


Personal Appearance Standards

1023.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	November 6, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

1023.2 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the Mt. Lebanon Police Department.

Requirements for department uniforms and civilian attire are addressed in the Uniforms and Civilian Attire Policy.

1023.3 POLICY

Mt. Lebanon Police Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity and the social norms of the community served, while considering matters important to members of the Department.

1023.4 GROOMING

Unless otherwise stated and because deviations from these standards may present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Chief of Police has granted an exception.

1023.4.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

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1023.4.2 HAIR

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

When working a field assignment, hairstyles for department members may be worn in ponytails. Hair must be in a bun, single ponytail, single braids or two braids. Hair may also be in locs, twists and cornrows. The following rules will apply:

- Hair will be neatly and inconspicuously fastened or secured in either a bun, single ponytail, two braids or a single braid
- Multiple locs, braids, twists or cornrows may come together in one or two braids or a single ponytail.
- Braids and singular ponytails may be worn down the center of the back in all uniforms, but length will not extend past the bottom of the shoulder blades while assuming a normal stance. There is no minimum length for the wear of a ponytail or braid.
- The only exception on the length of the ponytail or braid is while conducting tactical or physical training. The length of the hair should not hinder an officer's performance or present a safety risk.

The bulk length will not interfere with normal wearing of police headgear required in the performance of duties; the uniform hat must be able to remain on member's head without the hair pushing the hat up.

1023.4.3 MUSTACHES

Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip and shall be short and neatly trimmed. Mustaches shall not protrude more than $\frac{3}{4}$ " length from the face.

1023.4.4 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat. Sideburns shall not protrude more than $\frac{3}{4}$ " length from the face.

1023.4.5 FACIAL HAIR

Officers are permitted to have beards as outlined in this subsection and as depicted in [this attachment \(click here\)](#) . If worn, beards shall have an adjoining mustache and shall not protrude more than $\frac{3}{4}$ " length from the face. The cheeks shall be clean shaven, and the beard shall not extend more than one inch below the jawline.

Goatees with an adjoining mustache, a.k.a circular beards, are authorized for non-uniformed personnel only. Goatees shall be neatly trimmed and conservative in appearance. The cheeks, jawline, and neck shall remain clean shaven.

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Officers who wish to grow beards shall be permitted a growth period to attain the proper grooming standards set forth. The growth periods are the only time that Officers are permitted to be outside of this regulation while growing a beard. There will be two growth periods throughout the year in the following months: March, October. Officers who wish to utilize the growth period shall have a clear intent on growing a beard. The growth period is not permitted to be used as an excuse to not be clean shaven.

Officers who elect to grow beards shall maintain a shaving kit in their locker if the department issued gas mask is required to be worn for a planned or spontaneous event. In these circumstances, Officers will be required to be clean shaven to ensure the proper fit of the gas mask.

The following styles of facial hair are not permitted:

- (a) Chin Strap Beards: Beards that are trimmed to a thin line along the jawline without a mustache.
- (b) Patchy Beards: Beards of uneven or patchy growth.
- (c) Stubble
- (d) Handlebar mustaches
- (e) Disconnected Goatees

Beards and Goatees are not permitted under the following circumstances:

- (a) Recruits and Probationary Police Officers while in Field Training.
- (b) Honor Guard personnel while in the performance of their duty.
- (c) Officers assigned to outside agencies or specialized assignments that require them to be clean shaven (CIRT, etc.) without the prior permission of the Unit commander.

Exemptions:

Any Officer that is required to shave under this subsection, or due to being required to shave to ensure proper fit of the department issues gas mask, shall be permitted a new growth period immediately and shall not be forced to wait until the next scheduled growth period.

Responsibilities:

The department's facial hair policy shall be strictly enforced. Police Supervisors and Corporals will address discrepancies and ensure corrective action is taken to comply with the standards set forth. All discrepancies are subject to the following disciplinary actions:

- (a) First Offense – Documented verbal warning
- (b) Second Offense – Counseling statement
- (c) Third Offense – Suspension of beard growth for a period of one year

Skin Conditions:

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An Officer may be excused from shaving under the recommendation of a doctor. The Officer will be required to submit medical reports documenting the recommendation.

1023.4.6 FINGERNAILS

Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

1023.5 APPEARANCE

1023.5.1 JEWELRY

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Earrings shall be small and worn only in or on the earlobe.
- (c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.
- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.
- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1023.5.2 TATTOOS

While on-duty or representing the Mt. Lebanon Police Department in any official capacity, members shall conceal all tattoos or other body art. Members have the option to wear the department-issued long-sleeved uniform shirt year-round or wear a tattoo cover up sleeve. Tattoos are not allowed to be visible below the wrist line at any time. Tattoos above the neckline and offensive tattoos are prohibited regardless if they are covered or not. Offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material, as determined by the Chief of Police.

1023.5.3 BODY PIERCING OR ALTERATION

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the Mt. Lebanon Police Department in any official capacity, that 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.

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- (b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
- (c) Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).
- (d) Branding, scarification or burning to create a design or pattern.

1023.5.4 DENTAL ORNAMENTATION

Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the Mt. Lebanon Police Department in any official capacity. Such ornamentation includes, but is not limited to:

- (a) Objects that are bonded to front teeth.
- (b) Gold, platinum or other veneers or caps used for decorative purposes.
- (c) Orthodontic appliances that are colored for decorative purposes.

1023.5.5 GLASSES AND CONTACT LENSES

Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the Mt. Lebanon Police Department in any official capacity.

1023.5.6 COSMETICS AND FRAGRANCES

Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion and other items used for body fragrance shall be kept to a minimum.

1023.5.7 UNDERGARMENTS

Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

1023.6 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief of Police should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

Attachments

Beard policy attachment.pdf

FACIAL HAIR ATTACHMENT

The following figures depict approved facial hair styles as described in the General Order.



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5

Figure 1: Clean Shaven

Figure 2: Mustache

Figure 3: Goatee

Figures 4 and 5: Beard