

Personal Appearance Standards

1023.1 PURPOSE AND SCOPE

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.

1023.2 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 Police Chief has granted exception.

Cosmetics, if worn, will be in good taste, subdued, and natural in appearance consistent with presenting a professional appearance in a business setting.

1023.2.1 HAIR

Hairstyles of all members shall be neat in appearance. Extreme hair colors are prohibited.

For male sworn officers and parking enforcement employees, hair must not extend below the top edge of the uniform collar while assuming a normal stance. Hair shall not fall over the ears or eyebrows.

For female sworn officers and parking enforcement employees, hair shall not extend below the bottom of the collar. Hair may be combed over the ear, but shall not be allowed to extend below the bottom of ear or more than two inches in front of the ear. No decorations may be worn in the hair except clips, pins, barrettes, cloth ties, or hair nets that are black or match the employee's hair.

For male and female non-sworn employees hairstyles shall be neat in appearance and of a type that presents a professional appearance in a business setting.

1023.2.2 FACIAL HAIR

A short and neatly trimmed mustache or goatee may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip. A goatee for these purposes is defined as one that connects the mustache to the hair on the chin.

A beard that is full and neatly trimmed may be worn. Beard hair must be no longer than 1/2" in length and must be worn with a mustache. The top of the beard should not cover the upper part of the cheek. The bottom of the beard should not go below the Adam's apple following the jaw line.

1023.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat and end with a clean horizontal line.

Chippewa Falls Police Department

Policy Manual

Personal Appearance Standards

1023.2.4 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.

Non-sworn employees may wear their fingernails of a length that does not interfere with performing their duties and project a professional appearance in a business setting.

1023.2.5 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.

One stud/post earring may be worn in each earlobe at the same time by uniformed sworn officers, investigators or special assignment personnel. Only one ring may be worn on each hand of the employee while on-duty. Medical bracelets may be worn. One rubber styled wrist band may be worn. One wristwatch or other electronic wrist device may be worn.

Non-sworn employees or sworn non-uniform employees may wear conservative earrings, necklaces, bracelets/wristbands that do not detract from their ability to perform their duties and project a professional appearance in a business setting.

1023.3 TATTOOS

The appearance of a police officer is the most common symbol of government authority and professionalism. It is a visual representation of the department and the government in general. Therefore, it should be assumed that reasonable restrictions will be placed on police officers who choose to have visible tattoos or body art.

Tattoos or body art that are extremist, indecent, sexist, racist, offensive, inappropriate for the law enforcement community, or would otherwise undermine the Chippewa Falls Police Department's mission or its' ability to maintain the public's trust and respect are prohibited. Officers are encouraged to consult with Administration to determine if a tattoo or body art would be permissible to wear openly.

The final determination on the interpretation of a tattoo is determined by the Chief.

An employee shall not have any tattoos or body art on the head, face, neck (above the collar), scalp, or hands (below the wristbone) unless authorized by the Chief because of special circumstances.

1023.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body that is visible in any authorized uniform or attire, and that is a deviation from normal anatomical features and that is not medically required is prohibited. Such body alteration includes, but is not limited to, the following:

- (a) Tongue splitting or piercing

Chippewa Falls Police Department

Policy Manual

Personal Appearance Standards

- (b) The complete or transdermal implantation of any material other than hair replacement or breast augmentation
- (c) Abnormal shaping of the ears, eyes, nose or teeth
- (d) Branding or scarification

1023.5 NOTIFICATION

The Department shall, at the time of hiring, notify each employee of the personal appearance standards (Wis. Stat. § 103.14).