


Inver Grove Heights Police Policy Manual		Subject: Personal Appearance Standards		
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I. POLICY:

All members of the department shall present a professional appearance, as their appearance reflects on the image of the Police Department.

All members of the department are visible representatives of the City of Inver Grove Heights and the Police Department. The purpose of this policy is to:

- Ensure that department members present a professional image to citizens we have contact with and to other city members.
- Provide consistent standards on what is appropriate personal appearance standards while at work.
- Help provide a safe workplace.

II. GROOMING STANDARDS:

The following standards apply to general appearance: uniforms, when worn, will be in compliance with the uniform regulations; all clothing items and uniform items will be kept neat, and clean; leather and equipment items will be kept clean, and in good working order; personal hygiene will ensure personnel are clean and presentable so as not to be offensive to others.

III. GROOMING AND APPEARANCE:

A. Department members (sworn and civilian):

1. Personal Hygiene

All department members shall ensure that their body and clothing is kept clean to prevent offensive odor.

2. Hair

- a) Hair must be clean and neatly groomed. The length or bulk of hair will not be excessive or present a ragged unkempt or extreme appearance. In all cases, the bulk or length of hair shall not interfere with the normal wearing of department headgear.

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- b) Uniformed male officers must wear their hair neatly trimmed to the sides of their head and the back of their neck. Hair is to not extend beyond the bottom edge of the shirt collar.
 - c) Uniformed female officers will style their hair in a manner to prevent it from extending or hanging in front of their face. For safety reasons, female uniform officers' hair must be pulled back, if the length of the hair permits. If the style is pulled back, the hair is to not extend beyond the bottom edge of the shirt collar by three inches.
 - d) Wigs or hairpieces may be worn as long as they conform to established grooming standards.
3. Sideburns
- Sideburns shall be neatly trimmed and equal in width and length and shall not extend below the ear lobe. Sideburns shall not be flared.
4. Facial Hair
- a) All facial and neck areas of department members must be clean shaven at start of the shift unless a mustache and/or beard are worn.
 - b) Mustaches – Department members may wear mustaches at any time. Mustaches must be kept trimmed with no hair extending down over the upper lip or extending past either side of the mouth. “Handle bar” mustaches are prohibited. All other facial and neck areas of department members must be clean shaven at start of the shift.
 - c) Beards – Department members may wear beards, Vandyke goatees, or other facial hair arrangements that present a groomed appearance when maintained in a neat, clean manner during the last quarter (3 months) of the calendar year. All other facial and neck areas of department members must be clean shaven at start of the shift.
 - i. Beards are permitted for department members assigned to covert operations at any time.
 - ii. Beards are permitted for department members and for certified medical reasons.
 - iii. Beards shall not exceed 6mm or 1/4 inch in length.
 - d) Officer’s facial hair shall be trimmed or shaved so as not to interfere with the proper seal of the gas mask.
5. Cosmetics and Colognes
- Cosmetics, colognes, after shave lotion, perfume, light makeup, etc.... are permitted to be worn. Makeup, when worn, should give as natural an appearance as possible.

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6. Fingernails

Fingernails must be kept clean and trimmed and should not exceed ¼” beyond the fingertip of sworn department members.

7. Eyewear/Contact Lenses

- a) Eyeglasses and/or sunglasses should be conservative in color and size and must not detract from the professional appearance of the uniform. Eyewear restraints are only authorized when required for safety purposes. Eyewear restraints including but not limited to chains, bands, or ribbons will not be attached to the eyewear.
- b) Contact Lenses that have designs on them that change the natural appearance or color of the iris are not authorized to be worn unless the lenses are for certified medical reasons.

8. Jewelry

For sworn department members the wearing of visible jewelry will be limited to;

- a) Watch and/or fitness tracker.
- b) Rings - one (1) acceptable ring on each hand [a wedding set is considered one (1) ring]. Rings should not detract from the professional appearance of the uniform.
- c) Earrings - must be studded and no more than 2 earrings [meaning one (1) set/pair]. Earrings should not detract from the professional appearance of the uniform.
- d) Necklaces and/or chains - up to two (2) may be worn but are prohibited to exposed and/or interfere with the officer’s performance on duty.
- e) Bracelets - are allowed and should not interfere with the officer’s performance on duty.

NOTE: Any other jewelry not listed must be approved by the Chief of Police before it is to be worn. The Chief of Police or designee reserve the authority to direct a department member to cease wearing certain items of jewelry while on duty.

9. Tattoos

- a) Tattoos and body art are permitted to be visible.
- b) Tattoos and body art may be required to be kept covered if they are political, have a potential negative impact to IGH PD, or have potentially offensive words, terms, logos, pictures, cartoons, or slogans.
 - i. Tattoos and body art a supervisor deems inappropriate shall be covered unless approved by the Chief of Police.
- c) Visible tattoos and body art on the ears, head, face, neck, and hands (from the bend of the wrist to fingers) are prohibited.

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- i. Visible tattoos on the hands may receive an exception if approved by the Chief of Police before the being allowed to be visible. The only current exception regarding hand tattoos are tattooed wedding rings.

10. Body Piercing and Alteration

Body piercing or alteration to any area of the body that is visible in any authorized uniform or attire and 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 or breast augmentation.
- c) Abnormal shaping of the ears, eyes, nose or teeth
- d) Branding or scarification.