Personal Appearance Standards

1044.1 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.

1044.2 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. The Chief of Police may grant additional exemptions after receipt of a written application in the form of a memorandum requesting an exemption.

Personnel will not be permitted to perform duties with an unkempt, unclean, or disheveled appearance. "Contemporary Standards" are defined as those represented by the community at large, i.e. generally demonstrated by the majority of the public. Therefore, extreme personal grooming will not be allowed.

Supervisors are responsible for ensuring the maintenance of proper grooming and appearance standards.

1044.2.1 HAIR
Hairstyles of all members shall be neat in appearance and consistent with contemporary standards. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

1044.2.2 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. Mustaches shall not connect with sideburns.

1044.2.3 SIDEBURNS
Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

1044.2.4 FACIAL HAIR
Sworn and non-sworn personnel are permitted to wear beards that are maintained in a professional manner.

Beards should be neat, trimmed, and maintained at a length that does not exceed one-half inch. Beards should not interfere with the wearing of the uniform, headgear or other safety equipment. Beards shall not extend in length beyond the normal contours of the face, and shall not be permitted below the Adam's apple or on the neck. An employee's beard is subject to a
determination by the Chief of Police or his/her designee as to whether it is in compliance with this policy. Permission to wear beards may be withdrawn by the Chief of Police at any time.

Sworn personnel working in undercover assignments, or specialized assignments requiring facial hair not otherwise authorized by this policy, shall be exempt from these restrictions at the discretion of the Chief of Police or his/her designee.

1044.2.5 JEWELRY AND ACCESSORIES
No jewelry or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the shirt collar.

Only one ring may be worn on each hand of the employee while on-duty.

1044.2.6 MAKEUP AND FRAGRANCES
Makeup shall be worn in good taste and in accordance with contemporary standards. Perfume shall be used in moderation. Fragrances may be used in moderation.

1044.2.7 PIERCINGS
While on duty, all uniformed female personnel, sworn and non-sworn, may only wear one set of stud-type or small hoop earrings with only one earring per ear. Earrings may only be worn in the earlobes. Stud earrings shall be plain and no more than 1/2 inch in diameter, while hoops may be no larger than inch. The piercing and wearing of associated jewelry in all other visible parts of the body is prohibited. Exceptions may be made for all dispatchers when working in the Communications Center. While on duty in the Communications Center, dispatchers may wear more than one set of earrings per ear. Piercings of the nose, lips, and tongue are permitted, as long as the piercings are not considered offensive. Piercings will be subject to a determination by the Chief of Police or his/her designee as to whether or not they are considered offensive. Appropriate measures should be taken to conceal the piercings when representing the Milpitas Police Department at a public event.

While on duty, all sworn male personnel will not wear any visible type of jewelry designed for display through the act of body piercing.

While on duty, non-uniformed sworn female personnel, may wear two sets of earrings per ear. Earrings may only be worn in the earlobes. The earrings shall be no more than one 1/2 inch in diameter and extend no further than one inch from the bottom of the ear. Earring styles and colors should not be excessive or offensive.

1044.2.8 CLOTHING
Clothing shall be cleaned on a regular basis, pressed, and worn in a neat and orderly manner while on duty. Civilian attire shall consist of contemporary business styles.

1044.2.9 FOOTWEAR
Footwear Shall be maintained with sound heels and soles and shall be cleaned and polished when reporting for duty.
1044.3 TATTOOS

All personnel are prohibited from exposing tattoos or brands anywhere on the body while on duty, or while representing the City of Milpitas in a manner likely to be observed by the public and readily identifiable as a member of the Police Department. Exceptions may be made for dispatchers when working in the Communications Center. While on duty in the Communications Center, dispatchers may display tattoos according to the following provisions:

(a) Tattoos applied to the hands, head, face, ear or neck may not be displayed except for a tattoo of a wedding band on the ring finger, or permanent make-up such as eye liner. Personnel with tattoos on the hand prior to this policy being implemented will be grandfathered in so long as the tattoo is deemed appropriate. Grandfathered tattoos shall be documented in the employees personnel file to ensure no further tattooing of the hand occurs.

(b) Tattoos of objectionable content may not be displayed. Such objectionable content includes, but is not limited to:

1. Racism
2. Sexism or sexually suggestive or explicit words or symbols
3. Obscenity or profanity
4. Drug related
5. Initials acronyms or numbers that represent criminal or historically oppressive organizations such as AB, KKK, SS, MM, BFF, HA, 666, or any street gang names, numbers and/or symbols
6. Undermining City or Department values or reflecting poorly upon the professional image of the Police Department
7. Displaying contempt for the United States, rule of law, or advocating the commission of a crime or supporting those who commit crimes
8. Vulgar or inappropriate language or images
9. Language or images considered demeaning to any protected class such as race or sex
10. Nudity or sexual language or images
11. Images depicting the Milpitas Police Department patch, badge or insignia directly associated to the Milpitas Police Department

(c) Any member of the Department who wishes to display visible tattoos must have their tattoos evaluated by the Chief of Police or his/her designee to ensure compliance with the above listed limitations prior to their display. Members wishing to display visible tattoos shall submit a memorandum of request to the Chief of Police which includes photographs and a written description of the tattoo. The description shall include the meaning of the tattoos. If approved, the member will be allowed to display their tattoos while on duty. A copy of the memorandum will be maintained in the member's personnel file.
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(d) Any member who obtains a new visible tattoo after this approval will be required to submit a subsequent memorandum for approval.

(e) Appropriate measures such as long sleeved shirts, or natural color bandages shall be taken to cover all visible tattoos when representing the Milpitas Police Department at a public event. The Chief of Police or his/her designee may be more or less strict when allowing deviations from this policy for specialized events. Each decision is a case by case basis. The decision of the Chief of Police is final and may not be challenged.

1044.4 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 (See exceptions for piercings for dispatchers above).
(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.

1044.5 EXEMPTIONS
When deemed operationally necessary, sworn Department personnel in undercover assignments may wear beards, display tattoos, scarifications, brands, or jewelry otherwise prohibited by this order with approval from the Chief of Police.

Exemptions may be granted for articles of faith that are a required part of a recognized religious organization or exemptions may be granted for tattoos, scarifications, or brands already in existence on the date of this order. Employees requesting an exception shall submit an application in the form of a memorandum to the Chief of Police. The final authority for granting any exemption will rest with the office of the Chief of Police or an appointed designee. No exemption will be granted for any unauthorized tattoos, scarifications or brands considered inappropriate, unprofessional or offensive as outlined in this order. 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.