

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: DUTY MANUAL REVISIONS:
HAIR, MAKEUP, FINGERNAILS,
AND JEWELRY**

DATE: May 27, 2021

APPROVED

Memo# 2021-018

BACKGROUND

In July 2019, Governor Newsom signed into law Senate Bill 188, also known as the CROWN Act (Create a Respectful and Open Workplace for Natural Hair). SB 188, which went into effect January 1, 2020, seeks to protect employees and students from discrimination based on natural hair and hairstyles associated with race. With the signing of SB 188, California became the first state to ban discrimination based on one's natural hair.

The following changes to the Duty Manual reflect contemporary standards, the Department's needs, and best practices. In addition, the separation of male standards and female standards is removed to apply one standard to all Department members.

ANALYSIS

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike through~~ form.

C 1417 ~~HEAD AND FACIAL HAIR, MAKEUP, FINGERNAILS, AND JEWELRY OF MALE DEPARTMENT MEMBERS:~~

Revised 05-27-21

~~In order to maintain public respect, h~~*Head and facial hair of male d*~~Department~~ members will be ~~neat~~ *clean* and well-groomed, consistent with contemporary community standards. The spirit and purpose of this section is to prevent personal grooming from constituting an interference or distraction and to permit the evaluation of performance of duty on its own merit, independent of appearances.

- **Head Hair:** *Head hair will not extend beyond the bottom of the uniform shirt collar while in a standing position. Hair longer than the collar will be worn up in a neat fashion and securely fastened. Hair worn in front of the ears shall not extend below the bottom of the ear. Hair styles shall be no longer than three inches from any part of the head. Unacceptable hair styles include, but are not*

limited to, designs or images sculpted into the hair, mohawks, or tufts of hair on a shaved head. In all cases, ~~Head and facial~~ hair may be permitted to grow naturally, but will be groomed close to the skin clean and neatly trimmed so as not to present a ragged, bushy, unkempt, extreme, or eccentric appearance.

Note: California Government Code section 12926 provides additional information on authorized hair styles.

- **Color:** Hair may be dyed or highlighted to any natural hair color (e.g. black, brown, blonde, auburn, etc.), without any obvious blocks, patterns, or spots of color.
- **Hair pieces or Wigs:** Hair pieces or wigs, if worn while in uniform, shall be of good quality, fit well, present a natural appearance, not present a safety hazard, and will conform to all grooming standards as set forth in these regulations.
- **Hair Ornamentation:** Hair ornamentation (e.g. beads, fabric, pins, sticks, combs, jewelry, etc.) is not authorized while in uniform.
- **Hair Control Devices:** Hair control devices, such as rubber bands, elastic bands, berets, clips, and headbands may be used to secure head hair. Items used to hold or secure hair will be similar in color to the individual's hair color and/or the duty uniform. Hair control devices shall not be so conspicuous as to detract from the employee's uniform appearance.
- **Goatees and Beards:** Goatees and beards are not authorized. The face will be clean shaven except that mustaches and sideburns will be permitted if neatly trimmed and well-groomed. Sideburns may have a natural flare, but will not be extreme in width or extend below the ear lobe.
- **In no event shall the length or style of head or facial hair interfere with the prompt and proper placement of Department head gear or equipment (e.g. helmet and gas mask). In no event shall the length or style of head hair obstruct the Department member's vision.**
- **Makeup:** The use of facial makeup shall be professional in appearance.
- **Fingernails:** Fingernails shall be neat, clean, and shall not display decals or ornamentation. Fingernails shall not extend more than one-fourth inch beyond the tip of the finger. Fingernail polish may be clear or neutral in color (e.g. matching the natural nail bed). White nail tips are allowed. Fingernails shall not be sharpened to a point. They shall not interfere with the performance of duties, such as the manipulation of safety equipment or a firearm.
- **Jewelry:** No jewelry will be visible around the neck. Small silver or gold colored "stud-type" earrings may be worn where the ear lobe is pierced. No dangling, hoop, or clip-on earrings will be allowed.

- Supervising ~~d~~Department members may require ~~d~~Department members to be photographed for documentation in enforcing the provisions of this section.

The Chief of Police or ~~his/her~~ their designee may exempt Department members from these regulations when:

- Appropriate for a law enforcement purpose.
- Requested for ~~religious~~ reasonable accommodation based on a protected category/status (as listed in City Policy Manual section 1.1.1) or medical need, if such exemption may be reasonably accommodated within the course and scope of the member's job duties. The Chief of Police or ~~his/her~~ their designee shall take into account any potential health, safety and/or operational concerns that the exemption may present to the member, the Department, and/or the public. The Chief of Police or ~~his/her~~ their designee shall make the final determination regarding all requests for exemptions from these regulations on a case-by-case basis.

C 1417.5 APPROPRIATE ATTIRE FOR IDENTIFICATION CARD PHOTOGRAPHS:

Revised 05-27-21

When required to obtain a Department issued identification card, ~~d~~Department members will dress in appropriate business attire or wear their class "A" uniform. ~~Appropriate business attire is a shirt and tie for males and business professional attire for females.~~ In the event that a ~~d~~Department member arrives at the Permits Unit for an identification card photograph without appropriate attire, a uniform shirt and tie may be provided for the photograph, if available. If no uniform shirt and tie are available, the ~~d~~Department member will be directed to return for the photograph when appropriately attired.

C 1418 HEAD HAIR, MAKEUP AND JEWELRY OF SWORN FEMALE DEPARTMENT MEMBERS:

Deleted 05-27-21

ORDER

Effective immediately, all Department personnel shall adhere to the above Duty Manual sections.



Anthony Mata
Chief of Police