

	KANSAS CITY, MO. POLICE DEPARTMENT PERSONNEL POLICY	DATE OF ISSUE 06/12/2024	EFFECTIVE DATE 06/12/2024	NO. 219-2
SUBJECT Policy Series 200: Employee Guidelines 219 – Personal Appearance Standards				AMENDS
REFERENCE		RESCINDS		

I. INTRODUCTION

This directive provides guidelines for all members of the Department in maintaining personal hygiene and appearance in order to project a professional image, uniformity, and neutrality toward the public and other members of this Department.

II. POLICY

A. Grooming Standards

1. Deviations from the appearance standards provided within this directive could present officer safety issues.
2. Unless otherwise stated, the following appearance standards will apply to all members, except for those whose current assignment would deem them not appropriate.
3. Hair
 - a. regardless of gender, hairstyles of all sworn members will be neat and professional in appearance.
 - (1) Hairstyles must be safe and not interfere with equipment or create officer safety concerns.
 - (2) Hair must also be that of a natural color.
 - b. Sworn members identifying as male:
 - (1) Hair must not extend below the top edge of the uniform collar while assuming a normal stance.
 - (2) No alternative hairstyles are permitted; i.e., “ponytail,” “bun,” “skullet,” “mohawk,” etc.
 - c. Sworn members identifying as female:
 - (1) Hair must not be longer than the horizontal level of the bottom of the uniform shoulder while assuming a normal stance.

- (2) Hair must be worn up or in a tightly wrapped braid, bun, or ponytail.
 - (3) While in uniform, only navy blue or black accessories, minimalist in nature, (elastic hair ties, bobby pins, etc.) will be worn.
- d. The Chief of Police remains the ultimate authority in determining the professional appearance of a sworn member's hairstyle.

4. Facial Hair

- a. Any of the listed styles may be lined only to the extent necessary to present a neat, symmetrical appearance.
- b. Sworn members will be permitted to maintain a beard, provided the facial hair is neatly trimmed and not more than ¼ inch in length.
- c. The approved facial hair styles for male classified members is as follows:



Figure #1



Figure #2



Figure #3



Figure #4

- (1) Figure #1 – Clean shaven
 - (2) Figure #2 – Mustache
 - (3) Figure #3 & #4 – ¼ inch beard with adjoining mustache
- d. Mustaches
- (1) A short and neatly trimmed mustache may be worn.
 - (2) Mustaches will not extend below the corners of the mouth or beyond the natural hairline of the upper lip.
- e. Sideburns will not extend below the bottom of the earlobes and will be trimmed and neat.

- f. The following styles of facial hair are **NOT** permitted:
- (1) Chin strap beards – trimmed to a thin line along the jaw.
 - (2) Neck beards – all areas shaved above the jawline leaving the beard only on the neck.
 - (3) Goatee – facial hair only grown on the chin area.
 - (4) Facial hair sculpted or otherwise trimmed to show a design.
 - (5) A portion of the beard to be exceptionally longer than the rest.
 - (6) Designed shaved into the facial hair; and/or braids, a bow, or other objects allowed in the facial hair.
 - (7) Facial hair intentionally colored to contrast the hair on the scalp.
- g. Respirators will not be worn when facial hair comes between the sealing surface of the face piece and the face, or interferes with the valve function.
- (1) Department members electing to maintain a beard will shave the portion of their face that comes into contact with the respirator seal when mobilized or any time the use of the respirator is likely.
 - (2) A commander will give a shave order when the member is reasonably likely to enter a situation where use of a protective respirator may be required and where inability to safely use the respirator could endanger the member and others.
- h. All sworn members choosing to have facial hair must keep a functional blade shaving razor at their assigned workplace.
- (1) When a clean shave order is given, sworn members must have their razor readily accessible and promptly shave their facial hair clean.
 - (2) Commanders will exercise the authority only when there is an actual likelihood of exposure to a chemical agent(s).

- i. While on-duty, any member choosing to allow their facial hair to exceed ¼ inch will be subject to disciplinary action. Members in undercover assignments may deviate upon approval of the appropriate bureau commander.

5. Fingernails

- a. Sworn members acting in a law enforcement capacity must not have fingernails excessive to a length that might interfere with the safe operation of equipment or constitute a safety hazard; i.e., firing the handgun/shotgun, handcuffing, becoming involved in physical altercations, etc.
- b. Sworn members identifying as females are permitted to wear fingernail polish; however, the polish must be of neutral or simple color, of which does not draw attention by a member of the public.
- c. Sworn members identifying as male are prohibited from wearing colored fingernail polish.

6. Jewelry

- a. The term “jewelry” for sworn members acting in a law enforcement capacity refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars.
- b. Jewelry will present a professional image and may not create a safety concern for Department members or others.
- c. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.
- d. Necklaces will not be visible above the shirt collar; e.g., choker necklace.
- e. One ring or ring set may be worn on each hand of the Department member. No ring(s) should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.
- f. One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- g. Wristwatches will be conservative and present a professional image.
- h. Tie tacks or tie bars will be conservative and present a professional image.

7. Tattoos

- a. Tattoos will not be visible if they are profane, offensive or suggestive.
- b. Visible tattoos above the uniform collar and on the face are prohibited. Sworn members with pre-existing visible tattoos above the uniform collar but not on the face will be allowed.
- c. After the effective date of this policy, newly hired members and current members are prohibited from obtaining additional visible tattoos above the uniform collar or on the face.
- d. The Human Resources Division (HRD) will assess whether or not candidates for employment with visible tattoos above the uniform collar are eligible to proceed in the process. This determination will be made impartially and without any discriminatory basis.

8. Body Piercing or Alteration

a. Prohibitions

- (1) Body piercing or alteration to any area of the body that is visible in any authorized uniform/attire, or visible outside of clothing, and is a deviation from normal anatomical features and that is not medically required is prohibited.
- (2) Such body alteration includes, but is not limited to the following:
 - (a) Tongue splitting or piercing.
 - (b) Complete or transdermal implantation of any material other than hair replacement or breast augmentation.
 - (c) Abnormal shaping of the ears, eyes, nose, or teeth including intentional mutilation.
 - (d) Decorative tooth plating/engraving will only be permitted if medically necessary.

b. The following guidelines should be taken into consideration as it pertains to this directive:

- (1) Sworn members identifying as female may wear no more than 2 small stud earrings, no more than ¼ inch in diameter per stud, per earlobe, with any uniform, while on-duty or at secondary employment.

- (2) Sworn members identifying as male are prohibited from wearing earrings of any type with any uniform, while on-duty or at secondary employment.

B. Exceptions

1. Member's appearance standards, while in a covert assignment, will be determined by the appropriate bureau commander.
2. Members requesting exceptions to this directive will contact Human Resources Division (HRD).
3. Requests for accommodations (religious, national origin, ancestry, medical, etc.) will be addressed on a "case by case" basis by the Chief of Police or designee.
4. In the event a supervisor or commander identifies a member out of policy based on standards impacted by gender identity, religious affiliation, national origin, ancestry, or medical exemption, the supervisor or commander will contact HRD about the possible violation.
 - a. HRD will be responsible for contacting the member in potential violation to ascertain whether or not said member is out of policy.
 - b. If the member is in fact out of policy, HRD will then contact the chain of command to initiate the appropriate corrective action.



Stacey Graves
Chief of Police

Adopted by the Board of Police Commissioners this 28th day of May, 2024.



Dawn M. Cramer
Board President

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