

# Personal Appearance Standards

## **1023.1 PURPOSE AND SCOPE**

This policy provides guidelines for the personal appearance of members of the University of Maryland, Baltimore Police Department.

Requirements for department uniforms and civilian attire are addressed in the Uniforms and Civilian Attire Policy 1024.

## **1023.2 POLICY**

University of Maryland, Baltimore Police Department 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 and appearance conformity, while considering matters important to members of the department.

## **1023.3 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 of Police or authorized designee has granted an exception.

### **1023.3.1 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. If a medical condition affects a member's ability to adhere to the personal hygiene guidelines, the member may request a medical accommodation by submitting the request in writing. The request should be submitted through the chain of command to the Chief of Police or directly to Human Resource Services. The Chief of Police, or designee, will send any requests for accommodations to Human Resource Services.

### **1023.3.2 HAIR**

Hair shall be clean and neatly trimmed or arranged. Hair styles shall not have offensive designs in the scalp. Hair adornments that affect a member's ability to wear a hat or helmet are prohibited.

Hairstyles for any department member in uniform must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

### **1023.3.3 MUSTACHES**

Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip and shall be short and neatly trimmed.

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#### 1023.3.4 SIDEBURNS

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

#### 1023.3.5 FACIAL HAIR

All facial hair will be kept clean and trimmed, will be uniform in length, will not extend onto the neck area, and will not exceed one-quarter (1/4) inch. Members that have facial hair must be aware of concerns with the usage of a gas mask and have either taken steps to ensure correct fitting of their gas mask with their facial hair or are aware of the potential issues involved in the deployment of their gas mask with their facial hair.

#### 1023.3.6 FINGERNAILS

Fingernails shall be clean and neatly trimmed not to extend more than ¼ inch from the tip of the finger nor interfere in any way with the performance of primary police or security tasks and shall not present a safety concern. Nail polish design must not include anything offensive and must not impact the ability to perform job responsibilities.

#### 1023.3.7 GOATEES

A goatee is defined as a tuft of hair on the chin, joined with a mustache. The amount of time to grow a goatee will vary by individual, but it must be readily apparent that the member has grown facial hair and merely did not forget to shave.

### **1023.4 APPEARANCE**

#### 1023.4.1 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 department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Earrings shall be small and worn only in or on the earlobe.
- (c) One ring or ring set may be worn on each hand of the department 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.
- (d) One small bracelet may be worn, which may consist of a bracelet identifying a medical condition.
- (e) Wristwatches shall not display anything offensive.

#### 1023.4.2 TATTOOS

While on-duty or representing the University of Maryland, Baltimore Police Department in any official capacity, members should make every reasonable effort to conceal tattoos or other body art. At no time while the member is on-duty or representing the Department in any official capacity

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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; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material.

Excessive tattoos are determined by the member's Bureau Commander to be an unreasonable distraction from the professional appearance of the officer due to the size, coloring, visibility, prominence, or nature of the tattoos. In making this determination, the Bureau Commander shall consider the overall effect of the tattoo(s) on the member's ability to maintain a professional bearing and conduct business in a professional manner.

Members whose tattoos are determined to be excessive will be required to:

- (a) Voluntarily remove the tattoo(s); or
- (b) Cover the tattoo while on duty with appropriate cosmetics, a bandage, or other device that does not detract from the employee's professional appearance; or
- (c) Maintain complete coverage of the tattoos using current uniform items (e.g., long sleeved shirt/blouse, pants/slacks, dark hosiery, etc.) or appropriate plainclothes apparel at all times while on duty.

#### 1023.4.3 BODY PIERCING OR ALTERATION

Body piercing (other than earlobes) or alteration to any area of the body or face that is visible while on-duty or while representing the University of Maryland, Baltimore Police Department 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.

#### 1023.4.4 DENTAL ORNAMENTATION

Dental ornamentation, other than braces, that is for decorative purposes and not medically required is prohibited while on-duty or while representing the University of Maryland, Baltimore Police Department in any official capacity. Such ornamentation includes, but is not limited to:

- (a) Objects that are bonded to front teeth.
- (b) Veneers or caps used for decorative purposes.

#### 1023.4.5 GLASSES AND CONTACT LENSES

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 UMBPD in any official capacity.

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**1023.4.6 COSMETICS AND FRAGRANCES**

Use of cologne, perfume, aftershave lotion and other items used for body fragrance shall be kept to a minimum. Cosmetics that interfere with the ability to see or impacts the ability to perform job responsibilities shall not be worn.

**1023.4.7 UNDERGARMENTS**

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

**1023.5 RELIGIOUS ACCOMMODATION**

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should be submitted in writing through the chain of command to the Chief of Police for consideration or directly to Human Resource Services. The Chief of Police, or their designee, will send any requests for accommodations to Human Resource Services. These requests 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 of Police or authorized designee shall consult with Human Resource Services.

**1023.6 EXEMPTIONS**

Members seeking an exemption to this policy should submit the request in writing through the chain of command to the Chief of Police or directly to Human Resource Services. A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk.