

# **Carlsbad Police Department**

## **Policy Manual Special Order 2022-09**

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*Pursuant to Carlsbad Police Department Policy 204, this Special Order becomes effective, July 15, 2022. Policy Section 1043 has been amended. New Policy Section 1043 reads as follows.*

## **Personal Appearance Standards**

### **1043.1 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.

### **1043.2 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.

#### **1043.2.1 HAIR**

Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance. Female sworn members, in uniform, will wear their hair pinned or otherwise supported on their heads so as to be neat in appearance and not be a safety hazard.

#### **1043.2.2 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.

#### **1043.2.3 SIDEBURNS**

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

#### **1043.2.4 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.

#### **1043.2.5 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.

### 1043.2.6 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) Earrings shall be 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, 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.

### 1043.3 TATTOOS

Tattoos or body art that appears innocuous, may also be considered offensive, indicate bias to members of the community or undermine government neutrality (i.e., expressions of partisan political beliefs or religion, and certain numbers, or symbols). If a tattoo or body art is deemed contrary to Department policy, based on a reasonable assessment of the tattoo, the item shall be completely covered while on duty or whenever representing the Department. The Chief of Police, or designee, shall resolve any issues related to whether any tattoo or body art undermines the core values of the Department, including bias and government neutrality, and shall be covered. At no time while on-duty or representing the Department in any official capacity, shall any tattoo required to be covered be visible.

#### 1043.3.1 UNAUTHORIZED TATTOOS

Unauthorized tattoos are tattoos considered inappropriate, unprofessional, or offensive as outlined in this policy. All unauthorized tattoos shall be completely covered, and not visible, while on duty or whenever representing the Department. The types of unauthorized tattoos prohibited by this policy include but are not limited to:

- (a) Depictions of nudity, violence, weapons or weapon accessories (e.g. rifle crosshairs, reticle, sniper scope, ammunition and the like).
- (b) Sexually explicit, demeaning, or vulgar art, words, phrases, or profane language.
- (c) Symbols likely to incite a strong reaction in the workplace, or with the public we serve (e.g. swastikas, pentagrams, or similar symbols).
- (d) Initials, acronyms or numbers that could represent criminal or historically oppressive organizations (e.g. AB, KKK, SS, MM, HA, 666 or any gang names, numbers, and/or associated symbols).
- (e) Tattooing any body parts in an unusual manner (e.g. tattooing/chemically modifying the color of one's eyes such as "sclera tattoos" or similar modification).
- (f) Tattoos anywhere on the head, inside the mouth, inner lip, legs, neck, face, or hands except a tattoo of a wedding band on the ring finger is allowed so long as it is 3/8" wide or less.

### 1043.3.2 NEW TATTOO

Any employee considering a new tattoo shall ensure that it complies with this policy. When selecting a tattoo, employees should be aware that the societal meaning of any form of expression can have hidden meanings or meanings that change over time and could result in a restriction under this policy. Tattoos of numbers, symbols, flags and foreign languages may present unforeseen issues.

Permanent facial makeup that is designed to mimic the look of traditional cosmetics (i.e., hair, lip liner and eyeliner) so long as it is consistent with and does not substantially modify the employee's natural appearance, is permitted.

### 1043.4 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) Stretched out holes in the earlobes.
- (e) Branding or scarification.

### 1043.5 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.

Williams #5221  
Mickey Williams, Chief of Police

7.15.22  
Date