



# Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**Policy #** 320

**Policy Name** Personal Grooming Standards

**Approved by** Dennis Larsen, Chief of Police

**Effective Date** 12/20/2024

**Approved Date** 12/17/2024

**Previous Date** 12/12/2005

## PURPOSE OF CHANGE:

To update grooming standards.

## POLICY:

Both sworn and non-sworn Tulsa Police Department personnel are highly visible representatives of the community. Therefore, personnel shall be professional in their appearance while in uniformed or non-uniformed positions and shall ensure that their hair, jewelry, and any tattoos/brands conform to this policy. Exceptions to these regulations for non-sworn personnel and for sworn personnel in specialty assignments shall be at the discretion of their respective division commander.

**SUMMARY:** Specifications for personal grooming.

**APPLIES TO:** All police personnel

## DEFINITIONS:

**BOBBY PIN** – a small double-pronged hairpin, usually metal or plastic, used to hold the hair in place.

**BRAND** – a mark intentionally burned into the skin for the purpose of creating a design, form, figure, or art.

**PLAIN SOFT FASTENER** – a rubber or elastic band used to hold and secure one's hair.

**SNAP BARRETTE** – a small hairpin that snaps into the hair, usually metal or plastic, used to hold the hair in place.

**TATTOO** – a puncturing of the skin followed by the introduction of pigment into the punctures to create a design, form, figure, or art.

**PROCEDURES:** None

## REGULATIONS:

### A. HAIR CODE

#### 1. Female personnel

- a. A female employee's hair shall be worn no longer than three inches below the bottom of the collar of her uniform. If hair is longer, it must be pulled up and secured with a plain soft fastener in the colors that correspond with natural hair colors. Hard plastic or metal clips or fasteners are not permitted on the back of the scalp due to safety concerns. Small bobby pins or snap barrettes are permitted in colors that correspond with natural hair colors.
- b. Hair will be neatly and inconspicuously fastened or secured while in uniform.

- c. Hair may be worn in multiple styles, such as multiple locs, braids, twists, or cornrows, and may come together in one or two braids or a single ponytail on the back of the scalp and cannot exceed the head's width. Beads or other ornamentation will not be allowed.
- d. Braids and singular ponytails may be worn down the center of the back in all uniforms, but the length will not extend past the bottom of the shoulder blades while at the position of attention. There is no minimum length for the wearing of a ponytail or braid however the maximum length is due to safety concerns.
- e. Bangs will extend no lower than the top of the eyebrows.
- f. The three-inch standard only applies to female hair when it is not pulled up and secured with a fastener. Once it is pulled up and secured, there is no requirement that it be higher than 3 inches below the collar.

## 2. Male personnel

- a. A male employee's hair shall not touch the collar or cover more than the top half of the ear.
  - b. Bangs will extend no lower than the top of the eyebrows.
  - c. Sideburns shall be neatly trimmed, worn straight, and not extend past the bottom of the ear.
  - d. A mustache shall be neatly trimmed, not extend over the upper lip, or below the corners of the mouth, and not extend more than 1/4" horizontally past the corners of the mouth.
  - e. All personnel shall be clean-shaven while on duty.
3. An employee's hair shall be clean, neatly trimmed, and combed in order to present a professional appearance that is in keeping with police standards.

## B. JEWELRY

- 1. The only visible jewelry permitted are watches, earrings, and rings.
- 2. For female personnel only, one earring stud is allowed in each ear lobe.
- 3. All facial and tongue jewelry is prohibited.
- 4. With the exception of the ear, pierced body parts will not be visible while on duty or while wearing the Tulsa Police Department uniform.
- 5. All visible dental ornamentation is prohibited, such as gold/silver fillings or appliques unless deemed medically necessary.

## C. TATTOOS/BRANDS

- 1. Personnel employed prior to the effective date of this policy will not be required to cover any visible tattoos/brands that were in existence prior to this policy going into effect provided that the tattoos/brands are not offensive, inappropriate, or unprofessional, and the previously received tattoos/brands have been properly documented.
- 2. Officers with visible pre-existing tattoos/brands shall provide a letter to their division commander for documentation. The letter will be put in their divisional and personnel files.
- 3. If the tattoo/brand is offensive, inappropriate or unprofessional, it must be covered by the departmental uniform.
- 4. If an employee chooses to obtain a tattoo/brand after the effective date of this policy, the tattoo/brand must be located in an area that can be covered by the departmental uniform.
- 5. Tattoos/brands that are offensive, inappropriate and unprofessional include, but are not limited to those that are, gang and drug related, racist, sexually suggestive or explicit, or undermine the city or departmental values.

6. These regulations apply to Tulsa Police Reserve Officers as well as retired Tulsa Police Officers while wearing the Tulsa Police Department uniform.

## **REFERENCES:**

*Uniform Manual*