

**OFFICE OF THE CHIEF OF POLICE**

**ADMINISTRATIVE ORDER NO. 10**

December 5, 2023

**APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON** December 5, 2023

**SUBJECT: MAKE-UP – REVISED; AND, VISIBLE TATTOOS AND BRANDINGS – REVISED**

**PURPOSE:** This Order revises current Department policy pertaining to tattoos, brandings, and make-up. The revised policies continue to prohibit visible tattoos/brandings and describe the available ways that on-duty sworn employees who have one or more tattoos and/or brandings on their arms, hands, legs, neck, and behind the ears may cover such tattoos/brandings – depending on the location and size of the tattoo/branding. Any tattoo/branding on the lower arm that cannot be covered up by a three inches by three inches bandage, shall require the employee to wear a long-sleeved uniform. Additionally, the revisions provide guidelines for employees related to permanent (tattooed) make-up.

**PROCEDURE:**

- I. MAKE-UP – REVISED.** Department Manual Section 3/605.45, *Make-up*, has been revised. Attached is the Manual section with the revisions in italics.
  
- II. VISIBLE TATTOOS AND BRANDINGS – REVISED.** Department Manual Section 3/605.90, *Visible Tattoos and Brandings*, has been revised. Attached is the Manual section with the revisions in italics.

**AMENDMENT:** This Order revises Sections 3/605.45 and 3/605.90 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

  
**MICHEL R. MOORE**  
Chief of Police

Attachments

DISTRIBUTION “D”

**DEPARTMENT MANUAL**  
**VOLUME III**  
**Revised by Administrative Order No. 10 , 2023**

**605.45 MAKE - UP.**

***All Department Employees.*** If make-up is worn, it shall be worn in moderation and shall be consistent with a professional and businesslike appearance.

***Note:*** *Permanent make-up (e.g., eyeliner, lipliner, eyebrows) that is tattooed on the face is permitted. No other facial tattoos are permitted.*

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**605.90 VISIBLE TATTOOS AND BRANDINGS.** Sworn Department *employees in uniform, plainclothes, or business attire, shall not display any tattoo(s) and/or branding(s) while on-duty. Except as detailed below, all tattoos shall remain covered, while on duty, at all Department facilities, during all Department sanctioned events, and while handling any Department related business.*

*A sworn officer shall cover any otherwise visible arm tattoo(s)/branding(s) as follows:*

- *For tattoos/brandings above the elbow, an officer may wear a black or flesh-toned sleeve/bandage that is as close to the wearer's skin color as is reasonably available and does not extend below the elbow; or,*
- *If the tattoo is below the elbow and there is only one tattoo/branding that is three inches by three inches or less, the officer may cover the area with one patch/bandage that is no larger than three inches by three inches and as close to the wearer's skin color as is reasonably available;*
  - *Officers shall not use a covering greater than three inches by three inches; nor shall they display any additional tattoos/brandings.*

*Note: If an officer has a tattoo/branding that requires larger than a three-inch by three-inch patch/bandage, or has multiple tattoos/brandings that require multiple patches/bandages to cover, then the officer shall wear a long-sleeved uniform.*

*If the tattoo(s)/branding(s) below the elbow cannot be covered as described above, the officer shall wear a long-sleeve uniform shirt or business attire, as appropriate for the assignment.*

*A sworn officer shall cover visible tattoo(s)/branding(s) on other exposed parts of the body (e.g., neck, hands, legs, or behind the ears) as follows:*

- *A flesh-toned patch/bandage not to exceed three inches by three inches;*
- *A flesh-toned glove or other appropriate covering; or,*
- *Make-up, not to exceed three inches by three inches, that is as close to the wearer's skin color as is reasonably available.*

**Employees Working Off-Hours Engaged in Department Business.** Employees engaged in Department business activities *at any time, either in a uniformed or plainclothes capacity, are considered on duty and shall not display tattoo(s) and/or branding(s) consistent with this policy. This includes activities such as, but not limited to, court appearances, attendance at administrative hearings or business meetings, as well as working off-duty in uniform.*

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***Exception:*** Sworn officers working in an undercover *assignment or participating in a training at which they are authorized to wear plainclothes* are exempt from this policy.

**Supervisors and Commanding Officer's Responsibility.** Supervisors and commanding officers shall ensure that sworn Department employees comply with these standards. When a sworn employee fails to comply with these standards, supervisors and commanding officers shall ensure that corrective action is taken.