

## Cobb County Police Department

### Policy 2.07

#### GROOMING STANDARDS

<b>Effective Date:</b> December 15, 2017	<b>Issued By:</b> Chief M.J. Register
<b>Rescinds:</b> Policy 2.07 (November 1, 2017)	<b>Page 1 of 4</b>
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

Grooming standards are based on several elements including neatness, cleanliness, safety, and appearance. The limits set forth are reasonable, enforceable, and ensure that personal appearance contributes to a favorable image of the Department. Any difference between men's and women's policies recognizes the difference between the sexes and is not a factor in assuring equal opportunity.

#### I. GENERAL APPEARANCE

**A. Men.** Men shall be well-groomed at all times and meet the following requirements:

- 1. Hair.** Hair shall be kept clean, neat, and present a professional image.
  - a. Hair coloring must look natural and compliment the individual. Faddish and outrageous multicolor hair is not authorized.
  - b. The bulk of hair shall not exceed two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp.
  - c. Hair above the ears and around the neck shall be tapered from the lower hairline to blend with the hairstyle. The neck will be clean-shaven and clear of hair or stubble.
  - d. Hair should not touch the ears or collar. It must not extend below the eyebrows and must not interfere with the wearing of headgear.
- 2. Sideburns.** Sideburns shall be kept neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below the middle of the ear, shall be of even width (not flared), and shall end with a clean-shaven, horizontal line.
- 3. Facial Hair.** The face shall be clean shaven, but mustaches are permitted. A mustache will be neatly and closely trimmed.
  - a. No portion of the mustache shall extend below the lip line of the upper lip.

- b. It will not go beyond a horizontal line extending across the corners of the mouth, and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth.

- c. Handlebar mustaches are not permitted.

**4. Fingernails.** Fingernails will not extend past the fingertips. They shall be kept clean.

**5. Jewelry.** Jewelry is authorized for all personnel. It shall not present a safety hazard and shall be worn in accordance with the following guidelines:

- a. Rings. Only one ring per hand is authorized.

- b. Earrings. Earrings are not authorized for male officers.

- c. Body Piercing. No article shall be attached to or through exposed body parts.

- d. Necklaces. No necklaces shall be worn so as to be visible.

- e. Wristwatch and bracelets. Only one watch or bracelet per arm is authorized.

**B. Women.** Women shall be well-groomed at all times and meet the following requirements:

**1. Hair.** Hair shall be kept clean, neat, and present a professional image.

- a. Hair coloring must look natural and compliment the individual. Faddish and outrageous multicolor hair is not authorized.

- b. The bulk of hair shall not exceed two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp.

- c. Hair on the back of the head may touch, but not fall below, the lower edge of the collar. Hair which is longer shall be neatly and inconspicuously fastened, pinned, or secured to the head.

- d. Afro, natural, bouffant, and other similar styles are permitted but must not interfere with the wearing of headgear.

- e. Braids and plaited hair are permitted if secured to the head. Ends of the hair which are pinned up may not dangle free or protrude from the head.

- 2. Hair Ornaments.** Conspicuous rubber bands, combs, and pins are not allowed. Hair ornaments shall be similar in color to the individual's hair color. Ornaments should not present a safety hazard.
- 3. Cosmetics.** Cosmetics shall be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and compliment the uniform.
- 4. Fingernails.** Fingernails will not extend past the fingertips. They shall be kept clean. Nail polish shall compliment skin tone. Bright colored polish is not authorized.
- 5. Jewelry.** Jewelry is authorized for all personnel. It shall not present a safety hazard and shall be worn in accordance with the following guidelines:
  - a. Rings. Only one ring per hand is authorized. An engagement/wedding ring set shall be considered as one ring for the purpose of this procedure.
  - b. Earrings. One earring per ear may be worn. Earrings shall be 6 mm ball (approximately 1/4 inch diameter), plain gold or silver with a matte or shiny finish, or a 6 mm pearl or diamond type stone.
  - c. Body Piercing. No article shall be attached to or through exposed body parts except for authorized earrings.
  - d. Necklaces. No necklaces shall be worn so as to be visible.
  - e. Wristwatch and bracelets. Only one watch or bracelet per arm is authorized.

## **II. UNDERGARMENTS**

Unless the nature of the assignment dictates otherwise, appropriate undergarments will be worn at all times while on duty to preserve the dignity and appearance of employees.

## **III. HAIRPIECES**

Wigs or hairpieces may be worn by personnel while in uniform for cosmetic reasons to cover natural baldness or physical disfigurements. They shall be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in these regulations. Hairpieces or wigs shall not interfere with the proper wearing of headgear or

present a safety hazard.

#### **IV. TATTOOS/BRANDING**

- A.** Unprofessional or offensive tattoos or brands are prohibited. The following list includes, but is not limited to, the types of items prohibited by this policy:
- Depictions of nudity or violence;
  - Sexually explicit or vulgar art, words, phrases or profane language;
  - Symbols likely to incite a strong negative reaction in any group (i.e. swastikas, pentagrams, etc.);
  - Initials or acronyms that represent criminal or historically oppressive organizations (i.e., KKK, SS, street gang names, numbers, and/or symbols).
- B.** The Department does not allow tattoos or branding on the head, face, neck, scalp, hands, or fingers. However, a tattoo that resembles a wedding ring is permitted on the traditional finger a wedding ring is worn, so long as the ring tattoo does not violate any other section of this policy.
- C.** When in uniform, or acting in an official capacity, to include secondary employment, employees shall adhere to the following guidelines:
1. If there is a display of any tattoo/brand larger than 3” by 4”, or more than one tattoo/brand, on the exposed area of the arms while wearing a short sleeve uniform shirt, the employee will be required to wear a long sleeve uniform shirt.
  2. If there is a display of any tattoo/brand on the exposed area of the legs while wearing uniform shorts, the employee will be required to wear uniform pants.
  3. Numbers 1 and 2 above shall not apply to personnel wearing Department physical fitness attire while conducting official physical fitness activities or at a Department fitness facility.
- D.** The final authority as to the prohibition of a tattoo/brand shall be with the Chief of Police, or his designee.