



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#### Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):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

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D. Rescinded Special Order(s)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 provide 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 ~~policy establishes that~~ that all employees personnel must meet appropriate grooming standards, as prescribed by the Chief of Police. All Department personnel, employees, while on-duty, or unless otherwise directed by their commanding officer/supervisor, shall be well-groomed and clean, and ~~clothinges~~ clothinges and shoes shall be clean and properly cared for. Uniform attire shall also be consistent with SOP conform to department rules and regulations Uniforms. ~~All department personnel are expected to dress appropriately for the work place.~~ The Chief of Police reserves the right to determine the appropriate standards for personnel in a particular assignment.

#### 1-3-3 Definitions

A. Body Alteration ~~Mutilation~~

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

~~—(if applicable)~~



B. Offensive

1. 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.
3. Initials, acronyms, or numbers that represent criminal or historically oppressive organizations, street gang names, numbers, ~~and~~/or symbols; and
4. Anything that depicts or endorses violence.  
~~The title of defined word or unit~~

~~Describe terminology used.~~

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~~1-3-3~~ **1-3-4 Rules and Responsibilities or Procedures**

A. Grooming and Attire ~~For~~ All Department Personnel

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1. Personal Hygiene
  - a. ~~Employees~~ Department personnel ~~are expected to be~~ shall be attentive to personal hygiene including, but not limited to, regular ~~personal~~ bathing, shampooing, and oral hygiene.
2. Attire
  - a. Clothing ~~is to~~ shall be neat and clean, without rips, tears, or holes, and appropriate for the work environment. ~~Employees~~ Department personnel ~~shall~~ could not wear suggestive or provocative attire, halter tops, non-uniform shorts, flip flops, T-shirts, and other similar items of casual attire, nor ~~shall~~ could attire be unusually tight-fitting, short, or low-cut.
3. Hair
 

~~Male personnel when in uniform shall wear their hair in compliance with the following:~~

  - a. ~~When, males shall wear their hair in compliance with the following:~~
    - i. Hair on the side of the head may extend to the ears but shall 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



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GENERAL ORDERS

SOP 1-3

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- in the position of attention. Hair in front shall 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 shall 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 shall consider, and may approve, accommodations to this standard only in cases where the employee demonstrates a medical or religious need for such accommodations. In such instances, the employee shall ~~ould~~ bring the need for accommodation to the Chief of Police's attention through their chain of command. The Department personnel ~~employee~~ must provide sufficient documentation and proof ~~foofr~~ the need for the accommodation accompanied by a Department memorandum. Once approved by the Chief of Police, the Tattoo Declaration Form and Memo shall ~~to~~ be filed by their chain of command;
  - v. An employee'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 shall be required to wear respirators, consistent with ~~shall be in compliance with~~ SOP Use of Respirators-SOP.; ~~and~~
  - vi. Designs are ~~will not be~~ allowed to be cut or ~~/shaved~~ into short hairstyles.

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

c. 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.

~~b.~~

4. Fingernails

a. Males

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

b. Females

i. For sworn personnel, the length of fingernails shall not exceed a 1/4 inch 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. ~~reasonable length for the duties required of the individual employee.~~ Nail polish may be worn, but colors shall ~~shall be conservative and~~ complement the skin tone. Dangling fingernail rings or decorative adornments are not permitted.

5. Jewelry

a. Jewelry shall be inoffensive~~non-offensive.~~

b. Only female personnel shall be allowed to wear ~~Conservative jewelry is authorized for all personnel and shall be in good taste while on duty.~~ Earrings are allowed only on female employees.

i. Earrings shall not exceed two per ear lobe and shall be small and inconspicuous.

ii. -Additional piercing of the ear lobes and cartilage are prohibited.

c. Necklaces shall not be visible.

d. Personnel may wear a wristwatch, wedding band, or other conservative type ring.

~~f.~~

Earrings are prohibited.

Necklaces shall not be visible.

Male sworn officers may wear a wristwatch, wedding band or other conservative type ring.

6. Employees~~Department personnel~~ excused from the above regulations because of special assignment shall be in compliance with the above~~the~~ regulations when wearing the official duty uniform.

~~6.7.~~ 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.

~~7.8.~~ 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.

~~8.9.~~ Dental Ornamentation

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

~~9.10.~~ Cosmetics

a. Cosmetics may be applied so that 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 ~~have the employee change or remove~~ cosmetics determined to be in violation of this section.

