



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-3 (Formerly 1-16)

Effective: 09/14/2023 Review: 09/14/2024 Replaces: 11/12/2021

1-3 GROOMING STANDARDS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[2-1 Uniforms \(Formerly 2-06\)](#)

[2-4 Use of Respirators](#)

[3-30 Line Inspection Process \(Formerly 3-42\)](#)

B. Form(s)

[PD 3012 Albuquerque Police Department \(APD\) Tattoo Declaration Form](#)

[PD 3122 Albuquerque Police Department \(APD\) Beard Declaration Form](#)

[PD 4717 Albuquerque Police Department \(APD\) Professional Staff Open-Toed Shoe Declaration Form](#)

C. Other Resource(s)

None

D. Rescinded Special Order(s)

SO 22-122 Amendment to SOP 1-3 Grooming Standards

SO 22-161 Amendment to SOP 1-3 Grooming Standards

1-3-1 Purpose

The purpose of this policy is to outline the grooming standards that shall be adhered to by all Albuquerque Police Department (Department) personnel.

1-3-2 Policy

It is the policy of the Department for all personnel to meet the appropriate grooming standards as prescribed by the Chief of Police.

N/A 1-3-3 Definitions

A. Body Alteration

The intentional alteration of the body, head, face, or skin for the purpose of, or resulting in an abnormal appearance.

B. Offensive

1. Depictions of intolerance or discrimination against any race, religion, gender, or national origin;



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2. Sexually explicit, sexist, or vulgar art, words, phrases, or profane language;
3. Initials, acronyms, or numbers that represent criminal or historically oppressive organizations;
4. Street gang names, numbers, and/or symbols; and
5. Anything that depicts or endorses violence.

7 1-3-4 Rules and Responsibilities

A. General Responsibilities

1. All Department personnel, while on duty or unless otherwise directed by their supervisor, shall be clean, well-groomed, and shall properly maintain clothing and shoes.
2. Department personnel shall adhere to the uniform requirements outlined in SOP Uniforms (refer to SOP Uniforms for sanction classifications and additional duties).
3. The Chief of Police reserves the right to determine the appropriate standards for personnel in a particular assignment.

B. Grooming and Attire

1. Attire

- a. Department personnel shall wear clothing based on safety, versatility, durability, appearance and tradition.
- b. Department personnel shall maintain their clothing so that it is neat and clean, without rips, tears, or holes and appropriate for the work environment.
- c. Department personnel shall not wear open-toed shoes, except for:
 - i. Professional staff members whose work place and performance is solely administrative. Those who choose to wear open-toed shoes shall submit an Open-Toed Shoe Declaration Form;
 - a. The open-toed shoe shall reflect the Department in a professional and favorable manner; and
 - b. Open-toed shoes shall have a strap along the heel area, and shall not be a sandal type shoe, or flip flop type of shoe.

2. Body Alteration

Department personnel are prohibited from displaying the intentional alteration of any part of the body.



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3. Body Piercing

Department personnel shall not attach articles to or through the nose, tongue, chin, eyebrow, or any other body part visible to the public while on duty.

4. Cosmetics

- a. Cosmetics may be worn as long as colors blend with natural skin tone, enhance natural features, and do not give a dramatic appearance.
- b. An employee's chain of command has the authority to mandate the removal of cosmetics determined to be in violation of this SOP.

5. Dental Ornamentation

- a. Department personnel are prohibited from using decorative veneers or caps for the purpose of dental ornamentation. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, initials, etc.

6. Eyeglasses

- a. Prescription glasses shall be professional in design.
- b. Sunglasses may be worn outside and shall be removed when addressing the public unless it is impractical or unsafe to do so.

7. Facial Hair

- a. Department personnel shall comply with the following standards as it applies to facial hair:
 - i. Department personnel shall not allow sideburns to extend in length below the bottom of the ear.
 - 1. The sideburns shall be neatly trimmed, not bushed nor flared.
 - 2. Sideburns shall be cut level when the head is held in the position of attention.
 - 3. The width of the sideburns shall not be more than one and one-quarter inch (1¼").
 - ii. Department personnel may grow a beard that shall be neatly groomed while in the performance of their duties. The beard shall be kept well-maintained.
 - 1. Department personnel shall not grow a beard longer than 1" below the chin and jawline.
 - 2. Beards shall be no longer than 1/4" in length and must be symmetrical.
 - 3. The corners of the beard shall be rounded or squared at the jaw. The neckline must remain shaven while in the performance of their duties.
 - 4. Designs, pencil lines, spray fillers, dyes that are not consistent with natural hair color, and styles other than a full beard are not permitted.
 - iii. Department personnel choosing to grow a beard or facial hair shall only grow the beard or facial hair in accordance with the below styles:

N/A





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1.  Clean Shaven

2.  Mustache shall be neatly trimmed and shall not extend in length below the top edge of the upper lip nor extend more than one-quarter inch (1/4") upward, downward, or to the side from the corner of the mouth.

3.  Goatee – a mustache that extends down the side of the mouth and joins hair on the chin, also referred to as a circle beard. Shall be worn with a mustache. The cheeks, jawline and neck will be clean shaven.

