

# SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 92.1

## PERSONNEL DRESS CODE

ISSUED APRIL 2006

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### **92.1.1 Dress Code (General)**

The wearing of jeans and athletic-style shoes, regardless of color, will not be allowed as everyday attire. There will be times, such as during a special assignment, where they will be allowed for the duration of that assignment. Special assignment attire will be discussed below.

Docker-style pants and casual dress shoes can be substituted for slacks and dress shoes if desired.

### **92.1.2 Training Dress Code**

Attire for training classes should be appropriate for the class, taking into account: where the class is held; type of class; and presenting an appropriate appearance as a representative of the Santa Clara Police Department.

### **92.1.3 Court and Business Meeting Attire**

The attire for court appearance is an appropriate uniform (long sleeve shirt and tie) or a suit or sport coat with tie and slacks for males, and dress or blouse and skirt or pantsuit for females. This type of attire will also be extended to include business-type meetings with outside organizations or other law enforcement agencies. Our image at these functions is an important issue, and our dress should be at a high standard.

### **92.1.4 Non-Uniform Dress Code**

The dress code for non-uniform employees is described in [City Manager Directive \(CMD\) 113](#), and is consistent with the above.

### **95.1.5 Special Assignments**

Special assignments are defined as events, such as search warrants and surveillances that require more casual attire. Additionally, some assignments, such as auto theft detective, will sometimes require officers to conduct investigations during which it is likely they will get dirty and/or damage their clothing. Most of these events can be pre-planned and the more casual attire is appropriate for the duration of these events.

Other assignments, such as Warrants and the Special Enforcement Team, require that the officers be prepared to respond to a wide variety of assignments during a single shift. Therefore, jeans (which must be clean and presentable) and athletic-style shoes are acceptable attire. T-shirts with inappropriate wording or graphics are unacceptable. The dress standards for going to court and attending scheduled meetings as described above are still applicable to Warrants and the Special

## 92.1

Enforcement Team. Any deviation from this policy must be done with the approval of the unit supervisor.

### 92.1.6 Appearance Standards-Grooming

Respect and perception of police employees as members of a profession is vital to gaining support of the public and the community that they serve. In order to perform the public safety functions necessary, the Department has established general appearance standards for uniformed personnel.

Tattoos, piercings, and other body modifications are covered in [General Order 21.7](#).

Hairstyles:

At all times while on duty unless expressly authorized by competent authority, all employees of the Department shall be well groomed and clean in their person.

Plain-clothes officers who work extra jobs requiring a uniform will adhere to styles consistent with the Field Operations Division.

Hair will be neat, clean, evenly trimmed, and present a groomed appearance. The hair shall at no point extend downward more than 1/2 inch beyond the hairline at the back of the neck and in no event extend over the shirt collar in normal posture. Hair shall be combed or trimmed so as not to cover or extend over the top of the ears.

Sideburns will not extend below the bottom of the earlobe. The maximum width at the bottom of the sideburns shall not exceed 1 3/4 inches.

Employees shall be clean shaven, except that mustaches are permitted. Moustaches shall be neatly trimmed and shall not extend more than 1/2 inch beyond the corner of the mouth horizontally or more than 1/4 inch below the corner of the mouth.

Beards shall not be permitted except for the following exception. Beards will be permitted on dispatcher personnel as long as they are kept closely cropped and neatly trimmed.

Personnel with a temporary medical condition that precludes shaving shall be required to present a written statement signed by a medical doctor verifying such condition.

The above policies shall not apply to those individuals working undercover assignments. Attire and grooming for these personnel will be determined and monitored by the appropriate Division Commander.

Women assigned to a uniformed position will maintain a hairstyle which would not hamper them in the performance of their duties, or be such that could present a danger to themselves.

Non-sworn employees assigned to a uniformed position will be subject to the above regulations.

