



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-3

Effective: 12/12/18 Review: 12/12/19 Replaces: 08/22/16

## 1-3 GROOMING STANDARDS

### 1-3-1 Purpose

The purpose of this policy is to provide the grooming standards that shall be adhered to by all department personnel.

### 1-3-2 Policy

Department policy establishes that all employees meet appropriate grooming standards as prescribed by the Chief of Police. All employees, while on duty, unless otherwise directed by their commanding officer, shall be well groomed and clean. Clothes and shoes shall be clean and properly cared for. Attire shall conform to department rules and regulations. All department personnel are expected to dress appropriately for the work place. The Chief of Police reserves the right to determine the appropriate standard for personnel in a particular assignment.

### 1-3-3 Procedures

#### 7 A. Grooming and Attire – All Department Personnel

##### 1. Personal Hygiene

- a. Employees are expected to be attentive to personal hygiene including, but not limited to, regular personal bathing, shampooing and oral hygiene.

##### 2. Attire

- a. Clothing is to be neat and clean, without rips, tears or holes and appropriate for the work environment. Employees should not wear suggestive or provocative attire, halter tops, non-uniform shorts, flip flops, T-shirts and other similar items of casual attire, nor should attire be unusually tight fitting, short, or low-cut.

##### 3. Hair

- a. Hair should be clean, combed and neatly trimmed or arranged. Unkempt hair is not permissible regardless of length. Hair coloring must be natural hair tone colors. Lopsided and extremely asymmetrical styles are not authorized. Hairstyles that do not allow for the proper wear of headgear are prohibited.
- b. Wigs or hairpieces shall be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in this section.



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4. Fingernails

a. Males

Fingernails shall be kept clean and well groomed. Colored nail polish will not be worn while on duty.

b. Females

Length of fingernails shall not exceed a reasonable length for the duties required of the individual employee. Nail polish may be worn, but colors shall be conservative and complement the skin tone. Dangling fingernail rings or decorative adornments are not permitted.

5. Jewelry

Conservative jewelry is authorized for all personnel and shall be in good taste while on duty. Earrings are allowed only on female employees. Earrings shall not exceed two per ear lobe and shall be small and inconspicuous. Additional piercing of the ear lobes and cartilage are prohibited.

6. Body Piercing

No articles, other than earrings for females specified above, shall be attached to or through the ear, nose, tongue, chin, eyebrow or any other body part that would be visible to the public while on duty.

7. Body Mutilation

Mutilation is defined as the intentional radical alteration of the body, head, face or skin for the purpose of and or resulting in an abnormal appearance. Visible, intentional mutilation of any part of the body is prohibited.

8. Dental Ornamentation

a. The use of decorative veneers or caps for purposes of dental ornamentation is prohibited. Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc.

9. Cosmetics

a. Cosmetics may be applied so that colors blend with natural skin tone, enhance natural features and do not give a dramatic appearance.



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- b. An employee's chain of command has the authority to have the employee change or remove cosmetics determined to be in violation of this section.

10. Eyeglasses

- a. Personnel shall wear prescription glasses that are conservative in design.
- b. Sunglasses should be removed when addressing the public.

B. Male Personnel

1. Hair

- a. When in uniform, males shall wear their hair in compliance with the following:
  - i. Hair on the side may extend to the ears but will not protrude over the ears. Hair at the nape of the neck may be rounded or blocked but it shall not touch or extend beyond the top of the collar when the head is held in the position of attention. Hair in front will not fall below the eyebrows. Hairstyles that do not allow for the proper wear of headgear are prohibited.
  - ii. 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 1-1/4 inch.
  - iii. Mustaches will be neatly trimmed and shall not extend in length below the top edge of the upper lip nor extend more than 1/4 inch upward, downward, or to the side from the corner of the mouth.
  - iv. No facial hair other than a mustache is authorized. The Chief of Police will consider and may approve accommodations to this standard only in cases where the officer or cadet demonstrates a medical or religious need for accommodation. In such instances, the officer or cadet should bring the need for accommodation to the Chief of Police's attention through the chain of command. The officer or cadet must provide sufficient documentation and proof for the need for the accommodation.
  - v. An officer's facial hair shall be trimmed or shaved so as not to interfere with the proper seal of the department issued gas mask. Specialized and collateral units required to wear respirators shall be in compliance with [Use of Respirators SOP](#).
  - vi. Designs will not be allowed to be cut/shaved into short hairstyles.

