

Security Protective Service Grooming Standards

I. Procedures

A. When on duty, all SPS employees will maintain personal hygiene as well as a clean, neat, and well-groomed appearance.

B. *Fingernails*

1. Fingernails will be clean and trimmed so that they do not extend more than one-quarter inch beyond the fingertips.
2. Fingernails will not be filed to a sharp point.
3. Only a clear polish, neutral color, or traditional French manicure may be worn on the fingernails.
4. No objects will be affixed to fingernails.

C. *Hair*

1. Hair will be clean and neatly groomed. The bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. If officers opt to wear authorized headgear, their hairstyle must permit its proper wear per SPS policy.
2. Hair at the front of the scalp line will be combed so that it does not descend below either eyebrow when the head is uncovered or below the sweatband when wearing headgear. Hair will not cover the tops of the ears. Hair will not extend below the bottom edge of the uniform collar unless tied within restrictions below.

3. Longer Hair

a. Dress or Class A Uniform

- (1) Longer hair may not fall loosely in a ponytail or braid and will be pinned up against the head.
- (2) Items used to hold the hair in place (e.g., bobby pins, hair pins, etc.) will be concealed as much as possible, and will be of a color that blends with the hair.

b. All Other Uniform Types

- (1) Longer hair may be pinned up against the head; or
- (2) Longer hair may fall loosely to the rear in a neat ponytail, one or two braids, or a tied cluster of braids.

- (a) Length will not extend below a horizontal line running between the top of each sleeve inseam at the under arm.
- (b) Hair may extend six inches to the left, the right, and away from the body from the central point where hair is gathered.
- (c) Ties will be a neutral color that blends with the hair.

- 4. Lines or designs will not be cut into the hair or scalp.
- 5. Ornamental hair accessories (e.g., flowers, combs, etc.) are prohibited.
- 6. If officers use dyes, tints, or bleaches, they must result in a natural hair color.
- 7. Wigs and hairpieces must conform to above standards for natural hair.

D. Facial Hair

1. Sideburns

- a. will be neatly trimmed to one-half inch in length, not bushy or shaggy in appearance;
- b. may not extend below the lowest part of the ear;
- c. will be a constant width of no more than one and one-half inches (not flared); and
- d. will end with a clean-shaven, horizontal line.

2. Mustaches

- a. will be trimmed to no more than one-half inch in hair length;
- b. will not extend more than one-quarter inch beyond, below, or above the corner of the lips;
- c. will not cover any part of the lips; and
- d. will not have waxed or twisted ends.

3. Beards and goatees

- a. will be neatly trimmed to a uniform length, no longer than one-half inch;
- b. will be neatly edged below the base of the jaw; and
- c. will not cover any part of the lips.

- d. Officers with beards or goatees will be restricted from assignments requiring the use of facemasks in conjunction with air breathing equipment such as Scott Air Packs and gas masks.
- e. An officer suffering from a facial skin condition exacerbated by shaving may seek a waiver in accordance with section II.A. All memoranda of this type will be considered applicable to the entire face and neck. Thus, when wearing a full beard is permitted as a result of a certified medical condition, it will be neatly trimmed to within one-half inch of the skin but will not be shaped in any way, particularly edging cheek and neck lines.

4. Prohibitions

- a. Patchy or spotty clumps of facial hair
- b. Designs such as a handlebar mustache, beards with no mustaches, and partial beards that are not goatees

E. *Cosmetics*

1. Make-up worn will be minimal, appearing natural.
2. False eyelashes are prohibited.

F. *Personal Jewelry*

1. Items of personal jewelry, such as watches, rings, and identification or memorial bracelets may be worn provided they do not detract from the uniform.
2. Exceptionally large or gaudy items of jewelry will not be worn.
3. Pendants, chokers, medallions, necklaces, etc., will not be worn so as to be visible.
4. Earrings
 - a. A single stud earring may be worn in each ear.
 - b. Stud earrings will not exceed 6 mm. in size.
 - c. Only one earring may be worn in each ear, in the lobe.
 - d. Ear clips, loops, rings, and dangling earrings are not permitted.
5. Jewelry or other ornamentation will not be worn on the face or inside the nose or mouth. C/SPS may authorize clear piercing retainers that are subtle in appearance and in no way affect speech.

G. Tattoos and Brands

- 1.** Tattoos or brands anywhere on the head, face, and neck above the uniform collar are prohibited.
- 2.** Tattoos or brands that are indecent or violate the Agency's harassment policy must be covered at all times while at work, including while in locker rooms. The Agency does not discriminate based on race, color, religion, sex, national origin, disability, age, parental status, sexual orientation or gender identity. Indecent tattoos or brands are those that are grossly offensive to modesty, decency, or propriety or that shock the moral sense because of their vulgar or disgusting nature.
- 3.** Potential violations of the tattoo orders will be addressed individually. The shift commander or supervisor will coordinate any actions or accommodations with Human Resources and the Office of Equal Employment Opportunity (OEEO).

II. Exceptions to the Order

- A.** If a medical condition necessitates their deviation from any part of this order, officers must obtain from a medical doctor a memorandum that states the type of condition and the length of treatment or recovery. For chronic conditions, officers must obtain another memorandum every 12 months. Officers must submit these memoranda to their regional commander for a waiver from C/SPS. SPS has a right to request relevant, supplemental medical information if the information submitted does not clearly explain the nature of the condition or substantiate the need for reasonable accommodation. In accordance with the Privacy Act, regional supervisors may share the existence of a waiver on a need-to-know basis. In accordance with the Americans with Disabilities Act, supervisors must store separately from other personnel records any medical information that must be maintained.
- B.** Officers may request exceptions to grooming requirements for sincerely held religious beliefs or practices to C/SPS, who will review the request with OS Legal and OEEO.