



**Las Cruces Police Department**  
**GENERAL ORDERS**  
**ADMINISTRATION VOLUME 1**  
**GO-126 GROOMING STANDARDS (Daily)**  
**Revised 06/18/2014**

**126 GROOMING STANDARDS**

**PURPOSE**

The purpose of this policy is to standardize the grooming and appearance of personnel of the Las Cruces Police Department.

**POLICY**

Department policy establishes that all employees meet appropriate grooming standards as prescribed by the Chief of Police. All employees during working hours will be well groomed and clean, unless otherwise directed by their supervisor. Clothes and shoes shall be clean and properly cared for. Attire shall conform to department rules and regulations.

**APPLICABILITY**

This policy applies to commissioned and non-commissioned personnel of the Las Cruces Police Department while on duty, in uniform or civilian attire or anytime representing the Department. This General Order supersedes all previous versions.

**DEFINITIONS**

**Commissioned and/or Sworn Personnel** - Departmental personnel who have taken the Oath of Office and have full police powers

**Non-Commissioned and/or Civilian Personnel** - Departmental personnel who have not taken the Oath of Office and have no police powers

**126.01 BASIC GROOMING/APPEARANCE**

**A. Personal Hygiene**

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

**B. Makeup**

1. Face and eye makeup will be neatly applied and will harmonize with hair color and the color of the uniform or plain clothes.



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2. 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.

C. Fingernails

1. Hands and fingernails will be clean and nails will be trimmed.
2. Fingernail length for uniformed sworn employees will be no longer than 1/4 inch beyond the fleshy portion of the finger.
3. Female uniformed sworn employees who desire to wear nail polish; the color of the polish will be a conservative shade without decals or ornamentation.

D. Uniforms

1. Will be neat in appearance, pressed and not faded to include outer ballistic vest carriers.
2. Authorized brass metal items will be shined.
3. Will not be too tight or too loose.
4. Pockets, sleeves and shirtfronts of all approved uniform items will be worn buttoned with the exception of the collar button.
5. Uniform items that require repair or have been patched or repaired will not be worn, unless the patch or repair is inconspicuous.
6. Alterations to fit body contour are authorized.

E. Civilian Employees

1. Civilian employees are expected to dress appropriately for the work place. Management will determine appropriate and reasonable standards.

**126.02 HAIR**

A. General Information

1. Hair must be neat, combed, and clean and if dyed, must be a natural color of hair.



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2. Wigs and hair pieces may be worn as long as they comply with this policy.
3. Employees assigned to specialty details may deviate from this policy upon approval of the Chief of Police or his/her designee.

**B. Males**

1. Sworn Male Employees and Uniformed Civilian Male Employees
  - a. Hair will be worn in a professional, conservative style.
  - b. Hair at the nape of the neck may be rounded or blocked and will be no longer than the top of the shirt collar at the back of the neck when standing with head in a normal upright position.
  - c. The bulk or length of hair shall be groomed so that it does not bush out or curl up while wearing the standard police hat or helmet.
  - d. Hair must not extend more than 1 ½ inches from the sides of the head.
  - e. Designs will not be allowed to be cut /shaved into short hair styles.
  - f. Employees excused from the above regulations because of current assignment, shall be in compliance with the above regulations when wearing the official uniform.
2. Non-Uniformed Civilian Male Employees
  - a. If a ponytail is worn, it must be neatly tied in back.

**C. Females**

1. Uniformed Female Employees
  - a. Hair will be worn in a professional and safe manner; employees should be aware of the potential risks and hazards of wearing hair in a ponytail.
  - b. Hair (even when in a ponytail) will not extend beyond the seam connecting the shirt yoke with the back of the uniform shirt when standing with the head in a normal upright position.



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- c. Pigtails will not be permitted.
  - d. Hair accessories will be conservative in color and style. For safety purposes, chopsticks, pens, pencils will not be worn in the hair.
  - e. Hair style will not interfere with the proper wear of the class A uniform headgear.
  - f. Employees excused from the above regulations because of current assignment, shall be in compliance with the above regulations when wearing the official uniform.
2. Non-Uniformed Sworn Female Employees and Civilian Female Employees
- a. Hair will be styled in a professional and conservative manner.

