



# Ripon Police Department

## Written Directive



Department Order: # 1044-02

Effective Date: November 13, 2019

Index as: Personal Appearance Standards – Facial Hair

Internal Review: 12-31-2019

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## **I. POLICY AND PURPOSE**

The purpose of this directive is to provide guidelines to staff members authorized to wear goatees and/or beards.

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal appearance to project a professional image appropriate for this department and for their assignment.

## **II. DEFINITIONS**

### **A. Facial Hair**

Goatees and beards that are maintained at length and pattern so as to not detract from the professional image maintained by employees of the Ripon Police Department.

## **III. PROCEDURE**

Sworn and non-sworn personnel are permitted to wear goatees and/or beards that are maintained at length and pattern so as to not detract from the professional image maintained by employees of the Ripon Police Department. The facial hair must be of a natural color and no exotic patterns are allowed.

Facial hair should be neat, trimmed, and maintained at length **not to exceed one-half inch**. Facial hair must be trimmed above the cheeks, below the neck, and shall not be permitted to cover the neck area. All areas around the goatee or beard will be shaved daily while on-duty.

Unless approved by the Chief of Police or his/her designee, events or assignments where personnel are required to wear a Class A uniform will require the department member to be clean shaven.

Members assigned to the Ripon Police Honor Guard shall be required to be clean shaven for events where they represent the Ripon Police Department in that capacity. When not representing the Ripon Police Department as a member of the Honor Guard, they are allowed to maintain facial hair as otherwise indicated in this policy.

The Chief of Police or his/her designee maintains authority to require personnel to be clean shaven for a department function as he/she deems necessary.

Nothing in this policy will exclude a person from wearing a mustache as outlined by policy section 1044.2.2

#### **IV. ACCOUNTABILITY**

Every employee who receives a written directive, *new or revised*, will acknowledge electronically that he or she has received, reviewed, and understands the directive. Any member discovered to be in violation of this directive will be subject to disciplinary action up to and including termination.

#### **V. PROPONENT**

Administration Unit.

#### **VI. CANCELLATION**

This directive will be in effect until 12-31-2019. Cancellation of an issued directive will be made by the Chief of Police.

By the order of:

Lieutenant Danny Sauer

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Signature of Agency Authority/Title