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## Personal Appearance Standards

### 1023.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the Maryland Natural Resources Police.

Requirements for agency uniforms and civilian attire are addressed in the Uniforms and Civilian Attire Policy.

### 1023.2 POLICY

Maryland Natural Resources Police members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this agency and for their assignments while reflecting modern norms and styles that allow us to be part of our community. Agency personal appearance standards are primarily based on appearance conformity.

### 1023.3 DEFINITIONS

Prohibited tattoo - Prohibited tattoos/body modifications include, but are not limited to:

- Depictions of nudity or violence;
- Sexually explicit, drug related, or vulgar art, works or phrases;
- Profane language;
- Symbols likely to incite a strong reaction in the workplace (e.g., swastikas);
- Initials, acronyms, or numbers that represent criminal or historically-oppressive organizations (e.g. AB, KKK, SS, MM, BGF, HA, 666) or street gang names, numbers, or symbols;
- Those that indicate, to a reasonable person, that the officer may be biased in some way, and
- Those that a reasonable person would find offensive.

Band tattoo - a tattoo partially or fully encircling the circumference of a single finger, no more than 3/8" in width.

### 1023.4 GROOMING

Unless otherwise stated, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Superintendent has granted an exception.

#### 1023.4.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair.

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Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Superintendent.

#### 1023.4.2 HAIR

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male agency members must not extend below the top edge of a uniform collar while assuming a normal stance. Hair shall not touch the top of the ears.

Hairstyles for female agency members must not extend below the bottom edge of a uniform collar while assuming a normal stance. Longer hair shall be secured above the bottom edge of the shirt collar.

#### 1023.4.3 MUSTACHES

Mustaches must be trimmed so that the upper lip of the officer is visible when viewed from the front and must have clearly defined edges. Mustaches must be trimmed so that they are closely cropped/trimmed to the skin (no thicker than 1/4") and they must not extend beyond 1/4" below or beyond the upper lip. Mustaches must not be waxed or otherwise treated to extend them beyond the natural hairline.

#### 1023.4.4 SIDEBURNS

Sideburns shall not extend below a horizontal line drawn from the lowest portion of the ear. They must be trimmed in such a manner that the ear is visible from the front and that the width of the sideburns does not exceed the area defined by the natural hairline. Sideburns must be trimmed so that they are closely cropped/trimmed to the skin (no longer than 1/4") and must have clearly defined edges.

#### 1023.4.5 FACIAL HAIR

- A. Beards are authorized and must be worn as a full profile, with a maximum hair length of 1/4". A full profile beard is defined as allowing hair to grow fully on the cheeks, jaw, lip and chin.
- B. Any beard worn while on duty must:
  - 1. Be trimmed neat, clean, and present a professional image,
  - 2. not exceed 1/4 inch,
  - 3. be kept trimmed and well-groomed while on duty.

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4. Be closely cropped/trimmed with clearly defined edges. No growth is permitted below the lower jaw line or on any part of the neck.
- C. The following facial hair styles are strictly prohibited:
1. Goatee
  2. Balbo
  3. Horseshoe
  4. Mutton Chops
  5. Chin Strap Style
  6. Any other style which does not conform to the full profile requirement
  7. Non-conventional styles: Styles that involve multiple, separate sections of facial hair, unusual shapes, curved lines or other non-conventional designs.
  8. Unkempt facial hair: Facial hair that is dirty, greasy, or otherwise unkempt and presents an unprofessional appearance.
  9. Any facial hair style that does not conform to this policy.
- D. Enforcement of this policy
1. The final decision on whether a subordinate's facial hair violates the Agency's policy rests with any supervisor or commander who determines a facial hair policy violation exists, regardless of whether the officer is their direct report.
    - (a) Upon being notified by a supervisor or commander that their facial hair violates the Agency's facial hair policy, the officer shall promptly shave, trim, or do whatever is necessary to rectify the violation and bring their facial hair back into compliance in the opinion of the supervisor, without delay.
    - (b) In all cases, a supervisor or commander ordering facial hair remediation will notify the officer's supervisor and commander of the incident and violation immediately.
    - (c) This policy is strictly enforced, and the subordinate's supervisor and commander will be held strictly and directly responsible for ensuring that officers under their command comply with this policy.
    - (d) This is a Category A violation in the Statewide Disciplinary Matrix.

#### 1023.4.6 FINGERNAILS

Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern to the public. They shall not interfere with the member's duty performance such as safe drawing of weapons, or usage of safety or duty equipment.

Fingernails (natural or artificial) shall not be decorated or embossed with designs or ornaments. All fingernails shall be of the same single color, with the exception of a traditional French manicure.

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#### **1023.5 APPEARANCE**

##### **1023.5.1 JEWELRY**

For the purpose of this policy, jewelry refers to earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the agency member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed. See the Uniforms and Civilian Attire Policy for jewelry specifications that apply while wearing the agency uniform.

##### **1023.5.2 TATTOOS**

At no time while on duty shall any member, sworn or civilian, display any visible prohibited tattoo or body art. Tattoos on the hand (except a band tattoo) or above the collarbone are prohibited.

Any hand tattoo (except a band tattoo) or tattoo above the collarbone on the effective date on this policy shall be documented by the member by submitting a photo of the tattoo through the chain of command to the member's Regional/Divisional Commander, who will then forward to the Internal Affairs Unit commander, for entry into Blue Team.

##### **1023.5.3 BODY PIERCING OR ALTERATION**

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the Maryland Natural Resources Police in any official capacity, that is a deviation from normal anatomical features, and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
- (c) Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).
- (d) Branding, scarification or burning to create a design or pattern.

##### **1023.5.4 DENTAL ORNAMENTATION**

Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the Maryland Natural Resources Police in any official capacity. Such ornamentation includes, but is not limited to:

- (a) Objects that are bonded to front teeth.
- (b) Gold, platinum or other veneers or caps used for decorative purposes.
- (c) Orthodontic appliances that are colored for decorative purposes.

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#### 1023.5.5 GLASSES AND CONTACT LENSES

Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the Maryland Natural Resources Police in any official capacity.

#### 1023.5.6 COSMETICS AND FRAGRANCES

Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion and other items used for body fragrance shall be kept to a minimum.

#### 1023.5.7 UNDERGARMENTS

Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

#### **1023.6 RELIGIOUS ACCOMMODATION**

The religious beliefs and needs of agency members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. Requests for religious accommodation should be routed to the Superintendent via the chain of command.

#### **1023.7 EXEMPTIONS**

Members who seek cultural (e.g., traits associated with race such as hair texture, afro hairstyles, protective hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated (Md. Code SG § 20-101). Members should request an exemption through the chain of command to their Bureau Commander. A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Superintendent should be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a security or safety risk.

#### **1023.8 MEDICAL WAIVERS**

General Medical Waivers:

- (a) Officers with documented medical certification from a physician outlining a medical condition that would inhibit compliance with the uniform policy may request an exemption from the applicable general guidelines.
- (b) Requests for exemptions shall be sent in a sealed envelope through the chain of command, in memorandum format, to the Disability Panel. Requests will be reviewed on a case-by-case basis and must ultimately be approved by the Superintendent or the authorized designee.