



NO. 2.9

CRYSTAL POLICE DEPARTMENT

TITLE: GENERAL APPEARANCE

NUMBER: 2.9

DATE: April 22, 2010

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APPROVED:

A handwritten signature in cursive script that reads "John J. Daniel".

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**PURPOSE**

This policy is to address the general appearance of all members of the Crystal Police Department.

**SCOPE**

All members of the Crystal Police Department.

**POLICY**

**Male Employees:**

1. Hair shall be neat, clean, trimmed, and present a groomed appearance. Hair may touch, but not extend more than one-half (1/2) inch below the collar when the head is in a normal level position. Hair in front will be groomed so that it will not touch the eyebrows when hatless or extend below the band when wearing headgear in the proper manner. The acceptability of member's hair style will be based upon the criteria in this paragraph and not upon the style in which he chooses to wear his hair. Wigs or hairpieces are permitted if they conform to the above standards for natural hair. Extreme fad and /or dyed (other than natural colors) hair and haircuts are not authorized. Mohawks are prohibited.
2. Sideburns will be neatly trimmed and they will not extend below the earlobe. They will be trimmed, neat, clean, and straight on both sides and at the bottom.
3. If an individual chooses to wear a mustache, it shall be neatly trimmed and not extend over the top of the upper lip. It shall not extend below or more than one half (1/2) inch beyond the corners of the mouth.

4. The face will be clean shaven (that includes while attending training of any kind) other than the wearing of acceptable mustache or sideburns. Beards and goatees are prohibited, except when a physician recommends a waiver for the wearing of a beard for medical reasons, with the approval of the Chief of Police.

Female Employees:

1. Hair must be clean, neat, and combed. The bulk or length of hair shall not interfere with the normal wearing or detract from the normal appearance of all standard headgear. Hair may not extend beyond the top of the shoulders, measured while the officer is standing at normal posture, which means longer hair must be worn up and neat while in uniform. Extreme fad and/or hair and haircuts are not authorized. Mohawks are prohibited.
2. Wigs or hairpieces are permitted if they conform to the above standards for natural hair.

Other Considerations:

1. Tattoos and Body Piercing  
This section does not prohibit an employee from having tattoos or body piercings. However, no tattoos or body art that may be perceived as offensive shall be visible on any employee while on duty. The determination as to what constitutes "offensive" shall be determined by the Chief of Police. Also, excessive tattoos are prohibited.

Body piercing jewelry will not be visible on any employee, except the female employees may wear earrings. One earring per ear in earlobe is allowed. Female officers are limited to stud-like silver, gold, or white in color and not more than 1/8 inch in diameter.

2. Exemptions
  - A. Employees with existing visible tattoos prior to April 22, 2010 may apply for exemption from this policy by submitting a letter to the Chief of Police.  
  
If you are applying for an exemption, letters must be submitted prior to May 10, 2010.
  - B. Each employee who wishes an exemption from a grooming standard must submit a request, in writing, to the Chief of Police in which he/she specifies the exemption desired and explains the reason for the request. If a physician's statement

is required, such statement must be submitted before the request for the exemption is considered. The exemption will be reviewed every thirty (30) days.

3. Special Assignments

Employees who are working in a special assignment such as an undercover detail, are exempt from the above information unless they are in uniform.