

PERSONAL APPEARANCE	Document Number	GO 511
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1. PURPOSE

The purpose of this policy is to establish personal appearance standards for the employees of the Hawai'i Police Department.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department that, as representatives of the department, personnel are expected to present a clean, neat, and professional appearance.

4. RESPONSIBILITIES

4.1. Commanding Officers shall be responsible for the monitoring of grooming standards for all persons under their command.

4.2. All personnel shall be individually responsible for compliance with applicable grooming standards.

5. PROCEDURES

5.1. Male Standards/Sworn Personnel

5.1.1. Hair Styles

a. Hair shall be neat, clean, trimmed, and present a well-groomed appearance. The style is unacceptable whenever the hair is within one inch of the eyebrows, covers any portion of the ears, or extends below the top of the shirt collar. In no case shall the bulk or length of the hair interfere with the proper wear of any authorized headgear or interfere with the performance of assigned tasks or duties.

b. Wigs or hairpieces shall not be worn while on duty except for cosmetic reasons to cover natural baldness or physical disfiguration. If under these conditions a wig or hairpiece is

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worn, it shall conform to department standards for hair grooming.

- c. Sideburns shall not extend below the tip of the earlobe and shall be trimmed level. The forward and rear edge of the sideburns may be maintained following the natural hairline. Extreme styles such as mutton chops, thick or bushy sideburns, are not permitted.

5.1.2. Facial Hair

- a. Officers shall report for duty cleanly shaven. A neatly trimmed mustache may be worn, provided that it does not extend below the axis of the upper and lower lip. Mustaches of the handlebar variety and those with waxed tips are not permitted. Facial hair under the lower lip is not permitted.
- b. Beards of any style are prohibited.

5.1.3. Fingernails – Fingernails shall not extend beyond the fingertips for safety reasons. Fingernails shall be well manicured and neat.

5.2. Male Standards/Civilian Personnel

5.2.1. Hair Styles

- a. Hair shall be neat, clean, trimmed and present a well-groomed appearance.
- b. In no case shall the bulk or length of the hair interfere with the performance of assigned tasks and duties.
- c. Wigs or hairpieces shall not be worn while on duty except for cosmetic reasons to cover natural baldness or physical disfiguration. If under these conditions a wig or hairpiece is worn, it shall conform to department standards for hair grooming.

5.2.2. Facial Hair – Well-kept, trimmed, neat and clean beards and mustaches are permitted.

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5.2.3. Fingernails – Fingernails shall not extend beyond the fingertips for safety reasons. Fingernails shall be well manicured and neat.

5.3. Female Standards/Sworn Personnel

5.3.1. Hair Styles – Hair styles shall present a conservative and well-kept appearance. In no case shall the bulk or length of the hair interfere with the proper wear of any authorized headgear or interfere with the performance of assigned tasks or duties. Pigtails and ponytails are not acceptable.

- a. Uniformed Officers – Hair shall not be worn in a style beyond shoulder length. Hair which would extend beyond shoulder length shall be worn in a neat fashion and securely fastened. Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to the hair.
- b. Non-Uniformed Officers – Hair shall not extend beyond the bottom of the shoulder blade. If the hair extends beyond the shoulder blade, it must be worn up in a neat fashion and securely fastened.

5.3.2. Cosmetics – Face and eye cosmetics shall be neatly and thinly applied and shall harmonize with the wearer's hair color and the color of the police uniform. False eyelashes are prohibited and perfumes shall be used with propriety.

5.3.3. Fingernails

- a. Uniformed Officers – Fingernails shall not extend beyond the fingertips for safety reasons. Fingernails shall be well manicured and neat. Fingernail polish and false fingernails are prohibited when in uniform. An exception is the wearing of a clear fingernail polish.
- b. Non-uniformed Officers – Fingernail polishes and false fingernails are acceptable for on-duty plainclothes assignments. The length of fingernails should not interfere with the performance of assigned tasks or duties. Fingernails shall be well manicured and neat.

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5.4. Female Standards/Civilian Personnel

5.4.1. Hair Styles – Hair styles shall present a conservative and well-kept appearance. In no case shall the bulk or length of the hair interfere with the performance of assigned tasks or duties.

5.4.2. Cosmetics – Cosmetics, perfumes and lotions shall be neatly and sparingly applied.

5.4.3. Fingernails – Fingernails shall be well manicured and neat and the length shall not interfere with the performance of assigned tasks or duties.

5.5. Exceptions – Subject to the approval of the Police Chief, the provisions of this General Order do not restrict deviation from established policies on personal grooming for the performance of special assignments.