



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



430.02

PERSONAL APPEARANCE STANDARDS

09-23-2026

PURPOSE

The purpose of this order is to project uniformity and neutrality toward the public and other employees of the department and set standards for personal hygiene and appearance that display a professional image appropriate for the department and their assignment.

POLICY

It shall be the policy of the Sacramento Police Department to establish personal appearance standards for sworn and professional staff working in uniform.

PROCEDURE

A. DEFINITIONS

1. **BRANDING** – Intentional burning of the skin for the purpose of creating a design, form, figure, mark, or art.
2. **COSMETIC TATTOOS** – A cosmetic technique that employs tattoos as a means of producing designs that resemble makeup (e.g., eyeliner, eyebrow darkening, other permanent coloration of the skin of the face, lips, and eyelids). For the purposes of this policy, cosmetic tattoos shall not be considered tattoos as long as they do not violate this policy or any other department policy.
3. **INTENTIONAL DISFIGUREMENT** – The intentional disfigurement or mutilation of the body (e.g., split or forked tongues, foreign objects inserted under the skin, holes in the ear larger than those caused by typical piercing, etc.).
4. **MEDICAL TATTOOS** – A tattoo applied for medical purposes (e.g., warning that a patient suffers from a chronic disease, “marker” to aid in medical personnel in performing a medical procedure, etc.).
5. **SCARIFICATION** – Intentional cutting of the skin for the purpose of creating a design, form, figure, mark, or art.
6. **TATTOO** – Permanent mark, design, form, figure, or art made on the skin by injecting ink into the skin.

B. NON-UNIFORMED PROFESSIONAL STAFF

1. Professional staff not required to be in uniform or assigned to an operations role are exempt from this policy. Professional staff with an assigned Class A, B or C uniform as prescribed in the Uniform Manual RM 430.01 may be required to have a uniform ready at all times, for a transition to a uniformed role.
 - a. Professional staff who wear t-shirts, polo shirts, collared shirts, or sweatshirts with Sacramento Police Department logos shall not be considered to be in uniform.
 - b. Employees not directly in contact with the public may be permitted to dress in a more casual fashion or maintain a less conservative grooming standard than is normally required. In these positions, employees are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing, or athletic wear.

C. EXEMPTIONS AND ACCOMMODATIONS

1. On a case-by-case basis, the department shall consider and may approve exceptions and accommodations to this policy based on, but not limited to the following:
 - a. Department assignment.
 - b. Cultural.
 - c. Religious (e.g., head coverings, scarfs, shawls, clothing, etc.).



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



- d. Medical.
- e. Safety concerns.
- 2. Employees seeking an exception or accommodation shall submit a memorandum request via their chain of command to the chief of police (COP) and Equal Employment Opportunity Office of the City of Sacramento's Human Resources Division.
- 3. Employees seeking exception or accommodation, in accordance with Government Code § 12926, may be ineligible for certain assignments if the exception or accommodation presents a security or safety risk. The COP or designee shall be advised of any denied exception or accommodation.
 - a. Approved exempted items of dress shall be a color that closely resembles that of the employee's uniform.
 - b. Exemptions and accommodation should not:
 - (1) Interfere with the proper wearing or use of any required or safety equipment (e.g., ballistic helmet, gas mask, duty belt, etc.).
 - (2) Inhibit or obscure visual identification as an employee of the department.
 - (3) Pose undue hardship for the department.
 - c. When an employee with an approved exemption or accommodation is reassigned to perform different job duties, a new request shall be submitted and reviewed for approval prior to exercising exemption or accommodation.
- 4. Under the California Fair Employment and Housing Act, it is unlawful to engage in specified discriminatory employment practices, including hiring, promotion, and termination, based on certain protected characteristics, including race, unless based on a bona fide occupational qualification or applicable security regulations. This law provides the following definitions:
 - a. RACE – Inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles (Government Code § 12926[w]).
 - b. PROTECTIVE HAIRSTYLES – Includes, but is not limited to, such hairstyles as braids, locks, and twists (Government Code § 12926[x]).
- 5. Employees working in an approved undercover capacity are exempt from the provisions of this policy, except when working in a uniformed assignment.
 - a. Undercover capacity employees shall consider their safety or potential reassignment before exercising their exemption from this policy.

