



Roll Call Training Bulletin

Produced by: Capt. Marnie Stigerts, PSAB
Prepared by: Officer Jason Meier, PSU

Katherine Lester, Chief of Police
Volume 124

Personal Appearance and Uniform Manual Update

1-16-23

There are updates pending for the Personal Appearance Standards GO 430.02 ([Sharepoint Link](#)) and Uniform Manual RM 430.01 ([Sharepoint Link](#)) and until those are complete, please see the following updates and reminders.

Facial Hair:

- A. Employees may grow a mustache or full beard, but must observe the following requirements:
 1. If a natural beard is worn, it shall be with a mustache and cover the complete jaw line. It may cover below the jaw horizontally but end before the downward curve of the neck at a clean shave line. Cheeks shall be shaved on and above the lower edge of the cheekbone. The neck shall be clean shaven on and below the Adam's apple.
 2. The beard shall be kept tidy, neatly trimmed, with no designs, ornaments, braids, or decorative accessories allowed.
 3. The beard shall be maintained between 1/4 and 1/2 inch in length.
 4. No portion of the beard shall be exceptionally longer than the rest.
 5. Facial hair must be natural in color and cannot be intentionally colored to contrast with the hair on the scalp.
- B. The following styles of facial hair are NOT permitted:
 1. Goatees
 2. Chin Strap Beards – Beards that are trimmed to a thin line along the jaw
 3. Designer Stubble – Beards shorter than 1/16 of an inch
 4. Neck beards – Beards with all areas shaved above the jawline leaving the beard only on the neck
 5. Single patches of hair below the lower lip and above the chin
- C. Additional Requirements:
 1. Certain units may be excluded from participating in wearing a beard based on the nature of their regular duties at the direction of the Chief of Police or their designee.
 2. If the employee is scheduled to work a planned event where a gas mask may be needed, the Chief of Police, or their designee, may direct employees to remove their beard prior to the start of their shift.
 3. All employees with a beard shall possess a shaving kit in the field, with the ability to remove the beard in the event of needing to wear a gas mask.
 4. Employees will be required to shave their beard for their annual gas mask fitting per OSHA requirements.
 5. During instances where a Class A uniform is worn for a funeral or special event, the Chief of Police, or their designee, may require Officers to be clean shaven.
 6. Nothing in this policy shall prevent the Chief of Police, or their designee, from requiring the removal of beards for departmental duties not discussed in this Order.



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7. Employees working in an approved undercover capacity are exempt from the provisions of this order, except if they are in uniform.

D. Mustaches:

1. Mustaches shall not meet with the sideburns and shall not extend lower than the bottom edge of the upper lip.
2. No portion shall extend more than ½ inch beyond nor more than ¼ inch below the corners of the mouth.
3. Extreme styles such as handlebar mustaches, excessively bushy, rolled, or curled styles are prohibited.

Fingernails:

- A. Fingernails shall be trimmed not to extend more than ¼ inch beyond the tips of the fingers.
- B. Fingernail polish shall consist of one solid color, and the color shall be the same on all fingers. Fingernail polish shall be maintained to create a professional appearance, and artwork or decorations are prohibited. Clear polish is not considered a color and French manicure style nails are approved.
- C. During instances where a Class A uniform is worn for a funeral or special event, the fingernail polish shall be of a nude, red, or pink color only. French manicure style nails with white color tips only are also authorized.
- D. Exceptions:
 1. Non-sworn, non-uniformed professional staff with assignments that have no public interaction are exempt from sections a and b.
 2. For purposes of this section, phone contact only shall not constitute public interaction. If public interaction is required, the nails shall be brought into compliance with the above section of this policy.

Pants:

- A. Class C pants shall be limited to 5.11 Apex style with non-large flap pockets, see reference link [here](#).
 1. The following specialty units are allowed the 5.11 Stryke style with expansion pocket and knee pad insert, see reference link [here](#).
 - a. K9 officers
 - b. Mounted officers when patrolling on horseback
 - c. Impact officers
 - d. SWAT officers
 - e. Motor officers when not wearing Kevlar pants or on training days



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Headwear:

- A. Cold weather cap is the Wigwam F4658 Thermolite Cap with Sacramento Police written in block letters.
- B. Baseball cap includes two styles:
 - 1. Richardson Flex Fit Model Pro 585, wool with Sacramento Police written in block letters
 - 2. Richardson Adjustable Snapback Trucker Cap Part 112-Navy, with Sacramento Police written in block letters

Footwear:

- A. Approved footwear shall be worn at all times when in uniform, unless extenuating circumstances arise. It is the intent of this order that all footwear shall exhibit a professional appearance.
- B. Footwear worn in Class A uniform shall be:
 - 1. Black in color
 - 2. Plain toe, with no design or visible buckles
 - 3. Black heels, soles, and welts.
 - 4. Shall be polished to a high luster, or be constructed of high gloss materials
- C. Footwear worn in Class B and C uniforms shall be:
 - 1. Kept clean and in good condition
 - 2. Black in color
 - 3. Logos or designs must be subdued and black in color
 - 4. Designed for law enforcement or tactical wear
 - 5. Shall have a toe cap consisting of plastic, rubber, leather, or other hardened material that covers the top of the toes.
- D. Examples of unapproved footwear:
 - 1. Vans
 - 2. Converse Chuck Taylor-style shoes
 - 3. Footwear designed for running, working out, athletic wear or hiking
 - 4. Footwear with uppers made exclusively of canvass, or mesh fabric
- E. Additional:
 - 1. If socks are visible, they shall be black in color
 - 2. Laces shall be black in color