

## Personal Appearance Standards

### 821.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the Humboldt County Probation Department (HCPD).

Requirements for department member attire are outlined in the Dress Code Guidelines Policy

### 821.2 POLICY

HCPD members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity, and the social norms of the community served, while considering matters important to members of the Department.

### 821.3 GROOMING

Unless otherwise stated and because deviations from these standards may present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Chief Probation Officer has granted an exception.

#### 821.3.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include but are not limited to dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., physical disability, cultural) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief Probation Officer.

#### 821.3.2 HAIR

Hair shall be clean and neatly trimmed or arranged.

When working in the field, longer hair shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head.

#### 821.3.3 MUSTACHES

Mustaches may be worn and shall be trimmed and neat.

#### 821.3.4 SIDEBURNS

Sideburns shall be trimmed and neat.

#### 821.3.5 FACIAL HAIR

Facial hair, other than sideburns, mustaches, and eyebrows shall be trimmed and neat

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#### 821.3.6 FINGERNAILS

Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern.

#### **821.4 APPEARANCE**

##### 821.4.1 JEWELRY

For the purpose 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.

Body piercing that conforms to social norms and does not impair a professional image may be allowed with guidance from the Department. Body piercings other than in the ears may need to be removed during field and court activities.

##### 821.4.2 TATTOOS

While on-duty or representing the HCPD in any official capacity, members should make every reasonable effort to conceal tattoos or other body art. Tattoos or body art on the neck or face is prohibited, unless authorized by the Chief Probation Officer or the authorized designee. At no time while the member is on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination against sex, race, religion, ethnicity, national origin, sexual orientation, age, physical or mental disability, medical condition or marital status; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material.

##### 821.4.3 BODY PIERCING OR ALTERATION

Body alteration to any area of the body that is visible while on-duty or while representing the HCPD in any official capacity, 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:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
- (c) Abnormal shaping of the ears, eyes, nose, or teeth (i.e., enlarged or stretched out holes in the earlobes).
- (d) Branding, scarification, or burning to create a design or pattern.

##### 821.4.4 DENTAL ORNAMENTATION

Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the HCPD in any official capacity. Such ornamentation includes but is not limited to:

- (a) Objects that are bonded to front teeth.

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- (b) Gold, platinum, or other veneers or caps used for decorative purposes.
- (c) Orthodontic appliances that are colored for decorative purposes.

#### **821.4.5 GLASSES AND CONTACT LENSES**

Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the HCPD in any official capacity.

#### **821.4.6 COSMETICS AND FRAGRANCES**

Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion, and other items used for body fragrance shall be kept to a minimum.

#### **821.4.7 UNDERGARMENTS**

Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

### **821.5 RELIGIOUS ACCOMMODATION**

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief Probation Officer should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

### **821.6 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 Probation Officer 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.