

	<h2>Appearance of Troopers, Port of Entry Officers, and Security Guards</h2>	Chapter and Policy Number:
		1.03.0101 - Appearance of Troopers, Port of Entry Officers, and Security Guards
		Effective Date:
		12/30/2015
Related Policies:	1.03.0201	
CALEA Standards:	26.1.1	

PURPOSE

This policy provides appearance standards for troopers, port of entry officers and security guards, in order to ensure uniformity within the State Patrol while projecting a professional image to increase public trust while exuding our core values of Honor, Duty and Respect.

DEFINITIONS

Body Markings include but are not limited to tattoos, brands, scars or marks that depict an image or symbol.

Body Modification is the intentional alteration or modification to the body that results in a visible effect which disfigures or deforms a part of the body. Body modification includes but is not limited to forked tongue, skin implants, foot binding, neck elongation, and ear shaping. Body modification does not include reconstructive surgery, cosmetic surgery, or follicle implants.

Dental Ornamentation is the decoration of or alteration of a members teeth. Dental ornamentation includes but is not limited to tooth filing, the use of abnormally colored caps (permanent or removable), designs, jewels, inscriptions or other unnatural items or markings on a member's teeth.

Grandfathered is a provision where new policy language may not apply to an existing member if the member was in compliance with the previous policy language.

Professional Appearance is presenting one's self in a manner and with a decorum that encourages public trust, encourages the perception of credibility, and does not bring discredit upon, or undermine the credibility of one's self, the Colorado State Patrol, or the police profession.

POLICY

Troopers, port of entry officers and security guards shall adhere to personal grooming, ornamentation, and dress requirements while in a CDPS facility or at anytime while representing the State Patrol unless the member has received written authorization from their appointing authority.

OPERATIONAL PROCEDURES

A. Jewelry

1. No jewelry which detracts from the professional appearance of the member or which might create a risk to officer safety is permitted.
2. Rings are permitted on one finger per hand.
3. Necklaces shall not be visible and no chain or cord shall be greater than 1/8 inch in diameter while in class A or D uniform.

B. Piercings

1. No visible body piercing, except as outlined below, is permitted while on duty.
2. The stretching or enlargement of a visible piercing is prohibited.
3. Female members are authorized to wear one earring in the lobe of each ear while on duty; while in class A or D uniform, as defined in the Uniform Classification policy, earrings shall be a post type not to exceed one-quarter of an inch in diameter and may be pearl, diamond, gold, silver, or blue in color or a combination of such.

C. Body Markings

1. Any body marking that is found to be vulgar, obscene, sexually explicit, gang related, prejudicial, or which may otherwise bring discredit on the State Patrol or police profession, is prohibited.
2. Body markings on or above the collar bone are prohibited.
3. Body markings on or below the wrist bone are prohibited.
 - a. Members are permitted to have one band, no greater than 8mm wide, on one finger.
4. Body markings that cover more than 10% of an exposed arm or leg and all body markings on the feet, ankles, torso, and back must be covered by the members uniform, when standing at the position of attention, while on regular duty (including training and physical training), overtime, extra duty, or otherwise representing the State Patrol and anytime while in a CDPS facility.
 - a. Members shall not cover body markings by use of makeup, bandages, cover up sleeves or other concealment methods.
 - b. If a member has body markings that cover more than 10% of an exposed arm or leg, as described above, members shall cover body markings with the appropriate uniform to include a long sleeve uniform shirt.
 - I. If the uniform of the day is a short sleeve uniform shirt, the member shall wear a long sleeve uniform shirt.
 - II. Members shall wear full length pants to cover body markings on the legs.

5. No visible body marking will be grandfathered from this policy.

D. Body Modification and Dental Ornamentation

1. Visible dental ornamentation and/or body modifications that are not a medical necessity are prohibited.
 - a. Uniformed members who had visible dental ornamentation and body modifications prior to December 15, 2015 will be grandfathered from the requirements set forth below.
 - b. Uniformed members will not obtain additional visible dental ornamentation or body modifications that do not meet the standards set forth in this policy.
 - c. Uniformed members, who meet the grandfathered guidelines, shall submit a memo with photographs of their existing visible dental ornamentation and/or body modifications within thirty days of the effective date of this policy.
 - I. The memo and photographs will be retained in the personnel file for the duration of employment with the State Patrol.
 - II. The memo and photographs will not be reviewed or considered for promotion or interview processes.
 - III. The troop/section commander or the appointing authority will perform an annual check for new, visible ornamentation and markings.
 - i. The annual check may be in conjunction with the annual troop/section inspections.
 - ii. The troop/section commander will document the annual check.
2. Uniformed members who are found in violation of the grandfathered clause will be subject to corrective or disciplinary action up to and including termination.

E. Cosmetics

1. Fingernails shall not extend beyond the nail bed more than:
 - a. one-quarter of an inch for female members;
 - b. one-eighth of an inch for male members.
2. Male members are prohibited from wearing makeup.
3. Female members are authorized to wear:
 - a. Makeup that blends in with the wearer's skin tone;
 - b. Lipstick that is light and neutral in tones;
 - c. Fingernail polish that does not detract from the member's professional appearance.

F. Hair

1. Facial Hair
 - a. Members shall not have a beard or goatee unless the member has received written authorization from the district/branch commander.
 - I. Male members are authorized to wear a neatly trimmed mustache. Mustaches shall not extend sideways beyond a vertical line drawn upward from the natural smile line nor extend below the top of the lip.
 - II. All members are authorized to wear neatly trimmed sideburns. Sideburns shall be straight and of even width and end in a clean-shaven, horizontal line and not extend below the lowest part of the exterior ear opening.
2. Male Members
 - a. Hair shall be neatly groomed presenting a professional image. If not shaven, hair shall have a tapered appearance on sides and back. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head curving inward to the termination point. When combed, hair shall not touch the ears or fall over the forehead below the cap line when the hat is worn. Only the closely cut or shaved hair on the back of the neck may touch the collar. The bulk (thickness of the mass of hair) shall not exceed one and one-quarter inch regardless of length. A block cut at the back of the neck is permitted so long as the bulk of the hair at the termination point does not exceed one half inch.
 - b. Hair ornamentations are not permitted for male members while on duty.
 - c. No hair colors other than natural human colors are permitted.
3. Female Members
 - a. Hair shall be neatly groomed presenting a professional image. It shall not exceed three inches in bulk when combed or prevent proper wearing of uniform hat. It shall not exceed two inches in length on any side below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck while in a class A or D uniform.
 - b. Hair ornamentations such as ribbons or jeweled pins are not permitted; plain pins, combs, and barrettes similar in color to the hair may be worn to keep the hair in place.
 - c. No hair colors other than natural human colors are permitted.

ADMINISTRATIVE PROCEDURES

- A. Uniformed member's seeking a grandfathered status
 1. Submit a memo to the supervisor and provide a photograph of existing visible body modifications and dental ornamentation.
- B. Supervisor
 1. Forward the memo and photograph of existing visible body modifications and dental ornamentation to the troop/section commander.

C. Troop/Section Commander

1. Review the memo and photograph of grandfathered visible body modifications and dental ornamentation and forward to the appointing authority.
2. Submit a memo to the appointing authority describing the annual check of visible body modifications and dental ornamentation.

D. Appointing Authority

1. Review the memo and photograph of grandfathered visible body modifications and dental ornamentation and forward to Human Resources for retention in the personnel file.
2. Review the annual check of visible body modifications and dental ornamentation and retain at the troop office.

RELATED MATERIALS & FORMS

Item:	Title:	OPR:

APPENDIX