D. HAIR

- 1. Uniformed employees' hair and hairstyles shall adhere to the following:
 - a. Hair must be styled in such a manner that it does not interfere with any uniform headgear or any specialized equipment. Hair shall not interfere with officer safety and effectiveness.
 - b. Hairstyles shall not impair vision.
 - c. Dyeing or highlighting hair is permitted, but employees' hair color must be consistent with a naturally occurring color range and must be professional in appearance. Employees are prohibited from dyeing or shaving patterns, texts, or prints into their hair.
 - d. When a hat is worn, hair shall be neat in appearance.
 - e. Short hair – Hair length that extends no more than 1-inch from the scalp (excluding bangs) and shall not extend below the top edge of the uniform collar while assuming a normal stance.
 - f. Medium hair – Hair length that does not extend beyond the lower edge of the collar while assuming a normal stance and extends more than 1-inch from the scalp. Hair may fall naturally.
 - g. Long hair – Hair shall be worn up or in a tightly wrapped braid, bun, or short ponytail toward the back of the head. The overall length of the ponytail shall not exceed three inches below the bottom of



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



the uniform collar while assuming a normal stance. Braids, buns, and ponytails shall be tidy and neat in appearance.

- h. Bangs, if worn, shall not fall below the eyebrows.
- i. Decorative hair accessories shall not be worn in the hair. However, clips or pins worn to prevent vision obstruction may be worn if of similar color as the hair.

E. FACIAL HAIR

1. At the direction of the COP or designee, uniformed employees may be required to be clean shaven in the following:
 - a. Class A uniform for a funeral or special event.
 - b. Other needs of the department or assigned duties.
2. At the direction of the COP or designee, the following shall apply to all employee facial hair:
 - a. Be of the employee's natural hair color and not purposefully colored to contrast the employee's hair on their scalp.
 - b. Present a well-groomed appearance that is tidy, neatly trimmed, and without designs, letters, numbers, lines, artwork, braids, ornaments, or decorative accessories.
 - c. Specific units may be prohibited from wearing a beard or goatee based on the nature of their regular duties.
3. Employees scheduled to work a planned event that may involve the use of a gas mask, may be directed to remove their beard or goatee prior to the start of their shift.
4. The following styles of facial hair are prohibited:
 - a. Beards that are trimmed to a thin line along the jaw.
 - b. Beards shorter than 1/16-inch.
 - c. Beards with all areas shaved above the jawline leaving the beard only on the neck.
 - d. The sides of a mustache that extend below the lower lip and are reminiscent of the handlebars of a bicycle or motorcycle.
 - e. Single patches of hair below the lower lip and above the chin.
 - f. Single patches of hair above the upper lip and below the nose.
5. All employees with beards and goatees should possess a field shaving kit or have a plan to remove their beard or goatee in the event a gas mask is required.
6. Employees may be required to shave their beards and goatees to pass their annual gas mask fitting test, in accordance with the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.134(g)(1)(i)(A).
7. Employees with a medical condition that precludes shaving shall present a written statement, signed by a physician, verifying such condition to the Equal Employment Opportunity Office of the City of Sacramento's Human Resources Division.
8. Beards – Uniformed Employees may wear a beard that shall be:
 - a. Maintained between ¼-inch and 1-inch in length with no portion exceptionally longer than the rest.
 - b. Worn with a mustache and cover the complete jawline.
 - c. May cover below the jaw horizontally but end before the downward curve of the neck at a clean shave line.
 - d. The neck shall be clean shaven on and below the laryngeal prominence (Adam's apple).
 - e. Cheeks shall be shaved on and above the lower edge of the cheekbone.
9. Goatees – Uniformed Employees may wear a goatee that shall be:
 - a. Maintained between ¼-inch and 1-inch in length with no portion exceptionally longer than the rest.
 - b. Worn with a mustache with clean shaven cheeks, jawline, and neck.
 - c. Parallel with the width of the mustache to the jawline and not extend more than ½-inch beyond the corners of the mouth.



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



d. A “full goatee” that covers entirely below the lower lip.

10. Mustaches – Uniformed Employees may wear a mustache that shall be:

- a. Maintained within ½-inch beyond and ¼-inch below the corners of the mouth and not past the bottom edge of the upper lip.
- b. Extended to the corners of the mouth.
- c. Separated and not connected to sideburns.
- d. Not styled excessively bushy, rolled, or curled.

