

Grooming Standards

1044.1 PURPOSE AND SCOPE

The intent of this policy is to provide sworn and professional staff employees with grooming and personal appearance standards that help establish a recognizable, positive, and professional community image.

It is understood that what constitutes a “professional” image can, in many ways, be subjective. As such, while the standards outlined below provide specific parameters and restrictions, no protocol can cover all circumstances or possibilities. For that reason, employees are expected to exercise good judgment in areas not specifically outlined in this policy. If an employee is uncertain in any area, they should seek input from a supervisor. If/when differences of opinion arise, final interpretation and discretion rests with the Chief of Police or designee.

1044.2 DEVIATION FROM POLICY

Officers working in positions of specialized assignments, including, but not limited to, undercover assignments and task forces, may be excused from complying with the standards set forth in this policy when it is necessary in the performance of their duties and with the permission of their respective Division Commander.

Division commanders, granting authorization for deviation from this policy for covert and undercover officers, will maintain a record of those approvals. Such approvals for employees to deviate from this policy expire upon reassignment to other duties. Requests for exemption related to a certified medical condition, religious beliefs, gender identity matters, or any other protected characteristic must be made in writing, through the Human Resources Business Partner (HRBP), and will be processed per the City’s Reasonable Accommodation Policy (City Policy No. A-04).

1044.3 HAIR STYLES FOR SWORN AND UNIFORMED PROFESSIONAL STAFF EMPLOYEES

Hair shall be clean, neatly groomed, and not be such that it presents an unprofessional, unkempt, or neglected appearance.

- Employees with hair that is long enough to obstruct vision must secure their hair in such a way as to not obstruct vision.
- Loose hair must be secured, must not cover the ears, and must not extend below the lowest point of the back of the collar of a uniform shirt.
- Long hair is permissible, if gathered neatly into a ponytail, braid, or bun and fastened securely to the head so that the hair does not exceed 1 inch below the top of the buttoned shirt collar while standing.
- Hair shall not obstruct the visibility of any uniform insignia, the wearing of uniform headgear, and/or the proper placement and fitting of a gas mask or any other protective gear.

- Hair shall not be worn in unnatural color tones (pink, purple, green, etc.) or include any shaved designs, words, logos, or ornaments while on duty.

1044.4 FACIAL HAIR

Employees, sworn and non-sworn, are permitted to grow facial hair that is consistent with the guidelines listed in this policy.

Sworn employees must be prepared to be “clean-shaven” in the event of a mobilization requiring the use of a gas mask and/or during the annual gas mask fit test.

While on duty, employees with facial hair must have the equipment necessary to, and be prepared to, shave if needed (e.g., the need to don a gas mask during a crowd control event).

To present a proper appearance, employees must adhere to the facial hair standards outlined in this policy.

Employees who state a medical condition inhibits their ability to adhere to these standards will be referred to Human Resources to seek reasonable accommodations.

Definitions

- Clean Shaven – No facial hair
- Mustache – Hair grown below the nose and above the upper lip.
- Beard – Hair on the chin and lower cheek area on the face.
- Goatee – Hair that is grown on the chin but not the facial cheek area, usually attached to the mustache. Also referred to as a circle beard.
- Sideburns – Hair that is grown down the side of the face in front of the ears, often connected to a full beard.
- Traditional Style – The accepted style of facial hair authorized in this policy as it relates to sideburns, mustache, beards, and goatees.
- Perpetual State of Growth – Facial hair that is in a continual state of growth where the individual grows facial hair for several days and then shaves and regrows facial hair, never growing out to a full beard or goatee (ex. continual five o'clock shadow, shaving every 4 to 5 days and immediately start growing a beard to avoid being clean shaven).

Notification Required - Employees who wish to grow facial hair as outlined in this policy, shall notify their Division Commander with their intent and start date, in writing or by email.

Supervisors shall be responsible to ensure compliance with this policy. Any employee that is found not to be in compliance will be given until the beginning of their next shift to show compliance or risk losing the privilege to grow facial hair in accordance with this policy.

Supervisors will not attempt to actually measure an employee's facial hair but will use their best judgment and discretion to ensure the employee maintains a professional appearance. Accepting that the supervisor is acting on good faith, employees will comply with a supervisor's order to alter their facial hair to meet policy.

Sideburns

If sideburns are worn, they must be neatly trimmed, tapered in the same manner as the general haircut, and must meet the following conditions:

- Not extend past the lower edge of the ear lobe.
- Not be any wider than one (1") inch at the bottom, or the bottom of the sideburn shall not exceed the width of the main/unflared portion of the sideburn by more than one-fourth (1/4) the unflared width.
- Not connect with the mustache.
- Not be worn in a conspicuous manner or style.
- Mutton chops or bushy sideburns are prohibited.

Mustaches

A short and neatly trimmed mustache may be worn with the following conditions:

- Should follow the natural arch of the mouth and not extend down over the top edge of the upper lip.
- Not extend over one-half (1/2") inch horizontally past the corners of the mouth.
- Not extend more than one-fourth (1/4") inch below the corners of the mouth.
- Not be worn in a conspicuous manner or style.
- Shall not be extended unless they are connected to a natural beard or goatee.

