



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-3

Effective: 11/12/2021

Review: 11/12/2022

Replaces: 12/12/2018

1-3 GROOMING STANDARDS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[2-1 Uniforms](#)

[2-4 Use of Respirators](#)

[3-30 Line Inspection Process](#)

B. Form(s)

PD 3012 Tattoo Declaration Form

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

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. Offensive depictions of intolerance or discrimination against any race, religion, gender, or national origin;
2. Sexually explicit, sexist, or vulgar art, words, phrases, or profane language;



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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 well-groomed and clean, and clothing and shoes shall be properly maintained.
- N/A** 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.
 - a. Sworn personnel who work in a special assignment are exempt from the standards in this Standard Operating Procedure (SOP); however, when they are required to wear their duty uniform, they shall comply with this SOP.

B. Grooming and Attire

1. Attire

- a. Department personnel shall maintain their clothing so that it is neat and clean, without rips, tears, or holes, and appropriate for the work environment.
- b. Department personnel shall not wear open-toed shoes.
- c. Department personnel shall wear clothing, based on safety, versatility, durability, appearance, and tradition.

2. Body Alteration

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

3. Body Piercing

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

4. Cosmetics



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- 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 purposes 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 conservative 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 pertaining to facial hair:
 - i. Sideburns shall not extend in length below the bottom of the ear. The sideburns shall be neatly trimmed, not bushed nor flared. Sideburns shall be cut level when the head is held in the position of attention. The width of the sideburns shall not be more than one and one-quarter inch ($1\frac{1}{4}$ ");
 - ii. No facial hair other than a mustache is authorized while in uniform. Mustaches 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 ($\frac{1}{4}$ ") upward, downward, or to the side from the corner of the mouth; and
 - iii. An employee's facial hair shall be trimmed or shaved so as not to interfere with the proper seal of the Department-issued respirator. Specialized and collateral units shall be required to wear respirators, consistent with SOP Use of Respirators.

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 ($\frac{1}{4}$ ") 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
 - iii. Dangling fingernail rings or decorative adornments are prohibited.

9. Hair



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- 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 a male hairstyle, 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 the position of attention. Hair that exceeds collar length shall be pulled back, pinned, or otherwise fastened in such a way so as to not interfere with their uniform or equipment. Hair in front shall not fall below the eyebrows. Hair should 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. Additional piercing of the ear lobes and cartilage is prohibited.
- c. Sworn personnel shall ensure necklaces are not visible.
- d. Department personnel may wear a wristwatch, wedding band, or other conservative type of ring.

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 tattoos in public, while in uniform, on the following body areas:
 - i. Arms;
 - ii. Hands; and
 - iii. Legs.
- b. Department personnel shall cover tattoos that are deemed offensive while in their duty uniform.
- c. Department personnel with tattoos or branding located above the uniform collar, in an area not practical to cover, or which have been deemed offensive may



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- submit a request to their Deputy Chief of Police or their designee for reconsideration or appeal, if the Deputy Chief deems a tattoo to be offensive.
- i. The employee shall be required to keep that tattoo covered at all times.
- d. Department personnel with tattoos that substitute for the application of cosmetics are acceptable, provided the make-up is applied in shades appropriate to natural skin tones.
- e. Department personnel are prohibited from displaying their tattoos while in the Class A uniform, consistent with SOP Uniforms.
- f. Department personnel are prohibited from displaying their tattoos that are above the collar of their uniform at all times.

2. Tattoo Declaration Process

- a. Prior to displaying their tattoos 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 have their division's Deputy Chief approve or deny the request and sign the form.
- e. The Commander shall upload the Interoffice Memorandum and, if applicable, photograph(s) of the tattoos in the IA database web application.

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D. Exceptions

- 1. The Chief of Police shall make the final decision as to whether a tattoo violates this SOP.
- 2. The Chief of Police 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.
 - a. Department personnel must provide sufficient documentation and proof of the need for the accommodation accompanied by an Interoffice Memorandum.



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Once approved by the Chief of Police, the Tattoo Declaration Form and Department Memorandum shall be filed by their chain of command.