

C4.85 HAIR AND FACIAL GROOMING (TBP: 2.13)

- 1) Hair will be neat, clean, trimmed, and present a well-groomed and professional appearance.
- 2) All hair must be a natural color.
- 3) Prohibited styles include, but are not limited to, abnormal coloring or multi-coloring, carvings, ducktails, ponytails (for men), mohawks, mullets, tracks, or designs cut into the hair on any section of the head, decorations, pigtails, exaggerated raised or sculpted hairstyles, variations of these styles, or any other similar styles that would detract from a professional appearance.
- 4) Afros, braids, locks, or twists may be worn as long as they comply with the other provisions of this policy nor interfere with officer safety.
- 5) Hair may not be worn in a manner that would prevent or interfere with the proper wearing of a respirator, protective mask, helmet, eye protection, approved hats, or other issued equipment.
- 6) Unless specifically authorized by the Chief of Police, hair and facial grooming regulations apply to all sworn and civilian personnel, and exclude Narcotics personnel.
- 7) **Length Requirement for Men:**
 - a) Hair will not extend below or over the top of the collar at the back of the neck while the head is held in a normal, upright position. Hair on the sides will not cover more than one-half of the ears. Hair in the front will not extend below the middle of the forehead.
- 8) **Length Requirement for Women:**
 - a) Female members' hair, when down, shall not extend below the bottom of the uniform shirt collar at the back of the neck while the head is held in a normal, upright position.
 - b) Hair exceeding this length must be worn up in some manner (e.g., ponytail, bun) to present a neat appearance. The ponytail or braid length cannot fall below the yoke line, which is the horizontal seam near the shoulders on the back of the uniform shirt.
- 9) **Mustaches:**
 - a) Male employees may have mustaches without other facial hair, but they shall be neatly trimmed and not extended:
 - i) More than one-half inch beyond the outer corners of the mouth.
 - ii) Below the outer corners of the mouth.
 - iii) Below the upper line of the upper lip.
- 10) **Sideburns:**
 - a) For male employees, sideburns worn without an approved beard or goatee shall not extend further than the lowest lip of the earlobe.
 - b) Sideburns shall be of a naturally even width and shall end with a clean-shaven horizontal line.
- 11) **Beards and Goatees:**
 - a) If worn, beards and goatees shall be worn with an adjoining mustache and shall be at least one-quarter inch and not more than one-half inch in length.

- b) Each *calendar year* the department shall authorize two growth periods for beards and goatees: March 1 through April 15 and October 1 through November 15. If an officer shaves his beard or goatee below the minimum one-quarter inch length or does not attain the minimum length during an authorized growth period, the officer shall be required to completely shave all facial hair (except for an approved mustache) and will not be permitted to grow a beard or goatee again until the next authorized growth period.
- c) Goatees with an adjoining mustache, a.k.a. circle beards, shall be neatly trimmed and conservative in appearance. The cheeks, jawline, and neck shall remain clean-shaven.
- d) Beards and adjoining mustache shall cover the jawline and shall be neatly trimmed and conservative in appearance. The cheeks shall be clean-shaven and the beard shall extend no more than one inch below the jawline.
- e) The following styles of facial hair are not permitted:
 - i) Chin Strap Beards: Beards that are trimmed to a thin line along the jawline with or without a mustache.
 - ii) Patchy Beards: Beards of uneven or patchy growth.
 - iii) Stubble: Beards shorter than one-quarter inch in length.
- f) Police cadets and the following *classified* employees are *not* authorized to wear a beard or goatee:
 - i) Assistant Chief & Chief
 - ii) Probationary police officers until the next available growth periods after they complete the FTO Program.
 - iii) Any personnel called to perform a task for which the department requires a clean-shaven appearance, or there is an operational need as determined by the Chief of Police (e.g., the need to don a respirator for an emergency event). Any officer required to shave under this provision may be allowed a temporary growth period to return to compliance with the grooming policy.
- g) **Supervisors' Responsibilities:** The department's facial hair policy shall be strictly enforced. Supervisors shall ensure that employees conform to this policy. Supervisors who fail to enforce this policy shall have their own beard/goatee privileges revoked. Commanders shall conduct regular inspections to ensure employees under their command are in compliance with the department's policies regarding facial hair.

12) **Medical Exemption:**

- a) If a dermatologist diagnoses a member with a skin condition that precludes shaving to comply with the department's facial hair policy, that member may be temporarily excluded from applicable parts of the department's facial hair policy, provided the dermatologist prescribes a treatment.
- b) Affected members shall submit to their supervisors a physician's report including documentation of the diagnosis, prognosis, and the anticipated period during which the member will need to refrain from shaving.

- i) Physician's documentation must specifically state how frequently the member can shave, and which areas of the face or neck are affected.
- c) Members who are diagnosed with a skin condition that precludes regular shaving shall adhere to all of the following guidelines:
 - i) Members must have a written excuse from a State of Texas board-certified physician who specializes in dermatology.
 - ii) Members may go to a dermatologist of their choice but shall be responsible for all costs associated with office visits and treatments.
 - iii) Once a member receives the diagnosis, follow-up visits will adhere to the following timelines:
 - (1) If a member is able to shave at a frequency equal to or less than every three days, new documentation from the physician will be required every six months.
 - (2) If a member is only able to shave every four days or greater, new documentation from the physician will be required every sixty (60) calendar days.
- d) Depending on the shaving restrictions placed on the member by a dermatologist, including the frequency with which the member can shave, the area(s) affected, and/or whether the condition is temporary or permanent, the Chief of Police will evaluate the member's assignment.
- e) If it is determined by the member's attending physician (dermatologist) and the City's Medical Director that the member's skin condition is of such a nature as to permanently prevent the member from shaving, then the member may be excluded from the applicable parts of the department's facial hair policy.
 - i) The member may be allowed to remain in or return to his regular assignment, including a uniformed position.
- f) It will be the responsibility of the member's immediate supervisor to verify all pertinent information in the physician's written statement.
 - i) The supervisor will ensure that the member is following the prescribed shaving frequency by conducting visual inspections.
 - ii) The supervisor will ensure that the member is submitting new documentation at the applicable frequency.
 - iii) The supervisor will submit all documentation through their Chain of Command to the Chief of Police.
 - iv) Documentation will be kept in the member's HR files.

C4.86 PHYSICAL FITNESS FOR DUTY

Members will keep themselves in such physical and mental condition to be able to perform all their assigned duties and/or any job-related activities that may be expected of anyone working in their particular assignment.