~~10.11.~~ Eyeglasses

~~a. Personnel shall wear p~~Prescription glasses shall be ~~that are~~ conservative in design.

a.

b. Sunglasses ~~shall~~ould 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 employee demonstrates a medical or religious need for accommodation. In such instances, the officer or cadet employee should bring the need for accommodation to the Chief of Police's attention through their chain of command. The officer or cadet employee must provide sufficient documentation and proof for the need for the accommodation;~~
- ~~v. An officer's employee'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; and~~
- ~~vi. Designs will not be allowed to be cut/shaved into short hairstyles.~~

~~2. Jewelry~~

- ~~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; and~~
- ~~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 are permitted to show their tattoos- ~~Tattoos are permissible to be shown~~ in public, while in the duty uniform, on the following body areas:
  - a. Arms;
  - b. Hands; and
  - c. Legs.



2. Tattoos that are deemed offensive ~~will~~shall 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;~~
- ~~iii. Initials, acronyms, or numbers that represent criminal or historically oppressive organizations (any street gang names, numbers, and/or symbols); and~~
- ~~iv. Anything that depicts or endorses violence.~~

~~— Tattoos or body art above the collar of the duty uniform are prohibited from being visible at all times. These areas include but are not limited to:~~

- ~~a. Neck~~
- ~~i~~
- ~~— Head;~~
- ~~— Face; and~~
- ~~— Ears.~~
- ~~b. Neck;~~
- ~~c. Head;~~
- ~~d. Face; and,~~
- ~~e. Ears.~~

~~3.~~

~~3.4.~~ 3.4. Prior to displaying tattoos in public, Department personnel ~~will~~shall be required to declare, through the Tattoo Declaration Form, any tattoos, which ~~will~~shall be visible while in a duty uniform, ~~to their respective first-line supervisor, before personnel the employee can display their tattoos in public.~~ The declaration process is as follows:

- a. The employee ~~that~~who wishes to have their tattoos visible while in the duty uniform ~~shall~~will notify their chain of command by submitting the~~with a~~ Tattoo Declaration Form to their respective first-line supervisor;
- b. The first-line supervisor ~~will~~shall send the Tattoo Declaration Form through their chain of command, to their Commander;
- c. The Commander ~~will~~shall review the request and verify if the tattoo(s) are is ~~innot offensive and will~~shall approve or /or deny the employee's~~the employees~~ request to have their tattoo(s) 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~~shall be visible while in the duty uniform; and
- e. Before uploading the Tattoo Declaration Form into Blue Team, ~~to IA Pro~~, the Commander ~~will~~shall have their division's Deputy Chief sign approve or /denyd ~~or not approve~~ the request and sign the Form.

4.5. Any tattoos deemed offensive ~~will~~shall be documented through the Tattoo Declaration Form, which ~~will~~shall be uploaded to ~~IA Pro~~Blue Team by the employee's Commander.



~~5.6.~~ S~~The Commander and~~ sworn personnel at the rank of Commander, or above, a ~~higher rank above will~~ shall submit a memo request along with the Tattoo Declaration Form, and, with photos, for any visible tattoos to their direct supervisor.

a. A record of the memo(s) and photograph(s) of the tattoos ~~will~~ shall be ~~placed in the Commander (and above) employee file. This file will be transferred with the employee upon relocation.~~ uploaded into BlueTeam.

~~6.7.~~ E~~m~~ployees 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 submit a request to their Deputy Chief of Police, or their designee, for reconsideration or appeal, ~~consideration.~~ If the Deputy Chief deems a tattoo to be offensive, the employee ~~will~~ shall be required to keep that tattoo covered at all times.

7. All tattoos are prohibited from being visible in the Class A uniform consistent with SOP Uniforms.

8. Tattoos that substitute for the application of cosmetics are acceptable, provided the make-up is applied in shades appropriate to natural skin tones.

**6** E. Exceptions

1. The Chief of Police ~~will~~ shall make the final decision as to ~~ef~~ whether a tattoo or ~~/~~ body art ~~or a tattoo~~ violates this policy, ~~if such a determination has to be~~ must be made.

~~2.~~ Transgender ~~employees~~ personnel ~~will~~ shall adhere to the policy based on their gender identity not their sex assigned at birth.

2.