

Attachment E

PERSONAL APPEARANCE STANDARDS FOR ALL UNIFORMED & NON-UNIFORMED FACILITY PROTECTION OFFICERS:

Hair styles - There are many hair styles that are acceptable for uniformed Facility Protection Officers (FPO). All FPO' hair will be of a natural color, i.e., black, brown, blonde, grey and not such that would diminish the professional uniform appearance and is kept in a neat manner. Unnatural colors or glitter are prohibited. The acceptability of the style will be judged by the following standards:

a. Male FPO - Hair will be neatly groomed. Hair will present a tapered appearance and, when combed, will not fall over the ears or eyebrows or touch the collar, except for closely cut hair at the back of the neck. The bulk and length of hair shall not interfere with the normal wearing of the headgear. When wearing headgear, the hair on the sides will be styled close to the head in a manner so as not to protrude.

b. Female FPO - The hair will be neatly groomed and will be worn in a manner so that it does not extend beyond the bottom of the uniform collar. Female FPO's issued headgear shall ensure that the length or bulk of the hair does not interfere with the proper wearing of the headgear. When wearing headgear, the hair on the sides will be styled close to the head in a manner so as not to protrude. Hair ornaments (such as combs, barrettes, etc.) utilized to hold the hair in place shall conform with the uniform and not distract from the uniform.

c. Wigs and hairpieces are permitted only if they conform to the standards set forth in this regulation.

Beards, Goatees, and Mustaches:

a. Beards and goatees are not allowed for Commissioned Facility Protection Officers.

b. The face must be clean shaven while on duty, with the exception of authorized mustaches and sideburns.

c. Mustaches may be worn subject to the following guidelines: (1) Mustaches, if worn, will be short and neatly trimmed; (2) No portion of the mustache will extend lower than the top lip line of the upper lip; (3) Mustaches will not be beyond a horizontal line extending across the corners of the mouth; and (4) Mustaches that are curled on the end (handlebar) are not permitted.

d. Sideburns are subject to the following guidelines: (1) Sideburns will be neatly trimmed and the base will be a clean shaven horizontal line; and (2) Sideburns will not extend downward beyond the middle of the ear canal and will be of an even width (not flared).

Jewelry:

- a. FPO's may wear watches;
- b. Rings may be worn provided they are only displayed on one (1) finger of each hand and no more than two (2) rings per finger;
- c. Necklaces may be worn provided that they are not visible;
- d. Bracelets shall not be worn, with the exception of standard medical alert bracelets; and
- e. Visible body piercing jewelry is prohibited while on duty except for earrings as set forth herein.

Earrings:

- a. Male FPO's shall not wear earrings while in uniform; and
- b. Female FPO's may wear only one (1) earring per ear on the lower lobe of the ear. Earrings worn by females shall be no larger than one quarter inch (1/4") in diameter, spherical in shape, and silver, gold or pearl in color.

Cosmetics worn by FPO's must be conservative both in appearance and application so as to project a professional appearance and not cause a distraction to the public or co-workers. False eyelashes are prohibited. Some employees, guests, and tenants are allergic to the chemicals in perfumes and makeup. Members shall wear these substances with restraint.

Fingernails:

- a. Fingernails shall be clean and neatly trimmed; the length of fingernails shall be such that they do not interfere with the performance of duties;
- b. Fingernail polish, if worn, shall be a French manicure in neutral colors, clear polish or neutral colors that do not distract from the wearing of the uniform. Fingernail polish shall not be worn by male uniformed FPO's while on duty; and
- c. Ornaments or stick-ons are prohibited on the fingernails. Only one (1) color of polish may be worn except when wearing the French manicure.

Tattoos or brands shall not be visible while on duty.