



## **TATTOOS, BODY ART AND OTHER BODY MODIFICATION**

A. No person employed by the Department may have the following:

1. Tattoos, brands or scarification anywhere on the body that are extremist, indecent, or racist;
2. Tattoos, brands or scarification of initials, acronyms or numbers that represent criminal activity, extremist organizations or gang activity;
3. Extremist organizations or gang activity include, but are not limited to, People Nation, Blood, Crips, Folk Nation, Norteno, Sureno, Outlaw Motorcycle Extremist, prison or other miscellaneous gangs, as identified by national or regional crime enforcement network(s).
4. Extremist, indecent, sexist, racist symbols, words/markings, or other symbols, words or markings that commonly or are likely to elicit a strong negative reaction in the workplace or public or that are inconsistent with the Department's values or community relations objectives, including but not limited to symbols, words or markings that promote or are associated with violence.
5. Anything contrary to the purpose of law enforcement, including, but not limited to depictions symbolizing or indicative of alcohol or narcotics, illegal or gang related activity, or symbols suggestive of activity that undermines the purpose of law enforcement.
6. Illustrations, references, symbols, acronyms or the like that denigrate the United States or any subdivision of the government.

7. Symbols, words or markings that represent political beliefs, political parties, political slogans, or that cast any political group in a negative light.
  8. Tattoos, brands or scarification which depicts the use or promotes the use of illegal drugs or drug paraphernalia, as prohibited by state law and/or federal law.
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- B. For the purposes of this policy, any existing tattoo, body art or brand must be concealed by a long sleeve uniform shirt unless approval for the tattoo, body art or brand is obtained in accordance with this policy. This includes tattoos that are visible below the cuff line of a short sleeve uniform shirt while standing in a normal posture.
  - C. Any existing tattoo, body art or brand which is added to or altered is considered new and must be concealed unless approval is obtained through the approval and revocation procedures stated in the below section.
  - D. A tattoo, body art or brand that is to be concealed under this policy must be kept entirely from view when an employee represents the Department on-duty or off-duty.
  - E. Any current sworn employee with an existing tattoo, body art or brand shall have the following options to conceal the tattoo, body art or brand:
    1. Wear a long-sleeved uniform shirt,
    2. Have the tattoo, body art or brand removed at the individual's expense.
  - F. Any tattoo, body art or brand that is believed to not conform to this policy shall be brought to the attention of a supervisor.
  - G. The Chief of Police shall make the final determination as to whether the tattoo, body art or brand conforms to this policy.

H. Prospective Employees

1. During pre-employment screening, applicants will provide information on all their tattoos, body art and/or brands.
2. The Chief of Police or designee will make the final determination, in accordance with this policy, as to whether an applicant's tattoo, body art or brand complies with this policy.

I. Tattoo, Body Art or Brand Approval and Revocation Procedures

1. Allen Police Department employees shall submit a Request for Tattoo Approval form (APD #370) to the Tattoo Review Committee if:
  2. The employee desires to uncover a previously obtained tattoo, body art or brand;
  3. The employee desires to obtain a new tattoo, body art or brand and desires to wear it uncovered or conform compliance with this policy.

J. The Tattoo Review Committee shall be comprised of the following personnel:

1. PSU Lieutenant (chairperson)
2. Sergeant appointed by the Chief of Police
3. Police Officer appointed by the Chief of Police
4. Police Officer appointed by the Chief of Police
5. Police Officer appointed by the Chief of Police

K. The Tattoo Review Committee shall make recommendations to the Chief of Police who shall make the final determination as to whether the tattoo, body art or brand may be uncovered or otherwise conforms to this policy.

- L. The chairperson shall make the single recommendation of the committee on the Tattoo Committee Approval form (APD-370A) and forward it to the Chief of Police who will make the final determination on the same form. The employee will be notified of the final determination via the Request for Tattoo Approval form with a copy being placed in the employee's personnel file. If additional forms are needed, the employee may use the APD-370S (Supplemental Request for Tattoo Approval).
  
- M. If the Chief of Police determines revocation of a previous tattoo, body art or brand approval is appropriate, the Chief of Police shall note such on the Tattoo Committee Approval form in the employee's personnel file and provide a copy of the same to the employee.
  
- N. Nothing in this policy shall prohibit the Chief of Police from giving a direct order for an employee to immediately cover a tattoo, body art or brand which the Chief of Police determines should be covered to conform with evolving community standards, attitudes, or beliefs.
  - 1. Uniformed personnel with visible tattoos, body art, and branding on their legs may wear uniform shorts when they are assigned to Special Events or Bike Patrol details (Sec. VI, H.1).
  
  - 2. If you are assigned as a School Resource Officer, and have visible tattoos, you will be required to wear a long sleeve uniform shirt while on duty or at any AISD off duty event. Personnel assigned to a School Resource Officer position will adhere to the Allen ISD Appearance Policy.
  
  - 3. Civilian personnel who have limited citizen interaction, will be allowed to utilize covers or bandages to conceal tattoos, body art or branding that goes beyond the cuff line of a long sleeve shirt. This exception will be decided on a case-by-case basis and only with the approval of the Chief of Police or their designee.
  
  - 4. Civilian and non-sworn personnel who have visible tattoos will go through the same Tattoo, Body Art or Brand Approval and Revocation Procedure outlined in this policy.
  
  - 5. All sworn and non-sworn personnel who have routine contact with the public, shall not be allowed to conceal tattoos, body art, and branding through the use of covers, long sleeve Under Armour type shirts, make-up or bandages as a means of conforming to this section. Long sleeve uniform shirts will be required.

- O. Any tattoos, brands or scarification on the face, head or neck above the shirt collar is prohibited for sworn officers, uniformed personnel and plain clothes officers and civilian employees.
  
- 1. Non-uniformed, civilian personnel with innocuous tattoos in these areas that do not detract from a professional appearance must completely conceal them, at all times while on duty, with cosmetics, wearing style of the hair, or be removed if unable to be concealed under these guidelines.
  
- 2. The covering of tattoos, body art, and branding through the use of covers, or bandages shall not be allowed as a means of conforming to this section.
  
- 3. Permanent make-up (cosmetic tattooing) for female employees will be allowed. This includes permanent eyeliner, eyebrows and makeup applied to fill in lips. However, permanent make-up will be conservative in both style and color and not trendy.