

**802.00 EMPLOYEE PERSONAL APPEARANCE**

**802.01 Personal Appearance:**

- Hair:
  - Males and females in Uniform: Hair styles will be conservative and will facilitate the wearing of department headwear. Male officers may wear sideburns and moustaches. Sideburns will not extend below the earlobes and moustaches will not extend below the bottom of the top lip.
  - Employees in Non-Uniform Apparel While on Duty:
    - When wearing plainclothes while on duty or acting in the Department's behalf, male employees (both sworn and non-sworn) will be required to adhere to hairstyle guidelines prescribed for uniformed employees.
    - Hairstyles, facial hairstyles, and clothing worn by personnel working undercover or vice control assignments will be at the discretion of their Division Commander.
    - When wearing plainclothes while on duty or acting in the Department's behalf, female officers will be required to adhere to hairstyle guidelines prescribed for uniformed female employees.
    - Non-sworn female employees not in uniform may wear their hair in a contemporary style.
    - Neatly trimmed beards are acceptable for non-sworn male personnel.
- Jewelry for Employees in Uniform:
  - Employees in uniform may wear jewelry such as watches and rings. Jewelry will not be worn that causes distraction or inhibits the officer's ability to handle issued equipment. A simple plain necklace, religious or personal medallion may be worn if kept within the shirt out of sight.
  - Earrings and ear studs shall not be worn with the uniform.

- Items used by female employees to hold the hair in place shall be concealed as much as possible and shall be of a color and style that blends with the hair.
- Makeup for Female Employees: the use of makeup by female employees, both uniformed and in plain clothes, will be conservative.
- Employees attending court will be in uniform or appropriate civilian attire. Appropriate civilian attire will consist of the following:
  - Male employees will attend court wearing a sport coat and tie or suit.
  - Female employees will attend court wearing dresses, dress slacks/skirt and blouse, or suits.
- Tattoos

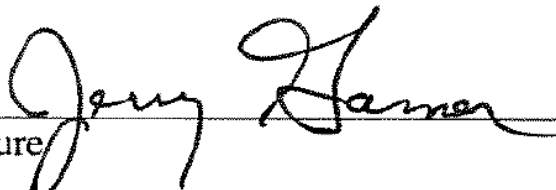
Chapter III section 3.1 of the Code of Conduct mandates that police officers for the City of Greeley must present a “neutral image” to effectively relate to all segments of the population they serve. Consistent with this directive, visible tattoos, brandings, and any other type of body art, permanent or temporary is strongly discouraged. This requirement is also applicable to civilian employees.

Regarding City of Greeley Police Department employees with tattoos, or other types of body art, the following restrictions will apply:

- While employees are on duty, visible tattoos or body art will only be permitted on the arms above the wrist and the legs. No other areas of the body visible while attired in uniform or business attire, such as the hands, neck, face or head will have tattoos of any kind.
- Any tattoos which violate the City of Greeley Harassment Policy (related in any manner to nudity and/or violence; sexually explicit or vulgar art, words, phrases, or symbols; tattoos intended to incite negative reactions; and initials or acronyms that represent criminal or repressive organizations) are prohibited. This prohibition, based on content and propriety, applies to all tattoos that may be visible to the general public while officers are on or off duty, and is not restricted to those tattoos visible while in uniform.
- City of Greeley Police Department employees will cover all tattoos during court appearances, all activities requiring dress uniform, public presentations, and at the direction of their supervisor when in the supervisor’s opinion, the duties assumed by the employee require a more discriminating professional appearance.
- Employees are restricted to a total of two visible tattoos,

inclusive of all body areas where conforming tattoos are permitted. Each of the aforementioned tattoos which meet the above listed standards for content and propriety must be small enough to be totally covered by a standard 3 ½" by 2" business card.

- Body Piercing
  - City of Greeley Police Department employees shall not pierce visible body parts other than the earlobe.
  - Earlobe piercing shall be limited to conservative small holes to facilitate the wearing of normal post/stud earrings. "Gauging" the earlobe is not permitted.

GO802.00 EMPLOYEE PERSONAL APPEARANCE	Reviewed: 05/15
Authorized by Jerry Garner, Police Chief	
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Signature 	Date: <u>5/4/2015</u>