line. Sideburns will not extend downward beyond the bottom of the outer ear opening (the top of the earlobe) and shall not protrude forward more than one inch from the front of the ear.

### 1120.2.4 BEARDS AND GOATEES

A neatly groomed beard with mustache or goatee with mustache is allowed. The total length must not extend beyond  $\frac{3}{4}$ " in length and must be uniform in length and appearance. No portion of the beard may be noticeably longer than the rest, and it may not be unusual in appearance. A beard must be worn "full" and must include hair on the chin area. Sworn employees must still be able to pass the gas mask fit testing, which may require adjusting or shaving facial hair.

Officers are required to keep a means to shave (shave kit, razor, etc.) available in their workplace should the need arise; or an order be given for the purposes of responding to a civil disturbance, MFF (Mobile Field Force) call out, or other departmental priority.

The Chief or his/her designee may also prohibit beards/goatees from special events and under special temporary circumstances.

Goatee: Shall be worn with a mustache. The cheeks, jaw line, and neck shall remain clean shaven.

Beard: Shall be worn with a mustache and shall cover the complete jaw line. Cheeks shall be shaved on and above the cheekbone. The neck shall be clean shaven on and below the Adam's apple. "Designer" beards(stubble) shorter than 1/16" are not permitted.

Growth: The beard/goatee is to be grown during an absence from duty for a period sufficiently long enough to grow the beard or goatee to meet the above standards.

## Personal Appearance Standards

---



**Fig 1: Clean Shaven**



**Fig 3: Goatee**



**Fig 2: Mustache**



**Fig 4: Natural Beard**

### 1120.2.5 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.

### 1120.2.6 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

### 1120.3 TATTOOS

Tattoos are permissible under the following guidelines. Tattoos include any tattoo, scar, branding, mark, or other permanent or temporary body art or modification deliberately placed on the body for purposes of decoration, ornamentation, or adornment. Tattoos that may be considered racist, gang related, anti-American, prejudicial, or infers hatred towards a group shall not be authorized. Tattoos that may be considered sexist, obscene or sexually explicit, vulgar, indecent, extremist, anti-social, or prejudicial to the good of the order, discipline, or morale must not be visible at any time.

# Alton Police Department

Alton PD IL Policy Manual

## *Personal Appearance Standards*

---

Tattoos on the hands, neck, face, head, or scalp are prohibited, with the exception of any tattoo that is medically necessary or permanent make-up (Cosmetic tattooing) for female employees, such as permanent eyeliner, eyebrows, and makeup to fill in lips. However, permanent makeup will be subdued and natural in appearance. In regards to this policy, hands means the area from the wrist to the tip of the fingers and thumb.

An employee may consult with the Chief of Police or their designee prior to obtaining a tattoo to verify compliance with this policy.

### **1120.4 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 uniform or dress shirt collar.
- (b) Earrings shall be small and worn only in or on the earlobe. Earrings shall not extend below the bottom of the ear lobe or have loose or dangling parts. Plugs (used to enlarge the piercing holes in the ear lobes) are prohibited.
- (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, if the member is assigned to a position where that may occur.
- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.
- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.
- (g) No dental accessories (tooth jewelry) shall be worn unless deemed necessary by a medical or dental professional.

### **1120.5 BODY PIERCING**

With the exception of what is described in 1120.4 (b) above regarding earrings, 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 except with prior authorization of the Chief of Police. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or bifurcation.
- (b) The complete or transdermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.

# Alton Police Department

Alton PD IL Policy Manual

## *Personal Appearance Standards*

---

### **1120.6 COSMETICS**

Makeup/cosmetics may be worn by female employees but shall not detract from a neat, professional appearance. It should present as subdued and natural in appearance.

### **1120.7 STATE LAW EXEMPTIONS**

Members who seek an exemption to this policy protected by law (e.g., culturally protective hairstyles) should generally be accommodated (775 ILCS 5/1-102; 775 ILCS 5/1-103; 775 ILCS 5/2-102). 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 an exemption is denied an assignment based on a safety or security risk.

### **1120.8 RELIGIOUS ACCOMMODATION**

The religious beliefs and needs of [department/office] members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief of Police should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.