Personal Appearance Standards

1025.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the Department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this Department and for their assignment.

1025.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1025.2.1 HAIR

Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

1025.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1025.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1025.2.4 FACIAL HAIR

Facial hair may be worn, as long as it does not interfere with safety equipment. Facial hair shall be neatly trimmed and not exceed a half inch in length, unless authorized by the Chief of Police.

1025.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1025.2.6 JEWELRY

For the purpose of this policy, jewelry refers to rings, 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 department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

a. Necklaces shall not be visible above the shirt collar.
b. Earrings shall be small and worn only in or on the earlobe.
c. One ring or ring set may be worn on each hand of the department member. No rings 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.
d. One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
e. Wristwatches shall be conservative and present a professional image.
f. Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1025.3 TATTOOS

While on duty or representing the Department in any official capacity, ~~every reasonable effort should be made to conceal tattoos or other body art~~employees may display tattoos or body art that are consistent with professional standards and do not detract from the Department's image or community trust.
~~At no time while on duty or representing the Department in any official capacity, shall any offensive tattoo be visible (examples of offensive tattoos would include, but not be limited to, those which depict racial, sexual, discriminatory, gang related, or obscene language).~~

1025.3.1 PROHIBITED TATTOO CONTENT

At no time while on duty or representing the Department shall any tattoo or body art be visible that depicts or implies:

a. Racial, sexual, discriminatory, or hateful language or imagery
b. Gang or criminal organization affiliation
c. Extremist or supremacist ideology
d. Sexually explicit or obscene material
e. Advocacy of illegal conduct

Any tattoo or body art containing prohibited content shall be covered at all times or removed at the employee's expense.

When coverage is required, employees shall conceal tattoos or body art through one or more of the following:

a. Long-sleeve uniform shirt or approved outer garment
b. Department-approved skin tone covering or patch
c. Department-approved cosmetic concealer

Supervisors may direct specific coverage methods to ensure consistency and officer safety.

1025.3.2 PROHIBITED TATTOO LOCATIONS

Visible tattoos or body art shall not be displayed in the following areas while in any authorized uniform or

Personal Appearance Standards

Department-represented attire:

a. Face
b. Head or scalp
c. Neck (front or sides)
d. Hands or fingers, with the exception of one simple band-style tattoo encircling a single finger, not exceeding one-quarter inch in width and containing no prohibited content.

Tattoos located on other body areas may be visible while in uniform, provided they meet the content standards of this policy and do not otherwise detract from a professional appearance.

1025.3.3 TATTOO DOCUMENTATION AND RECORDKEEPING

All employees who have tattoos that may be visible in any Department uniform, business attire, or Department-represented capacity shall disclose such tattoos to the Department:

a. Upon hire or appointment, and
b. Within thirty (30) days of obtaining any new tattoo.

The Bureau of Professional Standards shall:

a. Photograph each disclosed tattoo in a standardized manner sufficient to document size, content, and placement. Photographs will take place while the employee is wearing their Department uniform (for example: Patrol / Marine Unit / Bicycle Unit / Traffic Unit) where the elbow to the wrist, or the knee to the ankle, is exposed;
b. Record the physical location of the tattoo;
c. Obtain a written description from the employee; and
d. Obtain a written statement explaining the tattoo's meaning or significance.

The Bureau of Professional Standards shall maintain a confidential tattoo documentation file for each employee. Access to tattoo files is limited to:

1. Chief of Police;
2. Bureau of Professional Standards; and
3. Command staff members who have a legitimate business need.

Tattoo documentation files shall be maintained for the purposes of:

1. Verifying compliance with apperance standards; and
2. Facilitating review if a tattoo becomes the subject of a complaint, internal investigation, media inquiry, or court proceeding.

Employees are responsible for providing accurate tattoo information and promptly reporting new tattoos as required by this policy. Failure to disclose or misrepresentation may result in disciplinary action.

1025.3.4 CHIEF OF POLICE REVIEW AND FINAL AUTHORITY

The Chief of Police, or designee, retains sole and final authority to determine whether any visible tattoo or body art complies with Department appearance standards, professional expectations, and community trust considerations.

Even if a tattoo or body art does not fall within explicitly prohibited content or locations, the Chief of Police may require coverage, restriction, or removal of any tattoo determine to detract from the Department's professional image, operational effectiveness, or public confidence.

Decisions of the Chief of Police regarding tattoo and body art acceptability and display are final and not subject to appeal through the grievance process, except where required by law.

Employees shall comply with all directives issued under this policy within the timeframe specified by the Department.

1025.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which 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.

c. Abnormal shaping of the ears, eyes, nose or teeth

d. Branding or scarification.

1025.4.1 COSMETICS

Cosmetics shall be subdued and blended to closely resemble natural skin color and present a professional appearance. The wearing of false eyelashes by an officer is prohibited.

1025.4.2 EXCEPTIONS

Exceptions to the requirements of this order will only be granted for medical reasons supported by documentation from a licensed physician verifying that a prohibitive medical condition exists. Such documentation shall be reviewed and approved by the Chief of Police.

The Chief of Police, or his/her designate, may authorize exceptions to this policy to accomplish a police purpose.

1025.5 EXEMPTIONS

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated (Government Code § 12926). A member with an

exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Police 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 safety or security risk.

Ancillary Duties

1034.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standardized expectations for the selection, tenure, leadership succession, and rotation of personnel assigned to ancillary duties within the Alameda Police Department. Ancillary duties are collateral responsibilities performed in addition to a member's primary assignment and are essential to departmental readiness, specialized capabilities, and service delivery.

