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Grooming Standards (Amends DGO 11.08, Re-issue DB 15-163)

Members of the San Francisco Police Department are among the most highly visible representatives of the City and County of San Francisco. As such, the professional appearance of the Department's members is extremely important.

The purpose of this bulletin is to provide sworn members with a general guideline for professional grooming standards. It is not all inclusive for every situation. Generally, many hairstyles are acceptable as long as they are neat and moderate. It is the responsibility of supervisors at all levels to exercise good judgment when enforcing grooming standards.

Male sworn members:

- Shall maintain a hair style that is neat, clean, trimmed and presents a groomed appearance.
- Are prohibited from using colors that detract from a professional appearance. If members use dyes, tints, or bleaches, they must choose a natural hair color.
- Are prohibited from hairstyles that prevent the proper and snug wearing of authorized headgear or that pose a health or safety hazard.
- Shall not have a hairstyle, in its natural style, that touches the collar, except for the closely cut hair at the back of the neck.
- Sideburns shall be neatly trimmed and not extend below the bottom of the ear lobe or exceed one inch in width.
- May have mustaches, but they shall not extend more than one quarter inch beyond the corner of the mouth.
- Shall be clean shaven and are not permitted to have beards, goatees or facial hair other than a mustache within standards.
- Shall not wear jewelry or personal ornaments that are visible except a wristwatch, 2 rings that are consistent with officer safety, and a conservative tie bar.
- Shall keep fingernails clean and neatly trimmed so as not to extend beyond the fingertip.

Female sworn members:

- Shall maintain a hairstyle that is neat, clean, trimmed and presents a groomed appearance.
- Are prohibited from using colors that detract from a professional appearance. If members use dyes, tints, or bleaches, they must choose a natural hair color.
- Are prohibited from hairstyles that prevent the proper and snug wearing of authorized headgear or that pose a health or safety hazard.
- Shall not have a hair style that extends below the bottom of the collar.
- Shall not wear decoration in the hair. Hair clips or pins that match the color of hair are authorized.
- Shall not wear jewelry or personal ornaments that are visible except a wristwatch, 2 rings that are consistent with officer safety, a conservative tie bar, and earrings as outlined below.

- May wear one ear post in each ear. Ear posts must lie flush with the ear, be plain metal color and the face shall not have a diameter of more than three-eighths inch. Additionally, nothing shall hang from the post.
- Fingernails shall not exceed one-quarter inch as measured from the tip of the finger. Females shall maintain nails that are professional in appearance, do not present a safety concern or interfere with the performance of their duties. Females may wear clear acrylic nails, provided they have a natural appearance and conform to these standards. Natural colored nail polish is allowed.

Grooming standards apply to uniformed members and to plainclothes members temporarily assigned to a uniformed assignment. Sworn members assigned to SFPD plainclothes units or multi-agency task forces that allow facial hair or grooming outside these guidelines shall conform to SFPD grooming standards when performing any duties that require wearing the SFPD uniform (EWW, PLES assignments, crowd control squads, etc.).

Sworn members in violation of the Department's grooming standards may be relieved from their assignment until grooming standards are met. Supervisors shall ensure that sworn members conform to the Department's grooming standards and shall take corrective action if a member is not in compliance. Supervisors who fail to take action may be considered in neglect of duty.

Sworn members must be able to perform the essential functions of their position with or without accommodation. Members can contact the Department's Americans with Disabilities Act Coordinator, Penny Si, at (415) 837-7221 with questions related to the reasonable accommodation process.

Sworn members should review DGO 11.08 and DGO 10.02 for the Department's entire policy on Grooming Standards and Jewelry and Ornaments.


WILLIAM SCOTT
Chief of Police

Per DB 17-080, both sworn members and non-sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.