



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 310 – Uniforms and Dress Codes Appendix B – Religious Exemptions

Office with Primary Responsibility:	COP	Effective Date:	January 4, 2023
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Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC, SSB	Number of Pages:	2
Forms Referenced in Procedure:	310-RFA	Related Procedures:	310

.01 INTRODUCTION

The following religious exemptions to SAPD Uniform and Dress Code requirements have been approved by the Chief of Police, effective March 19, 2018. SAPD Officers must submit for approval SAPD Form 310 - Request for an Accommodation (310-RFA) to the Chief of Police prior to deviating from the established Uniform and Dress Code. All requests are considered on a case by case basis.

.02 ACCOMMODATIONS TO UNIFORM AND DRESS CODE STANDARDS

A. Religious Head Covers:

1. Members wishing to wear headcovers/headgear appropriate to their faith may request an accommodation. Once an accommodation is approved, the Officer may wear the head covers/headgear at all times unless otherwise directed or not permissible due to their assigned duty (e.g., when wearing duty specific equipment)
2. Head coverings/headgear must:
 - a. Fit snugly on their head.
 - b. If the head covering/headgear allows the placement of the SAPD cap plate/badge/patch, normally worn on a uniform hat or cap, it shall be embroidered/pinned to the front of the head covering/headgear centered and facing forward.
 - c. The head covering/headgear are of the same color as the hat corresponding to SAPD uniform requirements of the Officer’s assignment:
 - i. White for Traffic Officers.
 - ii. Dark navy-blue for all others unless specified by Unit.

B. Articles of Faith.

1. Members may seek an accommodation to wear articles of their faith as long as the article does not interfere with the ability of the member to perform his/her duties.
2. Members seeking said accommodation shall ensure that the article(s), when possible, match the approved colors of the Department and Unit’s uniform.
3. Due to safety concerns, Members may be required to temporarily remove and secure certain articles of faith. For example, during physical training or when entering a detention or jail facility.

C. Appearance Requirements

1. Members who wear a religious head covering/headgear shall groom their hair on their head and tie it in a top-not/bun secured under their head covering/headgear.
2. Facial hair shall be:



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- a. Groomed in a neat and clean manner and the length of a beard and/or mustache shall not be longer than a half-inch in length or must be groomed so as to not extend below the front of the collar of their uniform shirt.
- b. Hair lengths outside of the norms established in *GM 310 - Uniforms and Dress Codes* shall be worn in a style which does not present a safety concern and appears in a neat and clean manner.



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REQUEST FOR RELIGIOUS ACCOMMODATION FORM

San Antonio Police Department *General Manual Procedure 310 – Uniforms and Dress Codes* and the *San Antonio Police Department Cadet Rules* establish Departmental regulations for Officers and Cadets regarding the wearing of police uniforms and accessories, the proper clothing for Officers in non-uniform assignments and civilian members, and the personal grooming of all Department Members. The San Antonio Police Department (SAPD) is an equal opportunity employer and does not discriminate against any employee on the basis of race, national origin, color, sex, gender identity, sexual orientation, religion, age, or disability. Accordingly, SAPD is committed to working with members of various religious faiths by extending consideration on a case-by-case basis for exemptions to the Department’s uniform and dress code policy to accommodate the wearing of articles of faith while on duty, and religious grooming customs.

I, _____ request that the San Antonio Police Department (SAPD) grant me an accommodation to the SAPD Uniforms and Dress Code Procedure. The specific accommodation that I request is:

I am requesting this accommodation for the following reason(s):

I am requesting this accommodation due to a strongly held religious belief that I have held for _____ amount of time.

Officer/Cadet’s Name & Badge #: _____

Current duty assignment: _____

Date of request: _____

SAPD Form 310 - RFA
(11-01-2021)