F. SIDEBURNS

1. Sideburns shall be of the uniformed employee’s natural hair color and not purposefully colored to contrast the employee’s hair on their scalp.
2. Present a well-groomed appearance that is tidy, neatly trimmed, and without designs, letters, numbers, lines, artwork, braids, ornaments, or decorative accessories.
3. Sideburns shall not extend below the bottom of the earlobe in a clean-shaven horizontal line and not exceed two inches in width.

G. TATTOOS OR BRANDING

1. Uniformed employees may display tattoos or brandings while on duty and in the workplace, except on the face, neck, or hands.
 - a. Single-finger ring tattoos may be displayed but shall be band-style around the finger and no greater than ¼-inch wide and not extend beyond where a ring would normally rest.
2. Employees shall not display tattoos or brandings that are offensive or inappropriate.
 - a. Offensive or inappropriate tattoos or brandings may include, but are not limited to, those that exhibit or advocate discrimination towards gender, race, religion, sexual orientation, ethnicity, or national origin; gang affiliation, supremacist, or extremist group affiliation; drug use; nudity, sexually explicit acts; or other obscene material or language.
3. Employees who display a tattoo or branding that is viewed as offensive or inappropriate by any employee shall conceal the tattoo or branding immediately and until a final review has been completed. See Section **M** below.
 - a. Tattoos or brandings that have been deemed offensive or inappropriate shall be concealed with a long-sleeved uniform or dark navy colored neoprene sleeve.

H. BODY PIERCINGS AND ALTERATIONS

1. Body piercings and alterations to any area of the body that are visible while wearing any authorized uniform that are deviations from normal anatomical features and not medically required, are prohibited.
2. Prohibited piercings and alterations include, but are not limited to:
 - a. Tongue splitting or piercings.
 - b. Facial piercings.
 - c. Complete or transdermal implantation of any material other than hair replacement.
 - d. Abnormal shaping of the ears, eyes, nose, or teeth.
 - e. Scarification and intentional disfigurement.
3. Nose piercings shall not be worn by sworn or professional staff employees working in uniformed operations.

I. MAKEUP

1. If worn, make-up shall be subdued.

J. UNIFORMED EMPLOYEES’ JEWELRY

1. The following items of visible jewelry may be worn while in uniform:
 - a. Bracelets or necklaces worn for medical notification purposes.
 - b. Up to two conservative rings, such as a wedding and engagement rings.
 - c. Jewelry worn around the neck shall not be visible above the shirt collar.



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



- d. One earring, per earlobe, with nothing hanging from the post that is plain metal, gold, or silver colored. The face of the post shall have a maximum diameter of 3/8-inch.

(1) Plugs or gauges that are used to enlarge piercing holes in the ear are prohibited.

K. FINGERNAILS

1. Fingernails shall:
 - a. Be trimmed not to extend more than 1/4-inch beyond the tips of the fingers and provide a professional appearance.
2. If worn, fingernail polish shall:
 - a. Consist of one solid color for all fingernails.
 - (1) Clear polish is not considered a color.
 - (2) While in Class A uniform, polish color shall be of a nude, red, or pink color only.
 - (3) French manicure style with white colored tips is authorized (including Class A uniform).
 - (4) Not include designs, letters, numbers, lines, artwork, ornaments, or decorative accessories.

Non-uniformed professional staff employees are exempt from the fingernail portion of this order, except where prohibited for safety.

L. SUPERVISOR AND MANAGER RESPONSIBILITIES

1. All supervisors and managers shall:
 - a. Exercise good judgment while holding employees accountable to this order.
 - b. Ensure that all employees comply with this order.
 - c. Take corrective action if an employee is not in compliance with this order.

M. REVIEW PROCESS

1. A tattoo or branding that is considered offensive or inappropriate by a manager, supervisor, or co-worker shall be brought to the attention of the employee's immediate supervisor.
2. Upon the determination of the immediate supervisor, the employee shall be directed to cover up the tattoo or branding in question until the appeal process is completed.
3. Should the employee contest the determination of the immediate supervisor, the employee shall submit a memo, including a photograph of the tattoo or branding in question, through their chain of command, to the Uniform Committee chair.
4. The Uniform Committee will review the tattoo or branding in question and shall determine if it is in compliance with this order.
5. If the Uniform Committee finds the tattoo or branding to be out of compliance with this policy, the employee may further appeal to the COP, or their designee, who shall have final authority as to determining the appropriateness of tattoos and brandings.