4.  Full Beard shall be worn with a mustache, and cover complete jawline. The area above the cheekbone and neck will be clean shaven.

N/A

- b. Department personnel's facial hair shall not interfere with the proper seal of a Department-issued respirator consistent with SOP Use of Respirators (refer to SOP Use of Respirators for sanction classifications and additional duties).
- c. Department personnel who choose to grow a beard must declare in advance through an interoffice memorandum addressed to their direct supervisor describing their intention prior to growing a beard and shall include the Albuquerque Police Department (APD) Beard Declaration Form.
- i. Department personnel shall upload the Interoffice Memorandum to the IA database web application.
- d. Department personnel assigned to an Undercover Detective position may grow a beard longer in length at the discretion of the Investigations Bureau Deputy Chief and in accordance with SOP Uniforms (refer to SOP Uniforms for sanction classifications and additional duties).
- e. Department Personnel at or above the rank of Deputy Commander shall not wear a beard while in the performance of their duties.

N/A

8. Fingernails

- a. Department personnel shall comply with the following standards pertaining to fingernails:
- i. Fingernails shall be kept clean and well-groomed;
- ii. For Sworn personnel, the length of fingernails shall not exceed one-quarter inch (1/4") from the tip of the finger nor interfere in any way in the performance of primary police tasks or with the safe drawing and firing of the service weapon; and



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iii. Dangling fingernail rings or decorative adornments are prohibited.

9. Hair

- a. Department personnel shall comply with the following standards pertaining to hair:
 - i. Hair shall be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permissible, regardless of length;
 - ii. Hair coloring is permitted, but hair color must be consistent with a naturally occurring color range and must be professional in appearance;
 - iii. Hairstyles that include etched patterns or prints are prohibited;
 - iv. For male hairstyles, hair at the nape of the neck may be rounded or blocked but shall not touch or extend beyond the top of the collar when the head is held in a position of attention. Hair in front of the face shall not fall below the eyebrows. Hair shall not be cut into asymmetrical styles;
 - v. Hairstyles that do not allow for the proper wear of headgear are prohibited; and
 - vi. Wigs or hairpieces shall be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in this SOP.

10. Jewelry

- a. Department personnel shall not wear offensive jewelry.
- b. Department personnel shall ensure that earrings do not exceed two (2) per ear lobe and shall be small and inconspicuous.
 - i. Earrings worn in cartilage of the ear is prohibited.
- c. Sworn personnel shall ensure necklaces are not visible.
- d. Department personnel may wear a wristwatch, wedding band, or other conservative ring types.
- e. Department personnel may only wear two (2) bracelets in total which are professional in appearance.

11. Personal Hygiene

Department personnel shall be attentive to personal hygiene, including, but not limited to, regular bathing, shampooing and oral hygiene.

C. Tattoos

1. General Responsibilities

- a. Department personnel may display their tattoo(s) in public, while in uniform, on the following body areas:
 - i. Arms;
 - ii. Hands; and
 - iii. Legs.



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- b. Department personnel with tattoos that substitute cosmetics are acceptable, provided the make-up is applied in shades appropriate to natural skin tones.
- c. Department personnel shall cover tattoos deemed offensive while in their duty uniform.
- d. Department personnel with tattoos or branding above the uniform collar, or an area not practical to cover and which have been deemed offensive may submit a request to their Deputy Chief of Police or their designee for reconsideration.
 - i. If the Deputy Chief denies the request the employee shall be required to keep that tattoo covered at all times.
- e. Department personnel are prohibited from displaying their tattoo(s) that are above the collar of their uniform at all times.
- f. Department personnel are prohibited from displaying their tattoo(s) while in the Class A uniform, consistent with SOP Uniforms.

2. Tattoo Declaration Process

- a. Prior to displaying their tattoo(s) while interacting with community members, Department personnel shall submit a Tattoo Declaration Form to their respective direct supervisor.
 - i. Sworn personnel at the rank of Commander or above shall submit to their direct supervisor an Interoffice Memorandum, a completed Tattoo Declaration Form and photographs of the tattoos they wish to display.
 - ii. Department personnel shall submit a Tattoo Declaration Form for each new tattoo they intend on displaying while in uniform.
 - iii. Department personnel shall document tattoos that are determined to be offensive in a Tattoo Declaration Form.
- b. The first-line supervisor shall send their employee's Tattoo Declaration Form through their chain of command, to their Commander.
- c. The Commander shall review the Tattoo Declaration Form and shall approve or deny the employee's request to display their tattoo(s) while interacting with community members, while in their uniform.
- d. The Commander shall upload the Interoffice Memorandum and, if applicable, photograph(s) of the tattoo(s) in the IA database web application.

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D. Exceptions

- 1. The Chief of Police or his designee shall make the final decision as to whether a tattoo violates this SOP.
- 2. The Chief of Police or his designee shall consider accommodations to the grooming standards outlined in this SOP on a case-by-case basis. Such accommodations may be appropriate only in cases where Department personnel demonstrate a religious or medical need for accommodation. In such instances, the employee shall bring the need for accommodation to the Chief of Police's attention through their chain of command.



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- a. Department personnel must provide sufficient documentation and proof of the need for the accommodation accompanied by an Interoffice Memorandum.