Beards

- Beards shall be maintained at or below the cheekbone. Facial hair may be trimmed lower to allow for a neat and uniform appearance.
- Beards shall be maintained with a neatly groomed neckline above the Adam's apple and be cleanly shaved below the groomed neckline.
- The bulk of the beard (distance that the mass of facial hair protrudes from the skin of the face) must not exceed one-quarter inch (1/4") or a #2 guard.
- No portion of the beard may be exceptionally longer than the rest.
- Beards shall not be worn without a mustache.

Goatees

- The bulk of the goatee (distance that the mass of facial hair protrudes from the skin of the face) must not exceed one-quarter inch (1/4") or a #2 guard.
- The cheeks, jawline, and neck must be clean shaven.
- Goatees shall not be worn without a mustache.

Limitations – The following is prohibited:

- Facial hair that is uneven or displays patchy growth.
- Facial hair that is in a perpetual state of growth.
- Non-traditional styles of facial hair are prohibited (soul patches, Fu Manchu, mutton chop sideburns, handlebar mustaches, chin strap beards, etc.).
- Grooming, sculpting lines, or styling that results in an unnatural look.
- Shaving any kind of design in facial hair/beards.
- Unusual colors or ornaments displayed on facial hair while on duty.

1044.5 COSMETICS

The procedures for the proper wearing of cosmetics are that:

- Excessive amounts or conspicuous application of facial cosmetics is prohibited.

- Eye makeup (liner, shadow, or mascara) is permitted in subdued color and quantity.
- Fluorescent or glitter eye shadow and/or liner are not acceptable.
- Conspicuous false eyelashes are not acceptable.
- Rouge and lipstick shall be used conservatively.

1044.6 TATTOOS or BRANDS

(Applies to all Police Department employees)

SWORN AND UNIFORMED NON-SWORN EMPLOYEES:

- Unless covered in section 1044.2, while on duty, and in the uniform of the day for their specific assignment, employees are prohibited from exposing tattoos or brands anywhere on the body.
- The tattoo or brand must be completely covered by the uniform of the day while standing at attention. For example, an employee has a tattoo or brand that is visible on the forearm which cannot be covered by a short sleeve uniform/dress shirt; they must wear a long sleeve uniform/dress shirt. Bandages, make-up, sports band, etc. are not authorized for tattoo or brand cover-up.

Cosmetic tattoos (eyeliner, eyebrows, & lips) are an exception to this policy.

NON-UNIFORMED PROFESSIONAL STAFF EMPLOYEES:

- Employees should make every effort to minimize the visibility of tattoos (or brands) and will be required to cover tattoos (or brands) that may be deemed offensive or inappropriate for viewing in the workplace.
- Employees whose assignments are not (or rarely) public facing, may expose tattoos (or brands) in the workplace. An employee's work environment will be taken into consideration when determining whether tattoos (or brands) may be exposed.
- Final determination regarding the appropriateness of an employee exposing tattoos (or brands) as it relates to the work environment will rest with the Chief of Police or designee.

Polo Shirt exception: Employees who wear short sleeve polo shirts and are unwilling or unable to expose their tattoos (or brands) may wear a long sleeve compression style undershirt made of Lycra (or similar material) to comply with this policy. The undershirt must be the same color as the polo shirt.

1044.7 HENDERSON POLICE ACADEMY RECRUIT GROOMING STANDARDS

Recruits in training in the Henderson Police Academy will refer to the Henderson Police Recruit Academy Manual for grooming standards. The standards listed in the Recruit Academy Manual will take precedence over the standards listed in this policy until recruit graduates from the Henderson Police Academy.



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Grooming Standards

Accreditation Standards

CALEA 22.1.6 Employee Appearance, Clothing and Equipment

References

A-04 Reasonable Accommodation Policy
 Recruit Academy Manual

Revision History

Date Effective	Purpose
12-18-13	DM-0221 "Grooming Standards" changed to DP1044, same title. Changed to new format. DM-0221 rescinded upon effective date of this change.
02-19-14	Tattoos and brands changed to read that they will not be exposed while in the uniform of the day with the exception of undercover assignments. Exception added for short sleeve polo shirts. Changed "undercover" to "plain clothes" assignments.
08-07-14	Movement of Tattoos and brands. Additional clarification.
07-24-17	Annual review – no changes needed
01-07-21	Added language for accommodations to the "clean shaven" policy for medical or religious reasons. Adjusted language throughout policy.
09-13-21	Biennial review. 1044.8 Added section for HPA Recruit grooming standards.
06-01-23	Biennial review. Numerous revisions made throughout policy.
10-24-23	1044.4 Update to beard and goatee length from ½" to ¼" or #2 guard. 1044.6 Update to visible tattoos for Non-Uniformed Professional Staff.
07-24-25	Biennial review. Minor grammar changes made throughout.