**126.03 FACIAL HAIR**

A. Uniformed Sworn Male Employees and Uniformed Civilian Male Employees

1. Mustaches will be neatly trimmed and shall not extend in length below the bottom border of the lower lip nor extend more than 1/4 inch upward, downward, or to the side from the corner of the mouth.
2. Sideburns shall not extend in length below the bottom of the ear lobe. They shall be neatly trimmed, not bushed nor flared. Sideburns shall be cut level when the head is held in an upright position. The width of the sideburns shall not be more than 1-1/4 inch.
3. Goatee, beard and sole patches are not permitted

B. Non-Uniformed Sworn Male Employees

1. May wear facial hair to include goatee. The facial hair will be maintained to no longer than 1/4 inch in length.
2. Sole patches are not permitted.
3. When wearing the official uniform, the employee will conform to the facial hair standard set forth in G.O. 126.03(A1, A2 & A3).



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C. Non-Uniformed Civilian Male Employees

1. When wearing a beard, mustache and/or goatee, it must be trimmed neatly and groomed.

**126.04 JEWELRY, TATTOOS, BRANDS, BODY MODIFICATIONS/MUTILATIONS**

A. Jewelry

1. Employees may wear jewelry at their discretion. Jewelry will be in good taste and not constitute a safety hazard.
2. Employees are prohibited from wearing any jewelry that is considered inappropriate or offensive to any individual or group.
3. Uniformed employees may wear necklaces as long as they are fully concealed by clothing. A wristwatch and one bracelet may be worn without being concealed.
4. Uniformed employees may wear one ring of their choosing on each hand. A wedding set (engagement ring and band) is considered as one ring.
5. While on duty, uniformed female employees may wear one stud earring per ear lobe.
6. Sworn female employees in business attire and non-uniformed civilian female employees may wear 2 earrings per ear lobe.
7. Male employees will not wear earrings on duty.
8. Jewelry (or any other items) worn in pierced visible body parts, other than the ear lobe as written above in 126.04(5&6) of this order, is prohibited. Tongue piercings are considered as visible. Dangling fingernail rings are not allowed.
9. The wearing of “gauges” in visible body parts is prohibited.

B. Tattoos and Body Art Standards

1. Inappropriate or excessive tattoos or brands will be handled on a case-by-case basis
2. While on duty, employees will follow the below guidelines:



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- a. While in uniform or civilian attire, tattoos or brands may be displayed on the arms (shoulder to wrist).
  - b. While in uniform, tattoos or brands on the legs may be displayed from the knee to the ankle.
  - c. No other visible tattoos or brands are authorized.
3. The display of any unprofessional or offensive tattoo or brand while employees are on duty or representing the Department, is prohibited.
- a. The following list includes, but is not limited to, the types of items prohibited by this policy:
    - 1) Depictions of nudity or violence.
    - 2) Sexually explicit or vulgar art, words, phrases or profane language.
    - 3) Symbols likely to incite a strong negative reaction or civil unrest in any group, such as swastikas or pentagrams.
    - 4) Initials or acronyms that represent criminal or historically oppressive organizations, such as AB, KKK, SS, street gang numbers, numbers, and/or symbols.
  - b. Tattoos or brands considered inappropriate or excessive, which are visible in uniform or plain clothes, or not meeting above guidelines in 126.04B (2a), must be suitably covered while on duty.
    - a. Sleeves used to cover unauthorized tattoos or brands will be dark navy blue, black or flesh colored.
    - b. Bandages will be flesh colored.
- C. The final authority for deciding the appropriateness of tattoos, brands or jewelry rests with the Chief of Police or his/her designee.
1. An ad hoc committee comprised of a LCPOA representative and a representative of Administration may be empanelled to determine the appropriateness and provide a recommendation to the Chief of Police. The final decision rests with the Chief of Police.



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**D. Body Modifications/Mutilations**

1. Visible intentional modifications/mutilations of any part of the body are prohibited. Modifications/mutilations are defined as the intentional radical alteration of the body, head, face or skin for the purpose of and/or resulting in an abnormal appearance. Examples of modification/mutilation include, but are not limited to:
  - a. A split or forked tongue
  - b. Foreign objects inserted under the skin to create a design or pattern
  - c. Enlarged or stretched out holes in ear lobes (gauges)
  - d. Intentional scarring of the skin
  - e. Intentional burns creating a design or pattern

**126.05 DENTAL ORNAMENTATION**

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

**126.06 GLASSES**

Personnel shall wear glasses (prescription and/or sunglasses) which are conservative in design.

**126.07 HEADBANDS OR SWEAT CAPS**

Uniformed personnel will remove all headbands, sweat caps and bandannas as soon as their helmet is removed

**126.08 CADET STANDARDS**

Cadets shall conform to the published regulations prescribed by the Training and Recruiting Unit.



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**126.09 SUPERVISOR RESPONSIBILITY**

All department supervisors shall be responsible for enforcing grooming standards upon all department personnel while on duty and / or attending court.