



Colorado Springs Police Department Standard Operating Procedure

DL-440-02 Personal Appearance and Grooming

Section 400 – Professional Conduct

Effective Date: 10/29/2024

Supersedes Date: 2/15/2024

.01 Purpose

The purpose of this directive is to establish standards for department members' personal appearance while working for or representing the department.

.02 Cross-Reference

[DL-440-01 Uniforms and Appearance](#)

.03 Definitions

Department Member: Any employee or volunteer who works for or represents the Colorado Springs Police Department in an official capacity.

Gender Expression: The way in which a person expresses or reflects their gender identity to the outside world, typically demonstrated through their appearance, dress, and behavior.

Gender Identity: A person's innate sense of their gender, which may or may not correspond with the sex they were assigned at birth.

Non-binary: A person whose gender identity or gender expression does not conform to beliefs regarding gender as being binary (male or female).

Transgender: An individual whose gender identity differs from the sex they were assigned at birth.

Uniformed Employee: Sworn employees dressed in the General Duty Police Uniform, Class "A" Uniform or Dress Uniform; and CSO IIs assigned to wear the CSO uniform. An employee in a "soft uniform" is not considered a uniformed employee for the purposes of this directive.

.04 Procedure

Creating and maintaining public trust is essential to the services provided by the Colorado Springs Police Department (CSPD). In the interest of professionalism and the safety of its department members, personnel are expected to maintain an appearance consistent with the provisions of this procedure.

All department members will be properly attired, clean, neat, and well-groomed at all times while working for or while representing the department.

Employees will be held to the specified hair grooming standards most aligned with their gender identity or gender expression.

Exceptions to this policy may be made for officers working undercover assignments or for those working in a specialized assignment so long as approved by a supervisor. All department members, including undercover officers, will comply as closely to this policy as possible when representing the department during court processes, to include official depositions and hearings, without jeopardizing their undercover roles.

In all questions concerning the professional appearance of department members, the determination of the Chief of Police or their designee is final.

Personal Grooming – Uniformed Employees

Uniformed employees as defined in this directive, will conform to the following provisions, unless specifically exempted by the Chief of Police or their designee:

Head Hair

- Head hair will be neat, clean, trimmed, and styled for a professional appearance.
- **Hair style must not interfere with full vision.**
- Hair must be styled in a manner that does not interfere with the proper wearing of the uniform hat, headgear, and/or specialized equipment, and must not interfere with officer safety or effectiveness.
- Dyed, tinted, or bleached hair is permitted only in the naturally occurring hair color range and must be professional in appearance. Naturally occurring color range does not include unique hair colors such as pink, blue, purple, or green.
- Wigs and hairpieces must conform to standards for natural hair.
- Males and employees identifying as male will trim their hair so that it does not touch the uniform collar or top of the ears or protrude from the sides of the uniform hat.

- Females and employees identifying as female will secure their hair in a conservative manner, such as a bun, ponytail, **braid**, etc., that prevents the hair from **extending more than 4 inches below the bottom of the edge of the shirt collar at the center of the back.**
- **If hair is worn down, females and employees identifying as female shall arrange their hair style so it does not extend past the bottom edge of the shirt collar at the center of the back.**
- Non-binary employees will comply with the hair grooming guidelines most aligned with their gender identity or gender expression.
- Unconventional hairstyles, including designs shaved into the hair are not permitted.
- No ribbons or ornaments will be worn in the hair except for neat and professional appearing bobby pins, bands, and barrettes necessary to secure hair. Nothing can be worn in the hair that would interfere with the proper wearing of a uniform hat, headgear, and or specialized equipment, and must not interfere with officer safety or effectiveness.

Facial Hair

- A groomed, clean, and well-trimmed mustache is permissible if it does not extend below the upper lip or beyond the corners of the mouth.
- Sideburns must not extend below a horizontal line drawn from the lowest part of the ear and must be 1 inch or less in width.
- Beards and traditional goatees are permitted as long as they are groomed, clean, and do not create a safety hazard or interfere with equipment. Well-kept beards and goatees will be neatly trimmed and not extend beyond ½ inch in length.
- **Facial hair must not interfere with the proper fit and wearing of respirators (e.g., gas masks). If necessary, employees will be required to trim or shave areas of the face needed to ensure proper fit.**
- Fad facial hair styles such as unconventional patterns, shapes, or overly long unkempt beards and goatees are not allowed.

Examples of acceptable facial hair (not all-inclusive):



Examples of unacceptable facial hair (not all-inclusive):



Fingernails

- Fingernails will be clean and neatly cut and will not extend more than one-quarter inch ($\frac{1}{4}$ "') beyond the fingertip.
- Nail polish is acceptable.
- Jewelry or ornamentation on fingernails is prohibited.
- Painted designs on nails cannot depict or display sexual, racial, religious, ethnic, or related intolerances; cannot promote a partisan political statement or expression; and cannot portray derogatory or offensive characterizations contrary to the values of this department.

Eyewear

- Conservative design eyeglasses and sunglasses may be worn.
- Impact resistant lenses are recommended but not required for all eyewear.

Jewelry

- Uniformed employees may wear no more than two rings per hand so long as they are professional in appearance. Rings, especially those on the trigger finger(s), must not interfere with safe and proficient operation of weapons.
 - For the purpose of this directive, wedding and engagement rings worn together are considered one ring.
- Uniformed employees may wear one bracelet per arm (with the exclusion of memorial bands and medical alert bracelets) that is of conservative size and professional appearance. Bracelets will not include any charms or attachments.
- Necklaces and neck chains of small diameter are permitted so long as they do not hold multiple or lengthy attachments, can be worn under the employee's uniform, are professional in appearance, and do not create a safety risk.

