

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

February 24, 2022

**SUBJECT: EXCEPTION TO UNIFORM AND GROOMING STANDARDS AS A RELIGIOUS ACCOMMODATION – ESTABLISHED; AND, LOS ANGELES POLICE DEPARTMENT EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION RELIGIOUS EXEMPTION REQUEST FORM, FORM 01.39.00 – ACTIVATED**

**PURPOSE:** The Department is committed to respecting and embracing diversity and religious expression in our communities as well as within the ranks of the organization. This Order amends Department policy as it pertains to uniform and grooming standards in order to provide reasonable accommodations for employees who request certain religious exemptions.

**PROCEDURE:**

- I. LOS ANGELES POLICE DEPARTMENT EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION RELIGIOUS EXEMPTION REQUEST FORM, FORM 01.39.00 – ACTIVATED.** *The Los Angeles Police Department Employee Request for Reasonable Accommodation Religious Exemption Request Form, Form 01.39.00, has been activated. The activated form is available on E-Forms and is attached for immediate use and duplication.*

**Form Use and Completion:**

- A. Use of Form.** This form shall be completed by Department employees when requesting a uniform and/or grooming standard exemption as a religious accommodation.
- B. Completion.** The completion of this form is self-explanatory.
- C. Distribution.**
- 1 - Original, Employee's personnel package, Personnel Division.
  - 1 - Copy, Office of Constitutional Policing and Policy.

- II. EXCEPTION TO UNIFORM AND GROOMING STANDARDS AS A RELIGIOUS ACCOMMODATION – ESTABLISHED.** Department Manual Section 3/605.95, *Exception to Uniform and Grooming Standards as a Religious Accommodation*, has been established. Attached is the established manual section.

**FORM AVAILABILITY:** The above form is available on E-Forms and is attached for immediate use and duplication.

**AMENDMENT:** This Order adds Section 3/605.95 to 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 Special Order No. 2, 2022**

**605.95 EXCEPTION TO UNIFORM AND GROOMING STANDARDS AS A RELIGIOUS ACCOMMODATION.** *Employees may request an exemption from the Department's uniform and grooming standards when a need exists due to a sincerely-held religious belief and/or practice, and such exemption does not prevent the employee from fulfilling all of their regularly assigned job duties. Examples of such exemptions may include head coverings, clothing items, objects, symbols, hair and grooming standards (such as beards), and other items of dress. Items of dress shall be a color that closely resembles that of the employee's assigned uniform.*

*The Department may allow a uniform and/or grooming standard exemption when the exemption does not pose a safety hazard to the employee or others, does not interfere with the donning of any safety or other equipment (e.g., ballistic helmet, respirator mask, sam browne), does not inhibit the visual identification of the employee and/or Department (e.g., employee name plate, badge, ballistic helmet serial no. patch), nor pose any other undue hardship for the Department.*

*Note: If the uniform or grooming standard exemption precludes an employee from donning their ballistic helmet or respirator mask, the religious item or hair grooming standard shall be removed and/or remedied in order to do so. The employee shall remove/remedy the uniform and/or grooming standard without delay so as not to pose a safety risk to the employee or others.*

*Requests for uniform and/or grooming standard exemptions shall be made by submitting a Los Angeles Police Department Employee Request for Reasonable Accommodation Religious Exemption Request (Uniform and Grooming Standards) Form (Exemption Request Form) (available on E-Forms on the Department's Local Area Network), through the employee's chain of command, to Training Bureau, the Diversity, Equity and Inclusion Officer (DEIO), the Office of Constitutional Policing and Policy, and lastly to Personnel Division to sign and file into the employee's personnel package. The Exemption Request Form shall fully describe the employee's current job duties as well as the uniform exemption item and/or grooming deviation. The Exemption Request Form shall also include any documentation and/or attachments that support the employee's sincerely-held religious belief.*

*Should the exemption request be denied, sworn employees may request a Dispute Resolutions Committee (DRC) in writing via an Employee's Report, Form 15.07.00, to Employee Relations Group, along with any additional information supporting the exemption request. For sworn employees, Employee Relations Group shall convene a DRC to review the employee's request. The burden of proof for the uniform and/or grooming standard exemption shall be the responsibility of the requesting employee to prove why the exemption is necessary. The decision made by the DRC shall be binding and cannot be appealed.*

*Civilian employees may also submit an Employee's Report should their request be denied; however, the final approval authority for the uniform and/or grooming standard shall lie with the Chief of Police and shall not be grievable.*

