



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: January 1, 2020	DATE EFFECTIVE: January 4, 2020	NUMBER: SO20-001	PAGE: 1 of 3
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 3-103 <u>Hairstyle, Facial Hair and Grooming Standards</u> <u>Professional Appearance Standards</u>			APPROVED BY: <i>Chief Arradondo</i>

MP-8806

Introduction: This policy is being updated to include the new standards for beards, to remove language regarding religious accommodations as those are covered under P&P 3-309, and to clarify that medical accommodations are handled by HR.

Effective with the issuance of this Special Order, Section 3-103 of the MPD Policy and Procedure Manual shall be amended as follows:

**3-103 HAIRSTYLE, FACIAL HAIR AND GROOMING STANDARDS
PROFESSIONAL APPEARANCE STANDARDS (12/15/09) (06/27/14)
(08/20/15) (01/01/20)**

(A-D)

A. Employee hairstyle and grooming standards:

1. All employees will keep their hair clean, neatly trimmed and well-groomed. Employees' hair shall always present a professional image.
2. Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance. For purposes of this policy, naturally occurring color range does not include unique hair colors such as pink, blue, purple or green.
3. Hair shall be maintained so that when a basic cap is worn, the hair does not detract from a neat, professional appearance or interfere with any specialized equipment or employee safety and effectiveness.
4. Wigs and hairpieces may be worn provided they comply with MPD regulations.
5. Employees may be temporarily excused from these hair and grooming regulations while assigned to a special detail or assignment. However, such employees will again comply with these regulations once the special detail or assignment is completed or whenever wearing the official uniform.

6. ~~Precinct/Division Commanders-Human Resources~~ may consider and approve accommodations to this standard for medical reasons on a case by case basis. ~~Such accommodations may be granted in cases where the employee demonstrates a religious or medical reason for accommodation.~~ In such instances, the employee shall submit the request for accommodation to the HR Generalist for MPD ~~his/her immediate supervisor~~. The supervisor shall forward the request through the chain of command for review. The ~~Commander approving or denying~~ shall forward a dated and signed copy of the request to Research & Policy Development for placement in the employee's personnel file. (08/20/15)

B. Beards, sideburns and mustaches ~~Specific Sworn Employee Male Standards:~~

1. Mustaches

~~1.~~ Mustaches shall be neatly trimmed and shall not extend below the corners of the mouth.

2. Sideburns

~~2.~~ Sideburns They shall be neat, trimmed and extend in a clean-shaven horizontal line.

- a. Sideburns shall not extend beyond a point even with the bottom of the ear lobe.

- b. Sideburns shall not protrude forward more than one inch from the front of the ear.

3. Beards and goatees

- a. MPD personnel are generally permitted to have a neatly trimmed beard or goatee, subject to the following exceptions.

- b. The following personnel are prohibited from having a beard or goatee:

- Sworn personnel who are members of the MPD Honor Guard, while participating in services or memorials through the Honor Guard.
- Sworn personnel assigned to a uniform detail during special events designated by the Police Administration.
- Community Service Officers, Cadets and Recruits.
- SWAT team members.

- c. The Assistant Chief may notify Inspectors or Commanders if any additional personnel will be subject to a prohibition due to a special event or special circumstances.

4. Gas mask fit testing

Sworn employees and other designated personnel must still be able to pass the gas mask fit testing, which may require adjusting or shaving facial hair.

- ~~3. Beards and goatees are not permitted for sworn employees whose permanent assignment requires them to wear the MPD uniform or work off duty in MPD uniform.~~
- ~~4. Non-uniform civilian employee may have beards, however, the beards must be neatly trimmed.~~