This policy applies to all ancillary teams, units, and collateral roles. It is meant to supplement the following policies:

- Training
- Canines
- Critical Incident Response Team
- Marine Patrol
- Field Training Officer Program
- Bicycle Patrol Unit
- Traffic Function and Responsibility
- Uncrewed Aerial Systems
- Special Assignments and Promotions
- Peer Support Program

1034.1.1 DEFINITIONS

Ancillary Duty: A collateral or part-time responsibility performed alongside a member's regular assignment. Ancillary duties include the teams and programs listed in Section 1002.7 and any others designated by the Chief of Police.

Team Leader: The designated lead for an ancillary duty. Unless otherwise authorized by the Chief of Police, the Team Leader should hold the rank of Sergeant or in the case of Tactical Dispatchers, a Lead Dispatcher should hold the team leader position.

Team Member: A participant in an ancillary duty in a non-leadership or assistant leadership capacity. Team Members are ideally officers unless special expertise or operational need requires otherwise. Team Members for Tactical Dispatchers will be dispatchers or cross-trained officers. Team Members may remain on ancillary teams without a term limit, as continued participation supports professional growth and departmental readiness, with the expectation that members may seek future Team Leader opportunities.

1034.2 APPLICABILITY

Ancillary Duties

This policy governs the following units and duties, including their Team Leaders and Team Members:

- Critical Incident Response Team (CIRT)
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  - SWAT Team Leader
  - CNT Team Leader
  - Tactical Dispatcher Team Leader
- Marine Patrol Unit Supervisor
- Defensive Tactics Supervisor
- Range Team (Rangemaster)
- Peer Support Team Leader
- Field Training Officer (FTO) Program Supervisor
- Uncrewed Aerial Systems (UAS) Program Supervisor
- Major Accident Investigation Team (MAIT) Supervisor
- Canine Team Supervisor
- Bicycle Patrol Team Supervisor
- Any additional ancillary unit, collateral duty, or specialty team designated by the Chief of Police.

1034.3 TEAM LEADER TERM LIMITS

1034.3.1 MAXIMUM DURATION

The maximum term for serving as a Team Leader for any ancillary duty is four (4) years. Partial years served due to mid-cycle appointments do not count toward this limit unless otherwise directed by the Chief of Police for operational necessity. A Team Leader who rotates out of the leadership designation must wait a period of 12 months before they are eligible to return as a Team Leader.

Upon completing four years as a Team Leader, the member may rotate into a team member role or rotate out of the team. This rotation is intended to:

- Encourage leadership development
- Prevent stagnation
- Promote broader participation and skill-building
- Preserve institutional knowledge through consistent succession practices

1034.3.2 SUCCESSION PLANNING

During the third year of leadership, the Team Leader shall:

a. Identify a qualified successor from within the team; and
b. Document the recommendation on a memorandum and route through their chain of command to the Division Commander.

During the fourth year of leadership, the Team Leader shall:

a. Provide structured mentorship, administrative training, and operational oversight to the successor; and
b. Facilitate the transition of all documents, training records, procedures, and program responsibilities.

If the Team Leader rotates out of their leadership role before their four-year term has expired, the expectation will be for them to follow the steps above prior to vacating the leadership position

1034.4 RANK AND ROLE EXPECTATIONS

Team Leaders should be Sergeants, unless the Chief of Police determines operational needs require an alternate rank. For Tactical Dispatchers, Team Leaders should be a Lead Dispatcher, unless the Chief of Police determines operational needs require an alternate position. The Peer Support Team Leader may be a sworn or professional staff member.

1034.5 SELECTION AND APPOINTMENT

Members interested in ancillary duties shall apply through their chain of command, unless the Chief of Police appoints personnel due to operational needs, limited applicants, or specialized qualifications.

Open ancillary duty positions will be announced via department memo. Interested members shall submit a memorandum expressing their interest.

The Team Leader, in consultation with their chain of command, will help determine the selection process. The process may include:

- Testing or skill evaluations
- Interviews
- Review of performance evaluations
- Supervisor and/or peer feedback
- Other processes as deemed appropriate

Team Leader candidates should be selected from within the ancillary team, but outside candidates may also be selected based on experience, leadership ability, and departmental need.

All appointments and removals are made at the discretion of the Chief of Police.

1034.6 EXTENSIONS AND EXCEPTIONS

The Chief of Police may extend a Team Leader's tenure beyond four years only under exceptional and documented operational circumstances.

Extensions shall be:

- Time-limited
- Clearly justified
- Approved through the chain of command

Extensions are intended to be rare and should not be used as a substitute for proper succession planning.

1034.7 REMOVALS

The Chief of Police retains the authority to remove any Team Leader or Team Member who:

- Fails to maintain required standards
- Does not meet training or certification requirements
- Demonstrates insufficient performance
- Must be reassigned due to organizational or operational needs

1034.8 TRAINING, DOCUMENTATION, PROGRAM READINESS

Team Leaders must ensure their ancillary unit maintains all required training, certifications, readiness standards, and documentation.

Team Leaders shall maintain organized, accessible records that support continuity and succession.

Upon transition, all records and materials shall be transferred to the successor and the Division Commander.

1034.9 RELATIONSHIP TO OTHER POLICIES

This policy only governs ancillary duties. Full-time special assignments remain governed by the Special Assignments and Promotions policy.

When an uncategorized duty arises, the Chief of Police will determine whether the duty qualifies as an Ancillary Duty or Special Assignment. If any conflict arises between the two policies, the Chief of Police will determine the controlling policy based on the needs of the Department.