- Uniformed employees may wear no more than two conservative, small, earrings in each ear that do not extend below the earlobe.
- Wristwatches are permitted but must be professional in appearance.
- Any jewelry worn cannot interfere with officer safety or effectiveness.

Cosmetics

- Makeup will be conservative and natural-looking and applied to blend with skin tone.
- Heavy makeup worn on the eyelids and face is not permitted.
- False eyelashes are prohibited.

Dental decoration

- The use of veneer caps for the purpose of decoration is prohibited. This includes those that are gold, platinum, or silver.
- Teeth, whether natural, capped, or veneered, will not be decorated with designs, logos, jewels, initials, etc.
- The unnatural shaping of teeth for nonmedical reasons is prohibited.

Personal Grooming – Sworn Employees not in Uniform

Sworn employees who are not wearing the General Duty Police Uniform, Class “A” Uniform or Dress Uniform will conform to the requirements of uniformed employees, with the specific exceptions described below, unless specifically exempted by the Chief of Police or their designee.

- Employees do not have to secure their hair to prevent it from falling **below the bottom edge of the shirt collar at the center of the back.**
- Hair does not need to be routinely styled in a manner that does not interfere with the proper wearing of the uniform hat, headgear, and other specialized equipment, as these are not usually worn when not in uniform.

Personal Grooming – Civilian Department Members Not in Uniform

Civilian department members not in uniform will conform to the following provisions unless specifically exempted by the Chief of Police or their designee:

Head Hair

- Head hair will be clean and styled for a professional appearance.

- Dyed, tinted, or bleached hair is permitted only in the naturally occurring hair color range and must be professional in appearance. Naturally occurring color range does not include unique hair colors such as pink, blue, purple, or green.
- Wigs and hairpieces will conform to standards for natural hair.
- Unconventional hairstyles, including designs shaved into the hair, are not permitted.

Fingernails

- Fingernails will be clean and neatly cut and the length cannot impede the employee's ability to perform in their assigned position.
- Nail polish is acceptable but painted designs on nails cannot depict or display sexual, racial, religious, ethnic, or related intolerances; cannot promote a partisan political statement or expression; and cannot portray derogatory or offensive characterizations contrary to the values of this department.
- Jewelry or ornamentation on fingernails must be professional in appearance and cannot impede the employee's ability to perform in their assigned position.

Jewelry

- Any rings worn must be professional in appearance and must not interfere with the department member's ability to perform in their position.
- Civilian department members not in uniform may wear no more than two earrings in each ear so long as they are professional in appearance and do not impede the employee's ability to perform in their assigned position.
- Necklaces are permitted but must be professional in appearance.
- Bracelets are permitted but must be professional in appearance.
- Wristwatches are permitted but must be professional in appearance.

Cosmetics

- Makeup will be conservative and natural-looking and applied to blend with skin tone.
- Heavy makeup worn on the eyelids and face is not permitted.

Dental decoration

- The use of veneer caps for the purpose of decoration is prohibited. This includes those that are gold, platinum, or silver.
- Teeth, whether natural, capped, or veneered, will not be decorated with designs, logos, jewels, initials, etc.
- The unnatural shaping of teeth for nonmedical reasons is prohibited.

Facial Hair

Facial hair is permitted and must be clean, well-kept and not interfere with an employee's assignment.

Eyewear

Eyewear must not interfere with an employee's assignment.

Tattoos/Body Art/Brands

Department members are not allowed to have tattoos/body art/brands on the head, face, neck, or scalp. Any pre-existing tattoos on the department member's head, face, neck, or scalp must be covered by cosmetics, clothing, or be considered for removal. Exceptions to this subsection may be made for department members who have permanent makeup (e.g., eyeliner, lip liner) that conforms to the makeup guidelines.

Any clothing items used to conceal tattoos will comply with the guidelines established by [DL-440-01 Uniforms and Appearance](#).

Tattoos, brandings, or intentional scarring that are gang-related; that convey sexual, racial, religious, ethnic, or related intolerances; that promote a partisan political statement or expression; or that portray derogatory or offensive characterizations contrary to the values of this department are prohibited. Other tattoos/body art/brands that do not fall into one of the areas listed above may be visible.

Mutilation/Scarification

Intentional and visible body mutilations, piercings, brandings, or intentional scarring is prohibited. Examples include, but are not limited to:

- A split or forked tongue
- Foreign objects inserted under the skin to create a design or pattern
- Enlarged or stretched out holes in the ears (e.g., gauges, holes other than normal piercings)
- Intentional scarring on the head, face, neck, or scalp.
- Facial piercings other than the ears

Exemptions

CSPD recognizes the importance of being inclusive and considerate of various religious, gender, medical, and racial/ethnic differences and needs. Therefore, exemptions to this policy will be directed to and approved by the department's human resources (HR) manager in consultation with the Chief of Police or their designee. Department members requesting an exemption to this policy

will be required to provide supporting documentation as it relates to the request. The HR manager may require department members to be photographed for documenting any such exemptions.

CSPD HR will notify the supervisory chain of command if a specific department member is allowed an exemption from any portion of this policy. All questions about the exemption will be directed to CSPD HR manager. Department members will not ask questions of the department member regarding the exemption, nor will they disparage the department member or treat them any differently based on their exemption.

Violations

It will be up to the department member's chain of command to determine whether someone is in violation of this policy. If necessary, the Chief of Police or their designee will make the final determination of possible violations.