

# Personal Appearance Standards

## 1016.1 PURPOSE AND SCOPE

Discretionary **MODIFIED**

In order to project uniformity and neutrality toward the public and other employees of the California Department of State Hospitals (DSH), employees shall maintain their personal hygiene and appearance to project a professional image appropriate for DSH and for their assignment.

## 1016.2 GROOMING STANDARDS

Discretionary **MODIFIED**

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate.

### 1016.2.1 HEAD HAIR

Discretionary **MODIFIED**

Hairstyles of all employees shall be neat in appearance. For male sworn employees, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female sworn employees, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

### 1016.2.2 MUSTACHES

Discretionary

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

### 1016.2.3 SIDEBURNS

Discretionary

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

### 1016.2.4 FACIAL HAIR

Discretionary **MODIFIED**

Facial hair must be neatly trimmed at all times. Sworn officers shall not have facial hair which negates the effectiveness of personal protective equipment that an employee must utilize (i.e., N95 mask). In order to project a professional appearance facial hair must adhere to the following guidelines:

- Beards (with reasonable accommodation) and goatees may be authorized, but patchy, spotty clumps of facial hair are not considered beards or goatees and as such are not permitted (i.e., mutton chops, soul patches, etc.).

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- Officers may work during a "grow in" period; however, officers are prohibited from repeatedly starting and stopping the "grow in" period presenting an unshaven look.
- Facial hair may not exceed ½ inch in length and shall not prevent an appropriate seal of personal protective equipment.
- Recruits in the academy are required to be clean shaven.

### 1016.2.5 FINGERNAILS

**Discretionary** **MODIFIED**

Fingernails shall be neatly trimmed to a safe length in order to avoid injury to patients and/or staff and shall not exceed ¼ inch in length. Length of nails shall not interfere with the performance of duties. Fingernail polish for uniformed members shall be a clear or nude color polish. Artwork or decorations are prohibited.

Fingernail polish for professional staff members and uniformed members in an administrative position shall be limited to conservative colors. Artwork or decorations are prohibited.

### 1016.2.6 JEWELRY AND ACCESSORIES

**Discretionary** **MODIFIED**

No jewelry or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual. Consistent with Policy Directive 8301, OPS employees must comport with this PD and detailed Hospital policy.

Earrings shall not be worn by uniformed sworn employees, investigators or special assignment personnel. Only one ring may be worn on each hand of the employee while on-duty.

### 1016.3 TATTOOS

**Discretionary** **MODIFIED**

Employees may have visible tattoos or body art while on-duty on-grounds or while performing certain off-grounds duties.

While representing OPS in any official capacity off-grounds or at certain on-ground events in which prior notice will be given, every reasonable effort should be made to conceal tattoos or other body art. These off-grounds events include, but are not limited to, court, Peace Officer Memorial Ceremony, and police department funerals.

At no time while on-duty or representing OPS in any official capacity, shall any offensive tattoo or body art be visible. Examples of offensive tattoos would include, but not be limited to, those which depict racial, sexual, discriminatory, gang related, or obscene language. Determination on if a tattoo is offensive lies with the applicable Hospital Police Chief/ designee.

### 1016.4 BODY PIERCING OR ALTERATION

**Discretionary**

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:

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- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth
- (d) Branding or scarification.

### **1016.5 EXEMPTIONS**

State **MODIFIED**

An employee who requests an accommodation regarding the grooming standards, due to a medical condition, disability, or religious practice, may request a Reasonable Accommodation by contacting their hospital Equal Employment Opportunity Office or the Office of Human Rights in Sacramento.

### **1016.6 TRANSGENDER AND GENDER DIVERSE EMPLOYEES**

Agency Content

Transgender employees will be held to the grooming standards associated with their gender expression or gender identity.