
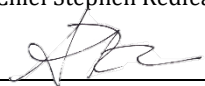


Boulder Police Department Policy and Procedure

	Subject: Appearance Standards for Non-Uniformed Personnel		General Order: 104
	Effective: October 16, 2024 Reviewed: October 15, 2024	Replaces: GO 104 April 18, 2017	Approved by: Chief Stephen Redfearn 
General Order Topic(s): 104-1 Clothing Standards 104-2 Accessories/Jewelry 104-3 Appearance Guidelines 104-4 Exceptions		Accreditation Standard(s): N/A Statutory References: C.R.S B.R.C Related General Orders:	

POLICY

Because we are highly visible representatives of government and the policing community, our professional appearance is extremely important. The Boulder Police Department recognizes there are generally accepted norms of appearance within our community, and it is important that department members present a professional business-like appearance that meets community, organizational, and law enforcement expectations. Therefore, the department establishes and maintains standards with respect to the clothing, accessories, and personal appearance of its members.

PROCEDURES

104-1 Clothing Standards

Members are expected to wear appropriate professional business attire according to the following general guidelines.

A. Acceptable attire

1. Coat and tie, or equivalent female attire, is required clothing when making appearances in court or public presentations, participating in news conferences or press briefings, etc.
2. Shirts with collars, button-down dress shirts, or blouses are standard. Polo-type shirts with collars (when a tie is not required) and women's pullover dress shirts are acceptable.
3. Dress-style slacks or pants are standard. Cotton "Dockers"-type pants are acceptable.
4. Sweaters are acceptable.
5. Business-style dresses and skirts are acceptable for female employees.
6. Business or dress footwear is required. Weather-appropriate shoes or boots are acceptable during times of inclement weather.

B. Unacceptable attire:

1. T-shirts
2. Sweatshirts or sweatpants
3. Any color of denim jeans (except Fridays).
4. Tennis shoes, sneakers, gym shoes, casual sandals, flip flops, slippers, or Croc-type shoes.
5. Mini skirts or shorts.
6. Any clothing with printed slogans or pictures.
7. Political buttons or other signs or symbols expressing political or social views.
8. High-heeled shoes for commissioned members who are subject to enforcement activities.

104-2 Accessories/Jewelry

Non-uniformed members may wear conservative accessories and jewelry according to the following guidelines.

- A. Visible jewelry is restricted to rings, wristwatches, necklaces, bracelets, and earrings. Enlarged or stretched holes to the earlobes are prohibited in General Order 104- 3(D)(2).
- B. Conservative hats appropriate to the weather may be worn when outside.
- C. Other accessories such as belts, scarves, hair clips, or other ornaments may be worn if they are conservative in nature, are part of an outfit or suit, and do not present any safety hazards.

104-3 Appearance Guidelines

Members are expected to maintain a neat, clean, well-groomed, professional appearance and to comply with the following guidelines:

- A. Clothing must be clean and pressed and maintained in good condition. Footwear must be clean and in good repair.
- B. Employees' hair must be neatly groomed. Extreme colors and styles are not permitted.
- C. Commissioned males: Commissioned male employees' hair must be neatly groomed and may not exceed the shirt collar in length. Extreme colors or styles are not permitted. Sideburns must be neatly trimmed and must not be extreme in style or connect with any mustache. Sideburns shall not extend below the bottom of the ear lobe. A mustache may be worn at the option of the individual; however, it will be neatly trimmed to a length above the upper lip and will not extend below the corners of the mouth. Full beards are not permitted. Officers may grow a goatee or circle-type beard where the mustache and goatee connect. This beard must be maintained in a neatly trimmed manner, extending no more than ½ inch in length in any given spot.
- D. Tattoos and Body Scarring/Mutilation
 1. Non-uniformed members may not appear on duty or in uniform with any visible facial, head, neck (above the collarbone), or torso, tattoos, or decals. Tattoos or

decals on the hand are not permitted except for single bands around the fingers. Any visible tattoo that is obscene, sexually explicit, offensive, symbolizes violence, is affiliated with any gang, criminal or hate group, or advocates, symbolizes or discriminates based on sex, sexual orientation, age, gender, race, religion, ethnicity, or national origin is prohibited. Visible body art, brands, or body piercings (except as provided by the policy for earrings) are prohibited.

If questionable, the Chief of Police will be the final arbiter as to whether a tattoo violates the above standard. If a tattoo violates any provision of the above, it must be covered at all times while on duty.

Tattoos that are deemed medically necessary or common cosmetic tattoos such as permanent eyebrows, makeup, and skin discoloration repair are exempt from this policy.

2. Body Ornamentation shall include but is not limited to body (other than those covered in General Order 104-2(A)) piercing jewelry, intentional body mutilation, intentional scarring, or foreign objects intentionally inserted in/under the skin.

Members shall not wear any item of ornamentation in their nose, eyebrow, tongue, or any other location of the body that is visible during duty hours or any duty-related function.

Intentional body mutilation, piercing, branding, or intentional scarring is prohibited. Examples of prohibited intentional mutilation include but are not limited to split or forked tongues, abnormal shaping of the ears, eyes, nose, or teeth, foreign objects inserted under the skin to create a design or pattern, enlarged or stretched-out holes in the ears (other than normal piercing), and intentional scarring that is visible.

The use of gold, platinum, or other veneers or caps for ornamentation is prohibited. Teeth, whether natural, capped, or veneer, will not be ornamented with designs, jewels, initials, etc.

Contact lenses, if worn on duty, shall be in a natural eye color. Red, orange, silver, and other unnaturally colored contact lenses, or colors when worn that create an unnatural eye color and contact lenses with graphic designs of any kind are prohibited.

104-4 Exceptions

Supervisors may grant short-term exceptions to this policy for specific duties or assignments that necessitate more casual attire. Long-term exceptions to this policy may be granted by the Chief of Police.