



Appearance of Troopers, Port of Entry Officers, and Security Officers

Policy Number:

1.03.0101

Effective Date:

12/30/2015

Current Revision Date

12/09/2021

Related Policies:

1.03.0201

PURPOSE

This policy provides appearance standards for troopers, port of entry officers and security officers, 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. This policy is gender-neutral and applicable regardless of a member's gender identification or expression or their sexual orientation.

DEFINITION(S)

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 member's 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.

Gender Expression is an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior.

Gender Identity is an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth.

Legacy Clause 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 that encourages public trust, encourages the perception of credibility, and does not bring discredit upon, or undermine one's credibility, the Colorado State Patrol, or the police profession.

Sexual Orientation is an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction.

POLICY STATEMENT(S)

Troopers, port of entry officers and security officers shall adhere to personal grooming, ornamentation, and dress requirements while in a CDPS facility or 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. 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. A 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.
 - a. The members appointing authority will be responsible for determining whether or not a body marking falls into one of the above-mentioned categories.
 - b. If the body marking is determined to fall into one of the above-mentioned categories, the appointing authority will confer with a minimum of two other appointing authorities before making the final determination.
 - I. If the determination stands, the body marking shall be covered at all times while in a CDPS facility or when representing the State Patrol.
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.

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 fall under the legacy clause and may be exempted 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 legacy clause 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 legacy 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 one-quarter of an inch.
- 2. Members are authorized to wear:
 - a. Makeup that blends in with the wearer's skin tone;
 - b. Lipstick that is neutral in tones; and
 - c. Fingernail polish that does not detract from the member's professional appearance.
 - I. The Troop Commander is responsible for making the final determination if a concern is addressed over whether the above is appropriate or not.

F. Hair

- 1. Hair shall be neatly groomed presenting a professional image. 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. The bulk of the hair, when combed, shall not exceed an amount that will prevent the proper wearing of the uniform hat or any other issued headgear.
- 2. 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.
- 3. No hair colors other than natural human colors are permitted.

G. Facial Hair

- 1. Members shall not have a beard or goatee unless the member has received written authorization from the district/branch commander. The approval for the wearing of facial hair will be for a specific instance or assignment and have clearly defined beginning date and end date.

2. 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.
3. 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.

ADMINISTRATIVE PROCEDURES

- A. Uniformed member's seeking a legacy 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(s) of existing visible body modifications and dental ornamentation to the troop/section commander.
- C. Troop/Section Commander
 1. Review the memo and photograph(s) of visible body modifications and dental ornamentation that fall under the legacy clause and forward it 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(s) of visible body modifications and dental ornamentation that fall under the legacy clause 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 RESOURCES AND FORMS

Resource or Form Number	Title	Office of Professional Responsibility

Appendix A:

