

Personal Appearance Standards

1017.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other employees of the California Department of State Hospitals (DSH), employees shall maintain their personal hygiene and appearance to project a professional image appropriate for DSH and for their assignment.

1017.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate.

1017.2.1 HAIR

Hairstyles of all employees shall be neat in appearance. For male sworn employees, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female sworn employees, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

1017.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1017.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1017.2.4 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn.

1017.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1017.2.6 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual. Consistent with Policy Directive 8301, OPS employees must comport with this AL and detailed Hospital policy.

Earrings shall not be worn by uniformed sworn employees, detectives or special assignment personnel. Only one ring may be worn on each hand of the employee while on-duty.

Personal Appearance Standards

1017.3 TATTOOS

While on-duty or representing OPS in any official capacity, every reasonable effort should be made to conceal tattoos or other body art. At no time while on-duty or representing OPS in any official capacity, shall any offensive tattoo or body art be visible. Examples of offensive tattoos would include, but not be limited to, those which depict racial, sexual, discriminatory, gang related, or obscene language.

1017.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which 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.
- (c) Abnormal shaping of the ears, eyes, nose or teeth
- (d) Branding or scarification.

1017.5 EXEMPTIONS

An employee who requests an accommodation regarding the grooming standards, due to a medical condition, disability, or religious practice, may request a Reasonable Accommodation by contacting their hospital Equal Employment Opportunity Office or the Office of Human Rights in Sacramento.