

**Procedure
10.3**

**EFFECTIVE
DATE
8-8-22**

**Eugene
Police Department**



Personal Appearance

10.3.1 PURPOSE AND SCOPE

It is the policy of the Eugene Police Department to ensure employees maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

10.3.2 GENERAL APPEARANCE GUIDELINES

- a. Clothing must be neat, clean, and in good repair. For employees whose job includes meeting the public, their standard of dress may be more formal than for those who do not do so.
- b. Hair must be neat and clean, presenting a well-groomed, professional appearance.
- c. Tattoos and or branding are allowed unless they advocate or symbolize discrimination based on gender, sexual orientation, racial, religious, ethnic or national origin, or related intolerances prohibited by law.
- d. Members who display a tattoo or branding that is sexually suggestive, explicit, profane, or contains obscene material or language must conceal the tattoo wearing a long sleeve shirt, or neutral cosmetic covering.
- e. When attending training, clothing appropriate to the assignment should be worn.
- f. If employees are required to respond to work immediately from an off-duty status, their attire must conform to standards set forth by their Division Manager.
- g. Supervisors of volunteers will determine on a case-by-case basis which standards apply, depending on the volunteer's assignment and degree of public contact.
- h. Appearance and grooming standards shall not discriminate against traits, historically associated with race, including but not limited to, natural hair, hair texture, hair type, and protective hairstyle in accordance with Oregon House Bill 2935 (ORS 659A.001(10)).

10.3.3

APPEARANCE IN COURT, OTHER LEGAL PROCEEDINGS, AND PUBLIC APPEARANCES

- a. Employees may wear either their uniform or civilian clothing. Uniforms may not include short pants or utility pants, and a tie must be worn if a long-sleeved shirt is worn. Civilian clothing must be consistent with standard business attire (i.e., a suit or sport coat and slacks with tie; a dress, skirt and blouse.)
- b. For an appearance before the grand jury or at a Department of Motor Vehicles (DMV) hearing, more casual clothing may be worn, provided a professional appearance is presented. Clothing must:
 - Include shoes, long pants (other than jeans), and a shirt with collar; and
 - Be clean and in good repair.
- c. If appearing before the grand jury or a DMV hearing during a duty day, employees may wear the clothing/uniform which would be worn for that tour of duty.
- d. If making a presentation to a group, clothing (uniform or civilian clothes) must at least meet the normal standard of dress for that group (e.g., suit and tie at a business meeting.)

10.3.4

NON-UNIFORMED ASSIGNMENTS

- a. Clothing
 1. Employees may wear:
 - Dress or casual shoes, or dress boots (which must be clean and polished)
 - Slacks, skirt, or dress
 - Dress shirt or blouse, collared polo shirt, or sweater
 - Suit, pants suit, sport coat or blazer
 - Tie (with suit or sport coat)
 2. Unless approved by their Division Manager, employees may not wear:
 - Work boots
 - Athletic shoes
 - Jeans
 - Workout or sport pants (including sweatpants, workout clothing, capri pants, leggings)
 - Halter tops, tank tops, or T-shirts
 3. If receiving a clothing allowance, all clothing that is bought with it must meet these criteria.
 - a. If a weapon is exposed, a badge must be visible in close proximity to the weapon. Employees must have clothing readily available that will allow concealment of the weapon.
 - b. On days where unusually severe weather conditions exist, employees should dress appropriately to ensure protection from the weather.

- c. If employees could be assigned to wear a uniform, they must have a complete, clean, neat uniform and their utility uniform available at their normal work site.
- b. Hair
 - 1. Hair will be clean, neat, and well-groomed.
 - 2. Sideburns may extend to the bottom of the ear lobe and must end in a horizontal shaved line.
 - 3. If employees choose to have a mustache, it shall be kept clean, closely cropped, neatly trimmed, and present a professional appearance.
 - 4. Personnel working a non-uniformed assignment are authorized to wear a beard, whether full or goatee. It shall be kept clean, closely cropped, neatly trimmed, and present a professional appearance.
 - 5. If wearing a beard, the employee will not be eligible for uniformed overtime assignments. Employees must grow the first two weeks of a beard on their own time.

10.3.5 UNIFORMED ASSIGNMENTS

Employees who work in uniform must comply with these requirements in addition to those enumerated above which are applicable and which do not conflict:

- a. Uniforms

Uniforms must be complete, clean, and neat. All the provisions of other policies related to uniforms and equipment (e.g., *Procedures: 10.4 Uniforms and Procedure and 12.1 Equipment.*) must also be followed.
- b. Hair
 - 1. Hair may not interfere with the uniform cap, helmet, or gas mask.
 - 2. Sworn employees may wear ponytails. Hair must be worn up or in a tightly wrapped braid, bun, or ponytail. Hair may extend to 2½ inches below the bottom of the uniform shirt collar. Use of hair clips or combs to hold hair up must be unobtrusive.
 - 3. Beards and goatees are prohibited unless authorized by the Chief of Police or designee. If temporarily authorized, beards, whether full or goatees, shall be kept clean, closely cropped, neatly trimmed, and present a professional appearance.
- c. Jewelry
 - 1. Employees may not wear any jewelry which presents a safety hazard.
 - 2. Employees may wear two rings on each hand.

3. Employees may wear earrings. The earrings may not dangle or pose a safety hazard to them.
4. A wristwatch and/or a bracelet may be worn.
5. If employees choose to wear a necklace, it must be concealed, and must not constitute a safety hazard to them.
6. No jewelry or non-department approved personal pins shall be worn by a uniformed member on any part of the uniform or equipment except those authorized by the Chief of Police or their designee.

d. Tattoos

Uniformed members may display tattoos and/or brandings in the workplace. (Tattoos must comply with appearance guidelines set forth in 10.3.2.c-d.)

10.3.6 PROFESSIONAL STAFF

- a. Employees may have a beard or goatee. The facial hair shall be kept clean, closely cropped, neatly trimmed, and present a professional appearance.
- b. The following are considered to be inappropriate work attire:
 - Shorts (although capris and “skorts” are permitted)
 - Tank tops or halter tops
 - Workout or sport pants (including sweatpants, workout clothing, and leggings)
 - Any clothing which shows signs of excessive wear (e.g., fading, holes, fraying)
 - Any clothing which displays obscene words, gestures, or pictures.

10.3.7 RESPONSIBILITIES FOR SUPERVISORS AND COMMAND PERSONNEL

- a. Supervisors
 1. Supervisors have the authority and responsibility to enforce this policy.
 2. An exception to any part of this policy for operational reasons (including accommodation of personnel on limited duty assignments), may be made, but only for as long as necessary.
 3. Division Managers may authorize other exceptions for specific assignments.

Chris Skinner
Chief of Police