



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: DECEMBER 30, 2020	CHAPTER: 1 - Administrative	PAGE: 1 of 5	NUMBER: 1.04.01
SUBJECT: GROOMING STANDARDS			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To define grooming and personal appearance standards for members of the Division of Police.

POLICY: *It is the policy of the Cleveland Division of Police to ensure that all members present a neat, clean, and professional appearance while on-duty, off-duty engaged in secondary employment, or otherwise representing the City of Cleveland or the Division of Police.*

PROCEDURES:

I. Grooming Standards for *All* Members

A. Hair shall be neatly groomed, and its length and bulk shall not be excessive.

1. For uniformed members:

a. Excessive hair shall not prevent the eight-point cap from being placed squarely on the head with the center of the visor directly in line with the nose.

b. Excessive hair shall not interfere with the wearing of personal protection equipment (i.e., gas mask, helmet).

2. Wigs or other hair pieces shall present a natural appearance and conform to the same standards as natural hair.

3. Extreme or faddish hairstyles are prohibited, including but not limited to:

a. Styles that incorporate designs or sculptures using the hair and/or cut into the hair, and any style that presents an unprofessional or disheveled appearance.

b. Unnatural hair coloring (e.g., purple, green, etc.) is prohibited.

B. Fingernails shall be trimmed to present a professional appearance and shall not threaten safety or restrict job performance.

C. Scents/Odors.

1. Aftershaves, perfumes, colognes, or other artificial scents shall not be so excessive as to cause annoyance to others.

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2. Members shall maintain appropriate personal hygiene in a manner to prevent body odors from causing offense or annoyance to others.
- D. Unusual jewelry is prohibited, including but not limited to:
1. Multiple or garishly colored rings, watches, bracelets, pins, and/or large neck chains.
 2. Earrings, with the exception of one pair of simple stud design, not extending below the earlobe for female members, are prohibited.
- E. *With the exception of female members wearing one pair of earrings of simple stud design, members shall not display body piercings of any kind.*
- F. *Members shall not have tattoos or body art on the face and/or neck.*
- G. *Any visible tattoos or body markings that are deemed offensive, profane, unprofessional, inappropriate, or objectionable shall be covered, including but not limited to:*
1. *Those that indicate a criminal gang affiliation.*
 2. *Depictions of sexually explicit art, nudity, or violence.*
 3. *Words, art, or phrases that are considered vulgar.*
 4. *Symbols associated with hate groups (e.g., swastikas, pentagrams, SS thunderbolts, spider webs).*
 5. *Criminal or supremacist group names, initials, acronyms, or numbers that represent hate, criminal, or supremacist groups (e.g., KKK, 666, MS-13, 14, 88).*
- H. *Tattoos or body markings of any kind that in their totality cover more than one third of the area of exposed skin on an arm or leg shall be deemed excessive and shall be covered.*
- I. *Body modifications (i.e., outwardly visible branding, scarring, resection, subcutaneous implantation, extreme forms of “body art”) other than for medically necessary rehabilitative purposes or common cosmetic procedures are prohibited.*
- J. *Approved forms of cover and concealment for tattoos, body modifications, or body art that are prohibited or excessive include:*
1. *Long sleeve shirts.*
 2. *Elastic arm bands.*
 3. *Appropriately sized bandages.*
 4. *Makeup/concealer.*

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II. Grooming Standards Specific to Female Members

- A. Hair shall be kept in a short or medium style and shall not extend below the lower edge of the shirt collar.
 - 1. Longer hair may be brought into compliance by being worn up.
 - a. Pins, barrettes, bands, and clips are permissible to the extent that they are inconspicuously placed for the sole purpose of holding hair in place and are conservative in design and color.
 - b. Hair shall not interfere with the wearing of issued head gear or personal safety equipment.
 - 2. Bangs shall be neat and maintained above the eyebrows.
 - 3. Braids, twists, and dreadlocks are permitted if they are conservative and professional in appearance.
 - a. Hair shall not be sculpted to extend beyond the natural contours of the head.
 - b. Hair that has been styled into dreadlocks where the locks exceed one-half inch in diameter (the approximate width of a standard pen or pencil) is prohibited.
 - 4. Female members in civilian dress are exempt from hair length restrictions.
- B. Fingernails shall not exceed one-quarter inch beyond the fingertip.
 - 1. Nail polish colors *shall* be conservative; nail colors other than neutral tones (i.e., pink, tan) are prohibited.
 - 2. The nails shall be free of designs and unnatural adornments.
- C. Makeup shall be subtle and professional in appearance.
 - 1. Heavy or gaudy facial makeup is prohibited.
 - 2. Lipstick shall be subdued and neutral toned (i.e., pink, tan).

III. Grooming Standards Specific to Male Members

- A. Hair shall be evenly tapered on the sides and back.
 - 1. The hair outline shall follow the contour of the ear, and shall not fall over the ears nor touch the collar except for the closely cut hair on the back of the neck.

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2. Hair that has been styled into dreadlocks where the locks exceed one-half inch in diameter (the approximate width of a standard pen or pencil) is prohibited as well as any gathering of hair in a tie, clip, twist, ponytail, or braid.
- B. The face shall be clean shaven.
- C. Mustaches.
1. Shall be neatly trimmed and shall not extend below the upper lip.
 2. Shall not be styled or pointed away from the contour of the face.
- D. Sideburns.
1. Shall be neatly trimmed, and their bulk shall not be excessive nor extend below the ear lobe.
 2. The base of the sideburns shall be a clean horizontal line.
- E. *Beards are prohibited except for covert operations, as approved by the Chief of Police, or medical reasons, as approved by the Department of Human Resources.*
1. *For covert operations, the Officer-in-Charge of the unit involved shall request approval for the member through the chain of command to the Chief's Office.*
 - a. Requests shall explain how wearing a beard will aid the operation.
 - b. Requests shall specify the period of time involved and shall expire after one year.
 2. *A uniformed member who reports a diagnosis of a skin disorder and requests to wear a beard, shall submit a completed ADA (Americans with Disabilities Act) packet to the Department of Human Resources.*
 - a. *Upon approval for a medically approved beard, members shall clip the beard as close as medically permissible, generally one-eighth inch in length.*
 - b. *Special designs, custom trims, goatees, or other beard styles cut into or using facial hair are prohibited.*
 3. *Beards are prohibited when wearing the Class A uniform.*
- F. Fingernails shall not extend beyond the fingertip.
- G. *Earrings or ear adornments shall not be worn.*
- H. *Makeup shall not be worn unless the member can show cause that it is necessary for:*

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1. *A duty-related function as approved by the member's commanding officer.*
2. *Is being used as a concealer as described in section I. M. above.*
3. *A medically valid reasons (e.g., severe acne, injury, scarring, etc.).*

IV. Exemptions

- A. *Members whose primary duties are undercover in nature may be exempted from the requirements of this order with the prior approval of the Chief.*
- B. *With the exception of the beard rule, commanders may allow a temporary (i.e., single incident and unable to obtain prior approval of the Chief) exemption from grooming standards for law enforcement purposes; commanders shall forward a written report of the exemption to the appropriate Deputy Chief.*
- C. *The Chief of Police or designee is the final authority as to the appropriateness of any grooming related issue not specifically addressed in this order.*

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.