

**Procedure  
10.3**

**EFFECTIVE  
DATE  
2-5-01**

**Eugene  
Police Department**



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## **Personal Appearance**

### **10.3.1 PURPOSE AND SCOPE**

PART I - Responsibilities and Procedures for All Personnel

- A. Generally
- B. Appearance in court, other legal proceedings, and public appearances

PART II - Responsibilities and Procedures for Sworn Officers, Uniformed Non-Sworn Personnel, and Non-Sworn Office Personnel

- A. Non-uniformed assignment
- B. Uniformed assignment

PART III - Responsibilities and Procedures for Other Personnel

- A. Generally

PART IV - Responsibilities and Procedures for Supervisors and Command Personnel

- A. Supervisors

### **10.3.2 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL**

A. Generally

1. You must maintain a well-groomed appearance, and must be attired in a manner appropriate for your assignment. Your clothing must be neat, clean, and in good repair. If your job includes meeting the public, your standard of dress may be more formal than for those who do not do so. (For purposes of this policy, the term "non-sworn office personnel" refers to a person who has significant in-person contact with persons outside the department as part of his or her job.)
2. Your hair must be neat and clean, presenting a well-groomed, professional appearance.
3. If you are attending training, wear clothing appropriate to the assignment.
4. If you are required to respond to work immediately from an off-duty status, your attire must conform to standards set forth by your division manager.

5. Supervisors of volunteers will determine on a case-by-case basis which standards apply, depending on the volunteer's assignment and degree of public contact.

B. Appearance in court, other legal proceedings, and public appearances

1. You may wear your uniform or civilian clothing. Your uniform may not include short pants or BDUs, and you must wear a tie if a long-sleeved shirt is worn. Civilian clothing must be consistent with standard business attire (i.e., men must wear a suit or sport coat and slacks [with tie]; women must wear a dress, skirt and blouse, pants suit, or blazer meeting that standard.)
2. For an appearance before the grand jury or at a DMV hearing, you may wear more casual clothing, provided that it presents a professional appearance. Your clothing must:
  - a. include shoes, long pants (other than jeans), and a shirt with collar; and
  - b. be clean and in good repair.
3. If you are appearing before the grand jury or a DMV hearing during your duty day, you may wear the clothing/uniform which you are wearing for that tour of duty.
4. If you are making a presentation to a group, your clothing (uniform or civilian clothes) must at least meet the normal standard of dress for that group (e.g., suit and tie at a business meeting.)

**10.3.3 RESPONSIBILITIES AND PROCEDURES FOR SWORN OFFICERS, UNIFORMED NON-SWORN PERSONNEL AND NON-SWORN OFFICE PERSONNEL**

A. Non-uniformed assignment

1. Clothing
  - a. You may wear:
    - Dress or casual shoes, or dress boots (which must be clean and polished)
    - Slacks, skirt, or dress
    - Dress shirt or blouse, collared polo shirt, or sweater
    - suit, pants suit, sport coat or blazer
    - tie (with suit or sport coat)
  - b. Unless approved by your division manager, you may not wear:
    - work boots
    - athletic shoes
    - jeans

- work or sport pants (including sweat pants, workout clothing, Capri pants, leggings)
    - halter tops, tank tops, or T-shirts
  - c. If you receive a clothing allowance, all clothing that you buy with it must meet these criteria.
  - d. If your weapon is exposed, your badge must be visible in close proximity to your weapon. You must have clothing readily available that will allow you to conceal your weapon.
  - e. On days where unusually severe weather conditions exist, dress appropriately to ensure protection from the weather.
  - f. If you could be assigned to wear a uniform, you must have a complete, clean, neat uniform and your utility uniform available at your normal work site.
2. Hair
- a. Your hair will be clean, neat, and well-groomed.
  - b. Your sideburns may extend to the bottom of the ear lobe and must end in a horizontal shaved line.
  - c. If you choose to have one, your mustache must be neatly trimmed and may not extend over the top of the upper lip or more than ¼ inch below the corners of the lips. You may neither curl nor wax the ends.
  - d. Personnel working a non-uniformed assignment may wear a beard that is neatly trimmed, not over ½ inch long, and not ragged or unkempt. If you wear a beard, you will not be eligible for uniformed overtime assignments. You must grow the first two weeks of a beard on your own time.

B. Uniformed assignment

If you work in uniform you must comply with these requirements in addition to those enumerated above which are applicable and which do not conflict:

1. Your uniform must be complete, clean, and neat. You must also follow all the provisions of other policies related to uniforms and equipment (e.g., *Procedure - 10.4 Uniforms; and Procedure - 12.1 Equipment.*)
2. Hair
  - a. Hair may not interfere with the uniform cap, helmet, or gas mask.

- b. You may not wear ponytails, hanging braids, or similar styles. Your hair must fall below your eyebrows. Women who use hair clips or combs to hold their hair up must make certain these items are unobtrusive.
  - c. Women's hair length may extend to 2½ inches below the bottom of the uniform shirt collar, and men's just to the bottom of the collar.
  - d. Your neck must be cleanly shaven.
  - e. You may not wear a beard.
3. Jewelry
- a. You may wear one ring on each hand.
  - b. Women may wear one earring per ear. Earrings must be less than ½ inch in diameter.
  - c. You may wear a wrist watch and/or a medic alert bracelet. You may not wear any other bracelets.
  - d. If you choose to wear a necklace, it must be concealed, and must not constitute a safety hazard to you.
  - e. Except for tie tacks, tie clasps, or cuff links, you may not wear other visible jewelry on your person.
  - f. You may not wear any jewelry which presents a safety hazard.

#### **10.3.4 RESPONSIBILITIES AND PROCEDURES FOR OTHER PERSONNEL**

##### A. Generally

- 1. You may have a beard or goatee, but it must be neat and trimmed.
- 2. The following are considered to be inappropriate work attire:
  - shorts (although longer-length dress shorts and “skorts” are permitted);
  - tank tops or halter tops;
  - any clothing which shows signs of excessive wear (e.g., fading, holes, fraying); and
  - any clothing which displays obscene words, gestures, or pictures.

### **10.3.5 RESPONSIBILITIES AND PROCEDURES FOR OTHER SUPERVISORS AND COMMAND PERSONNEL**

#### A. Supervisors

1. You have the authority and responsibility to enforce this policy.
2. You may make an exception to any part of this policy for operational reasons (including accommodation of personnel on limited duty assignments), but only for as long as necessary.
3. Division managers may authorize other exceptions for particular assignments.