

<b>SUNRISE POLICE DEPARTMENT</b>  POLICIES AND PROCEDURES MANUAL  CHAPTER 24  PERSONAL APPEARANCE / GROOMING	Effective Date	05/01/87
	Revision Date	08/16/21
	Revision No.	1.4
	Page No.	1 of 6
	Approval:	

24. PURPOSE

The public may draw certain conclusions concerning police effectiveness based on what they see, that is, the image that the Sunrise Police Department presents. This image must instill public confidence and leave no doubt that members live by common standards. Personal appearance and grooming is an important part of this image.

24.1. REVISION HISTORY

<u>Date</u>	<u>Rev. No.</u>	<u>Change</u>	<u>Reference Section</u>
05/01/87	1.0	New Policy	Personal Appearance/Grooming
05/26/99	1.1	Organization	All Sections
07/01/11	1.2	Definitions, Hair, Beards, Miscellaneous Appearance and Grooming, Contact lenses, Tattoos, Brands, Body Make-up, Body Art, and Body Ornamentation, Body Piercing, Exceptions.	24.4., 24.6.3.2.1.1., 24.6.3.2.1.3.2., 24.6.3.4., 24.6.3.4.5., 24.6.3.4.6., 24.6.3.4.7., 24.6.4.
10/19/12	1.3	Added offensive, Disruptive or unprofessional Image.	24.6.3.4.6.2.
08/16/21	1.4	Hairstyles, Moved and Revised makeup, Fingernails and Jewelry	24.6.3.2.1.1., 24.6.3.3.1.1. 24.6.3.4.1.-24.6.3.4.3.4.

24.2. PERSONS AFFECTED

All Police Personnel

24.3. POLICY

It is the policy of the Sunrise Police Department to have its members maintain high standards with regard to their personal appearance and grooming. The standard has four elements: neatness, cleanliness, safety, and professional image. All members are required to meet each of these standards while representing our Department.

#### 24.4. DEFINITIONS

24.4.1. Tattoos, Brands, Body Make-up, Body Art, and Body Ornamentation that are Offensive, Disruptive, or Represent an Unprofessional Image - includes but is not limited to: images or words depicting, describing, or otherwise referring to sexual conduct, sexual acts, sexual organs, sexual preferences; intolerance of, or discrimination against, any race, religion, gender or national origin; or images or words commonly associated with organizations or groups which advocate intolerance or discrimination against, any race, religion, gender or national origin; or which advocate the hatred or overthrow of the United States Government.

24.4.2. Visible – easily seen while wearing any Class uniform consisting of short sleeve uniform shirts, short sleeve dress/casual shirt or short pants while standing in the upright position. Also includes being visible through Class uniform clothing and head, face, or neck area.

#### 24.5. RESPONSIBILITIES

24.5.1. All police personnel are responsible for complying with this policy. Supervisory Personnel are responsible for the enforcement of this policy. Unjustified violations may result in disciplinary action, up to and including termination.

24.5.2. This Policy is not intended to be all-inclusive. It is intended to be a general guideline to be read in conjunction with all other Department rules, regulations, policies and procedures, as well as other City rules and ordinances.

#### 24.6. PROCEDURES

24.6.1. All members shall adhere to the standards of proper habits, appearance, and grooming while on duty and/or in uniform. This includes, but is not limited to court appearances, depositions, off duty details or at any other times when representing the Department in an official capacity.

24.6.2. Habits:

24.6.2.1. In order to project a professional image all members are reminded that certain habits may project negatively both on themselves and the Department. Some of these habits include but are not limited to:

24.6.2.1.1. Leaning against structures,

24.6.2.1.2. Standing with hands in pockets,

- 24.6.2.1.3. Smoking or using other tobacco products while in public view.
- 24.6.2.2. All members should refrain from these habits while on duty and/or in uniform.
  - 24.6.2.2.1. This includes, but is not limited to court appearances, depositions, off duty details or at any other times when representing the Department in an official capacity.
- 24.6.3. Appearance (CFA: 11.01B):
  - 24.6.3.1. Uniforms:
    - 24.6.3.1.1. All Department members that are required to wear any Class uniform combination will ensure that they are clean, neat, correct in design and specifications and in serviceable condition.
    - 24.6.3.1.2. Uniforms shall be kept appropriately buttoned.
    - 24.6.3.1.3. Footwear, leather equipment, firearms and weapons shall be clean and serviceable.
    - 24.6.3.1.4. Badges and other metallic devices shall be clean and free of corrosion and excessive scratches.
    - 24.6.3.1.5. Members should consult Department Policy and Procedure Chapter 74 - Uniforms for further uniform specifications.
  - 24.6.3.2. Grooming (Males):
    - 24.6.3.2.1. All male employees shall adhere to the following while in Class A, B, C, D, E, F, G, H, I, J and K uniform :
      - 24.6.3.2.1.1. Hairstyles:
        - 24.6.3.2.1.1.1. Males – shall wear hairstyles that are neatly trimmed at all times. Hair may not protrude over the shirt collar or over the middle of the ear and sideburns shall not extend below the bottom tip of the earlobe or be any wider than one (1) inch. Hair ornamentation will not be permitted. The Chief of Police may make exceptions for officers on special assignments.
        - 24.6.3.2.1.1.2. Hair color should be of a natural shade, with unnatural colors, e.g., green, purple, blue, etc., prohibited. The Chief of Police may make exceptions for officers on special assignments.
      - 24.6.3.2.1.2. Facial Hair:
        - 24.6.3.2.1.2.1. Mustaches:

24.6.3.2.1.2.1.1. Mustaches, if worn, shall be neatly trimmed. They shall not extend one quarter of an inch beyond the corners of the mouth, and shall not extend over the upper lip. Handlebar mustaches are prohibited.

