

**C4.92 INSUBORDINATION**

The failure or deliberate refusal of any member to obey any lawful order given by any superior member shall be deemed insubordination. Flouting the authority of any superior member by obvious disrespect or by disputing his orders shall likewise be deemed insubordination.

**C4.93 TATTOOS/ BODY ART PROHIBITED**

No person employed by the Department may have the following:

- 1) Tattoos, brands or scarification anywhere on the body that are extremist, indecent, or racist;
- 2) Tattoos, brands or scarification of initials, acronyms or numbers that represent criminal activity, extremist organizations or gang activity;
  - a) Extremist organizations or gang activity include, but are not limited to, People Nation, Blood, Crips, Folk Nation, Norteno, Sureno, Outlaw Motorcycle Extremist, prison or other miscellaneous gangs, as identified by national or regional crime enforcement network(s).
- 3) Extremist, indecent, sexist, racist symbols, words/markings, or other symbols, words or markings that may elicit a negative reaction in the workplace or public or that are inconsistent with the Department's values or community relations objectives, including but not limited to symbols, words or markings that promote or are associated with violence.
- 4) Anything contrary to the purpose of law enforcement, including, but not limited to depictions symbolizing or indicative of alcohol or narcotics, illegal or gang related activity, or symbols suggestive of activity that undermines the purpose of law enforcement.
- 5) Illustrations, references, symbols, acronyms, or the like that denigrate the United States or any subdivision of the government.
- 6) Symbols, words, or markings that represent political beliefs, political parties, political slogans, or that cast any political group in a negative light.
- 7) Tattoos, brands, or scarification, which depicts the use or promotes the use of illegal drugs or drug paraphernalia, as prohibited by state law and/or federal law.
- 8) Any tattoos, brands or scarification on the face, hands, head or neck above the shirt collar, or on the exposed areas of the neck anywhere, are prohibited.
  - a) All members with innocuous tattoos in these areas that do not detract from a professional appearance, as determined by the Chief of Police, must completely conceal them, at all times while on duty, with cosmetics, covers, bandages, wearing style of the hair, or be removed if unable to be concealed under these guidelines.

**C4.93.1 TATTOOS/ BODY ART PERMITTED**

- 1) For the purposes of this policy, any existing tattoo, body art or brand must be concealed by a long sleeve uniform shirt unless approval for the tattoo, body art or brand is obtained in accordance with this policy. This includes tattoos that are visible below the cuff line of a short sleeve uniform shirt while standing in a normal posture.

- 2) Any existing tattoo, body art or brand which is added to or altered is considered new and must be concealed unless approval is obtained through the approval and revocation procedures stated in the below section.
- 3) A tattoo, body art or brand, which is unapproved to be visible and is required to be concealed under this policy, must be kept entirely from view when an employee represents the Department on-duty or off-duty, whether in uniform or attending training in plain clothes.
- 4) Any current member with an existing tattoo, body art or brand shall have the following options to conceal the tattoo, body art or brand:
  - a) Wear a long-sleeved uniform shirt,
  - b) Wear black colored compression/UV sleeves
  - c) Have the tattoo, body art, or brand removed at the member's expense.
- 5) Any tattoo, body art or brand that is believed to not conform to this policy shall be brought to the attention of a supervisor.
- 6) The Chief of Police shall make the final determination as to whether the tattoo, body art or brand conforms to this policy.
- 7) Prospective Employees:
  - a) During pre-employment screening, applicants will provide information on all their tattoos, body art and/or brands.
  - b) The Chief of Police or designee will make the final determination, in accordance with this policy, as to whether an applicant's tattoo, body art or brand complies with this policy.
- 8) Tattoo, Body Art or Brand Approval and Revocation Procedures
  - a) Members shall submit a Request for Tattoo Approval form to the Tattoo Review Committee if:
    - i) The member desires to uncover a previously obtained tattoo, body art or brand;
    - ii) The member desires to obtain a new tattoo, body art or brand.
- 9) The Tattoo Review Committee shall be comprised of the following personnel:
  - a) Lieutenant (chairperson)
  - b) Sergeant appointed by the Chief of Police
  - c) Three Police Officers appointed by the Chief of Police
- 10) The Tattoo Review Committee shall make recommendations to the Chief of Police, who shall make the final determination as to whether the tattoo, body art or brand may be uncovered or otherwise conforms to this policy.
- 11) The chairperson shall make the single recommendation of the committee on the Tattoo Committee Approval form and forward it to the Chief of Police who will make the final determination on the same form. The employee will be notified of the final determination via the Request for Tattoo Approval form with a copy being placed in the employee's personnel file.
- 12) If the Chief of Police determines revocation of a previous tattoo, body art or brand approval is appropriate, the Chief of Police shall note such on the Tattoo Committee Approval form in the employee's personnel file and provide a copy of the same to the employee.

13) Nothing in this policy shall prohibit the Chief of Police from giving a direct order for an employee to immediately cover a tattoo, body art or brand which the Chief of Police determines should be covered to conform with evolving community standards, attitudes, or beliefs.

- a) Uniformed personnel with visible tattoos, body art, and branding on their legs may wear uniform shorts when they are assigned to Special Events or Bike Patrol details, provided the tattoos have received prior approval.

14) Tattoo exceptions for face and hands:

- a) Permanent make-up (cosmetic tattooing) for female employees will be allowed. This includes permanent eyeliner, eyebrows and makeup applied to fill in lips. However, permanent make-up will be conservative in both style and color, and not trendy.
- b) Members may have one band (ring) tattoo on the ring finger, no wider than 3/8 inch.

15) The Chief of Police has the final authority as to the appropriateness of any tattoo, body art, branding, or scarification under any of these sections. Individual determination may be made for approval or denial on a case-by-case basis.

**C4.94 JEWELRY / BODY PIERCING (TBP: 2.13)**

Excessive jewelry will not be worn while in uniform. Neck chains with charms, etc. must not be visible. Females may wear small stud type earrings in the lower lobe of the ear, consisting of one earring per ear. Male members are prohibited from wearing any type of ear jewelry.

No visible body piercing, except as described above, will be worn at any time a member is on duty or in uniform (i.e., tongue studs, unapproved earrings, eyebrow rings, etc.).

**C4.95 SHOPPING ON DUTY**

Members will not shop while on duty, nor engage in such activity at any time while in a police uniform.

- 1) This provision is not intended to prohibit the purchase of a take-out beverage or other small consumable items, nor to prohibit obtaining a meal from a restaurant or other food outlet.
- 2) This provision has no application to purchase activity or exchange associated with a duty related emergency or operational necessity as directed by the Chief of Police.

**C4.96 PLAYING GAMES ON DUTY**

Members on duty or in uniform will not engage in any game of cards, billiards, pool, dominoes, checkers or other games except in performance of their duty.