2. Jewelry



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- a. Earrings are prohibited.
  - b. Necklaces shall not be visible.
  - c. Male sworn officers may wear a wristwatch, wedding band or other conservative type ring.
3. Employees excused from the above regulations because of special assignment shall be in compliance with the above regulations when wearing the official uniform.

C. Female Personnel

1. Hair

- a. When in uniform, females shall wear their hair in compliance with the following:
  - i. Hair may be cut short.
  - ii. Longer hair will be secured and styled.
  - iii. Hair shall not be styled so that it hangs below the eyebrows.
  - iv. Hair will be neat and clean.
  - v. Pigtails or dreadlocks are not permitted.
  - vi. Hairstyles that do not allow for the proper wear of headgear are prohibited.

2. Jewelry

- a. Female sworn officers may wear a wristwatch, wedding band or other conservative type ring.
- b. Necklaces shall not be visible.

D. Tattoos and Body Art Standards

1. All personnel - Tattoos are permissible to be shown in public, while in the duty uniform, on the following areas:
  - a. Arms.
  - b. Hands.
  - c. Legs.
2. Tattoos that are deemed offensive will be covered while in the duty uniform.
  - a. Examples of offensive tattoos include, but are not limited to:
    - i. Depictions of intolerance or discrimination against any race, religion, gender, or national origin.
    - ii. Sexually explicit, sexist; or vulgar art, words, phrases, or profane language.



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- iii. Initials, acronyms, or numbers that represent criminal or historically oppressive organizations (any street gang names, numbers, and/or symbols).
    - iv. Anything that depicts or endorses violence.
  - b. Tattoos or body art above the collar of the duty uniform are prohibited from being visible at all times. These areas include:
    - i. Neck,
    - ii. Head,
    - iii. Face,
    - iv. Ears.
3. Prior to displaying tattoos, personnel will be required to declare, through the Tattoo Declaration Form, any tattoos, which will be visible while in a duty uniform, to their respective first line supervisor before the employee can display their tattoos in public. The declaration process is as follows:
  - a. The employee that wishes to have their tattoos visible while in the duty uniform will notify their chain of command with a Tattoo Declaration Form.
  - b. The first line supervisor will send the Tattoo Declaration Form through their chain of command to their Commander.
  - c. The Commander will verify if the tattoos are not offensive and will approve or deny the employees request to have their tattoos visible to the public, while in the duty uniform.
  - d. A Tattoo Declaration Form must be submitted for each new tattoo the employee receives that will be visible while in the duty uniform.
  - e. Before uploading the Tattoo Declaration Form into IA Pro, the Commander will have their division Deputy Chief sign approved or not approved.
4. Any tattoos deemed offensive will be documented through the Tattoo Declaration Form which will be uploaded to IA Pro by the Commander.
5. Commander and above will submit a memo request with photos for any visible tattoos to their direct supervisor.
  - a. A record of the memo(s) and photograph(s) of the tattoos will be placed in the Commander (and above) employee file. This file will be transferred with the employee upon relocation.
6. Employees with tattoos/branding located above the uniform collar, in an area not practical to cover, or which have been deemed offensive may submit a request to



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their Deputy Chief of Police or designee for consideration. If the Deputy Chief deems a tattoo to be offensive the employee will be required to keep that tattoo covered at all times.

7. All tattoos are prohibited from being visible in the Class A uniform.
8. Tattoos that substitute for the application of cosmetics are acceptable, provided the make-up is applied in shades appropriate to natural skin tones.

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E. Exceptions

1. The Chief of Police will make the final decision of whether body art or a tattoo violates this policy, if a determination has to be made.
2. Transgender employees will adhere to the policy based on their gender identity not their sex assigned at birth.