24.6.3.2.1.2.2. Beards:

24.6.3.2.1.2.2.1. Beards shall not be worn in any fashion except when authorized by the Chief of Police or his/her designee pursuant to a medical waiver from a treating physician.

24.6.3.2.1.2.2.2. All medically authorized beards must be kept trimmed so as not to exceed one-quarter inch in thickness or overall length.

24.6.3.2.1.2.2.3. Supervisors must monitor progress in treatment to control unauthorized wearing of beards.

24.6.3.2.1.2.2.4. Members shall provide documentation from a treating physician to be eligible for a medical waiver.

24.6.3.2.1.2.2.5. The Department may require members to seek remedies from a specialist, if problems persist.

24.6.3.2.1.2.3. Sideburns:

24.6.3.2.1.2.3.1. Sideburns, if worn, must be neatly trimmed and tapered in the same manner as the haircut. They must be straight and of even width (not flared) and end in a clean shaven horizontal line. They must not extend beyond the tip of the earlobe.

24.6.3.2.2. In the event this section conflicts with any federal, state or Broward County laws or ordinances, such laws or ordinances shall control.

24.6.3.3. Grooming (Females):

24.6.3.3.1. All female employees shall adhere to the following while in Class A, B, C, D, E, F, G, H, I, J and K uniform:

24.6.3.3.1.1. Hairstyles:

24.6.3.3.1.1.2. Females – shall wear hairstyles that are neat and present a professional appearance. When in uniform, hair must be secured in a manner designed to minimize injury. Hair securing devices must correspond with hair color or uniform color. Excessive hair ornamentation is not permitted. The Chief of Police may make exceptions for officers on special assignments.

24.6.3.3.1.1.2. Hair color should be of a natural shade, with unnatural colors, e.g., green, purple, blue, etc., prohibited. The Chief of Police may make exceptions for officers on special assignments.

24.6.3.3.2. In the event this section conflicts with any federal, state or Broward County laws or ordinances, such laws or ordinances shall control.

24.6.3.4. Miscellaneous Appearance and Grooming:

24.6.3.4.1. Makeup (All Members):

24.6.3.4.1.1. Facial makeup, if it is utilized, must be moderate and conservative in application. Likewise, eye shadow must be subdued.

24.6.3.4.1.2. Fingernail polish is allowed, and must be of neutral tones and maintain a professional image.

24.6.3.4.2. Fingernails will be kept at a conservative length so as not to interfere with assignment or pose a hazard.

24.6.3.4.3. Jewelry:

24.6.3.4.3.1. Excessive jewelry is not permitted. Excessive shall be defined as more than three (3) rings, three (3) bracelets, one (1) pair of earrings and one (1) necklace.

24.6.3.4.3.2. Female sworn and civilian uniformed employees may wear two (2) stud post earrings. Male sworn and civilian uniformed employees are prohibited from wearing earrings while they are in uniform.

24.6.3.4.3.3. All personnel in uniform are prohibited from any other facial jewelry, e.g., nose, lip, or eyebrow jewelry are prohibited. Females are allowed to wear earrings only.

24.6.3.4.3.4. Any other exceptions must be approved by the Chief of Police.

24.6.3.4.4. Eyeglasses and Sunglasses:

24.6.3.4.4.1. Conservative eyeglasses and sunglasses may be worn. Photosensitive eyeglasses may be worn. Mirrored sunglasses are prohibited.

24.6.3.4.4.2. Eyeglasses or sunglasses that have designs within the lenses, fluorescent frames, or writing on the frames, unless it is the name of the manufacturer, are prohibited.

24.6.3.4.4.2.1. Straps on eyeglasses and sunglasses shall be black, navy blue or white in color.

24.6.3.4.4.3. Eyeglasses or sunglasses that project extremely dark lenses under normal room light while indoors are prohibited, unless a medical waiver is obtained. Very slightly tinted eyeglasses, which are practically clear under normal room light while indoors, will be allowed.

24.6.3.4.5. Contact Lenses:

24.6.3.4.5.1. Clear, prescription contact lenses may be worn. Colored contact lenses or lenses that project an unusual appearance shall be prohibited. Unusual contact lenses would include those which might be worn during festive or Holiday occasions.

24.6.3.4.6. Tattoos, Brands, Body Make-up, Body Art, and Body Ornamentation:

24.6.3.4.6.1. Effective from the date of revision number 1.2 of this policy, all members are prohibited from obtaining any new visible tattoos, brands, body make-up, body art, or body ornamentation that may be considered offensive, disruptive, or represent an unprofessional image.

24.6.3.4.6.2. Members who currently have existing tattoos, brands, and/or body ornamentation, which meets the definition of Offensive, Disruptive, or Representing an Unprofessional Image as outlined in this policy are prohibited from displaying such tattoos, brands, and/or body ornamentation while wearing any uniform class on-duty or while operating or otherwise utilizing Department vehicles while off-duty. Members will ensure that said tattoo(s), brand(s), or body ornamentation are either removed or covered from view.

24.6.3.4.6.3. This applies to all applicants seeking employment with the Department.

24.6.4. Exceptions:

24.6.4.1. All Department employees assigned to inside or administrative duties, undercover/plainclothes, or special assignments may be exempted from certain provisions of this policy upon approval of their Division Commander.

24.6.4.2. Employees may request an exception/exemption to the sections of this policy regarding tattoos, brands, body make-up, body art, and body piercing by submitting a memorandum (via the chain of command) to the Personnel Director.

24.6.4.2.1. The employee's memorandum to the Personnel Director must explain why he/she feels an exception/exemption or accommodation is warranted and must identify if the request is based on a verifiable medical condition and/or disability, a sincerely held religious belief, or some other reason.