*The employee shall be notified of the approval or denial of the exemption within ten business days from the date that the exemption request is received by the DEIO. If extenuating circumstances exist that preclude the final decision from being made within ten business days, the employee shall be advised of the delay and apprised of the status prior to the ten day deadline. A copy of the*

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*approved/denied Exemption Request Form and Employee's Report (if applicable) shall be kept in the employee's Area/divisional personnel package.*

*If a uniform and/or grooming standard exemption is granted, the exemption shall apply to the employee's court appearances and uniformed, plain clothes, administrative, or other assignments, so long as the exemption does not prevent the employee from fulfilling all of their regularly assigned job duties.*

***Note:** Should an exemption be granted and the employee subsequently changes job assignments, a new request shall be submitted and approved by all appropriate entities prior to the employee exercising the uniform and/or grooming standard exemption.*

Los Angeles Police Department

EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION  
RELIGIOUS EXEMPTION REQUEST FORM  
(Uniform and Grooming Standards)

EMPLOYEE NAME	Serial No.
JOB TITLE	LOCATION
DIVISION	SUPERVISOR
PHONE NUMBER	EMAIL

***By submitting this form, I acknowledge I am requesting an exemption to the Department's Uniform and/or Grooming Standards as a religious accommodation based on my sincerely held religious belief, practice, or observance.<sup>1</sup>***

***The granting of an exemption request will be based on the entirety of the application and not based on any single piece of information provided.***

**TO BE COMPLETED BY EMPLOYEE REQUESTING EXEMPTION**

1. Do you regard yourself as having a sincerely held religious belief, practice or observance that you believe should exempt you from the Department's Uniform and/or Grooming Standards?

- Yes  
 No

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<sup>1</sup> Decisions on Religious Exemption Requests will be decided on a case by case basis. Religious beliefs do not have to be theistic, but can be non-theistic, strongly held moral or ethical beliefs. However, mere personal preferences – beliefs based on social, political or economic philosophies, or veganism, for example -- are not considered religious beliefs.



EMPLOYEE NAME	Serial No.
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PAGE 3 OF

5. Have you previously requested a religious exemption from Department Uniform and/or Grooming Standards?

- Yes  
 No

6. Provide below a full description of your current job duties and the uniform and/or grooming standards deviation you are requesting.

Attach any additional information supporting your religious accommodation request, including, but not limited to:

Articles from religious scholars that describe the nature of the religious belief(s), practice(s), or observance(s); Excerpts from religious or sacred texts explaining the religious belief(s), practice(s), or observance(s); or Written materials that describe the religious belief(s), practice(s), or observance(s) that conflicts with the Department's Uniform and/or Grooming Standards.

EMPLOYEE NAME	Serial No.
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PAGE 4 OF

**EMPLOYEE ACKNOWLEDGEMENT:**

*While my request is pending, I understand that I must comply with the Department's Uniform and Grooming Standards.*

*I verify the truth and accuracy of the statements and acknowledgments made in this request form. I also understand that the knowing submission of false or misleading information violates Department policy for which I may be subject to discipline.*

Print Name		
Employee Signature		Date:

**CHAIN OF REVIEW**

	Signature	Date	Recommendation	
			Approve	Deny
Employee's Commanding Officer				
Employee's Bureau Commanding Officer				
Training Bureau Commanding Officer's Signature:				

**TO BE COMPLETED BY DIVERSITY, EQUITY AND INCLUSION GROUP**

Project assigned to:					Date:
<b>Review request and provide a recommendation to the DEIO</b>					
APPROVE	DENY	ADDITIONAL DOCUMENTATION NEEDED	APPLICATION INCOMPLETE	OTHER	
Notes:					
Diversity, Equity and Inclusion Officer Signature:					Date:

- Exemption Approved
- Exemption Denied
- More information needed:
  - Additional Documentation
  - Application incomplete
  - Other: \_\_\_\_\_



<b>EMPLOYEE NAME</b>	<b>Serial No.</b>
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PAGE 5 OF

<b>Director, Office of Constitutional Policing and Policy Signature:</b>		<b>Date:</b>

**TO BE COMPLETED BY PERSONNEL DIVISION**

<b>PERSONNEL DIVISON EMPLOYEE RECEIVING</b>	<b>Signature</b>	<b>Date Filed into Employee's Personnel Package</b>