



**Policy Number: 1011 – Personal Appearance Standards**  
**Effective Date: June 1, 2021**  
**Revision Date: June 1, 2021**  
**Approved By: Brandon Gatlin, Interim Chief of Police**

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## **1011.1 PURPOSE AND SCOPE**

This policy provides guidelines for the personal appearance of members of the Montana State University Billings Police Department (Department).

## **1011.2 POLICY**

Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this Department and for their assignments. Department personal appearance standards are based on safety requirements, appearance conformity and the social norms of the community served, while considering matters important to members of the Department.

## **1011.3 GROOMING**

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

### **1011.3.1 PERSONAL HYGIENE**

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (i.e. physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

### **1011.3.2 HAIR**

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male Department members must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

When working a field assignment, hairstyles for female Department members must not extend below the bottom edge of a uniform or dress shirt collar while assuming a normal

stance. Longer hair shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar.

### **1011.3.3 MUSTACHES**

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

### **1011.3.4 SIDEBURNS**

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

### **1011.3.5 FACIAL HAIR**

Facial hair (beard and goatee) is authorized, but must be kept neat and clean. Any facial hair deemed not to be neat and clean, as determined by the Chief of Police, or their designee, shall be shaved off, or trimmed to a professional looking appearance.

### **1011.3.6 FINGERNAILS**

Fingernails shall be clean and neatly trimmed to a length that will not present a safety hazard. (o)

**1011.4.2 TATTOOS**

While on-duty or representing this Department in any official capacity, every reasonable

1011.4.6 COSMETICS AND