

## Airport Police Appearance, Grooming, and Tattoo Standards

- A. Hair Standards
- 1. Hairstyles of all members shall be neat in appearance.
- a. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.
- b. For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail. Color sheens and over-dyes are not acceptable.
- 2. Sideburns

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

3. Mustache

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.

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.

Employees who have received a medical exemption that precludes them from shaving, have been accommodated by the Airport Police, and do not have any duty-related restrictions, shall maintain facial hair that is neatly trimmed and not longer than one inch in length.

B. 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.

C. 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 Division member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- 1. Necklaces shall not be visible above the shirt collar.
- 2. Earrings shall be small and worn only in or on the earlobe.
- 3. One ring or ring set may be worn on each hand of the Division 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.

- 4. One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- 5. Wristwatches shall be conservative and present a professional image.
- 6. Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

## D. Tattoos and Branding

The presence of visible tattoos or brandings on any portion of the body, while on duty and in uniform, is prohibited. This standard applies to both sworn and civilian uniformed personnel regardless of assignment. Tattoos above the neckline (i.e. - on the face, neck, or visible scalp) must be medically removed. For all other tattoos/brandings, uniformed personnel shall cover all tattoos/brandings by wearing an authorized long-sleeve uniform shirt while in uniform or shall completely cover the tattoo/branding with a skin-toned patch.

Exemption: Sworn personnel participating in specific investigations in which visible tattoos/ brandings may assist in developing investigative credibility may be exempted from the provisions of this section with the expressed written consent of the Chief of Airport Police.

Uniformed personnel who acquired visible tattoos or brandings prior to the effective date of this policy (7/24/08) shall be exempt. However, in order to receive tattoo and/or branding exemption status, the concerned employee must disclose through a memorandum to the Chief of Airport Police, via chain of command, the location, shape, size, and if it will be exposed when a short sleeve uniform shirt or shorts are worn.

Background Investigators shall inform potential Airport Police candidates of this policy. The presence of visible tattoos and brandings may be a disqualifying factor during the selection process for sworn personnel. Police candidates with visible tattoos/branding shall sign a copy of this policy as part of the hiring process.

E. 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:

- 1. Tongue splitting or piercing.
- 2. The complete or transdermal implantation of any material other than hair replacement.
- 3. Abnormal shaping of the ears, eyes, nose, or teeth
- 4. Branding or scarification.

I have read the above appearance, grooming and tattoo standards for Airport Police. I understand that I must be able to meet these standards to be hired, and I agree to abide by the standards if I am hired by the Airport Police.

Signature

Date

Print Name

**Commented [ACJ1]:** Original Tattoo/Branding policy (dated 09/2014)