



**The University of Kansas
Police Department**
1501 Crestline Drive
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Department Policy No. 204

Personal Appearance Standards

Issue Date: February 1, 2022

Last Review Date:

KLEAP Reference:

Approved by: Chief Nelson L. Mosley

Distribution: All Personnel

Review Schedule: Annual

I. PURPOSE

The purpose of this policy is to establish the expectations of personal appearance and grooming for all employees.

II. POLICY

University of Kansas Police Department employees will maintain their personal hygiene and appearance to present a professional image that is appropriate for their assignments. The Chief of Police will have the final authority for interpretation and decisions pertaining to grooming standards. All employees are required to follow the guidelines established in this policy.

III. PROCEDURES

A. General Appearance Standards

1. Primary responsibility for enforcing appearance standards rests with the immediate supervisor
2. Employees shall maintain a neat, clean, and professional appearance and practice appropriate hygiene.

B. Hair

1. Employees' hair will be neat, clean, and unobtrusive in such a manner as to not interfere with vision or applicable headgear.
2. For uniformed personnel, hair will not be more than two and a half inches (2 ½") below the bottom of the collar.
 - a. If the hair is longer than 2 ½" below the collar, it must be secured back in a conservative manner with a plain fastener.
 - b. Hair will not be worn in any style that is more than five inches (5") away from the scalp.
3. Examples of prohibited styles are (but not limited to) pigtails, mohawks, and shaved designs.
4. Visible hair shall not be dyed and must be in a naturally occurring color.

C. Sideburns

1. If the employee chooses to wear sideburns, the sideburns will be neatly trimmed.
2. Sideburns will not extend below the lowest part of the exterior ear.
3. Sideburns will be even in width, not flared, and will end in a clean-shaven horizontal line.

D. Facial Hair

1. Facial hair is allowed provided it is within the established stipulations of this policy.
 - a. Facial hair shall be neatly trimmed and maintained at all times.
 - b. Facial hair shall be clean, of a natural hair color (or dyed to match the employee's hair color), and must present a professional and symmetrical appearance. Under no circumstance will facial hair be trimmed, styled, or dyed to show a design or pattern, or will it have braids, adornments, beads, etc.
 2. For uniformed personnel:
 - a. Beards and goatees will not be shaved or trimmed to separate it from the mustache.
 - b. The length of the facial hair will not be longer than three quarters of an inch (3/4") from the face.
 - c. Beards may be grown from one inch (1") below the jaw line up to the bottom of the cheekbone and no higher.
 - d. No facial hair shall be grown anywhere below one inch (1") under the jawline to the base of the clavicle and jugular notch.
 - e. Uniformed personnel will not maintain a stubble appearance.
 - f. Mustaches for uniformed personnel are allowed; however the length shall not extend below the upper lip and shall not extend beyond one half inch (1/2") to the side of the mouth, nor be more than three quarter inch (3/4") below the lower lip at the corners of the mouth.
 - g. Sideburns will not extend below the middle of the ear and will be a consistent width, which will not exceed one inch (1").
 - h. Any uniform personnel electing to wear facial hair that would interfere with the seal or operation of an issued full-face respirator shall have a functioning beard trimmer or razor available at the Police Department Building at all time.
- E. Earrings
1. Dangling earrings worn by uniformed officers are prohibited.
- F. Fingernails
1. Employee fingernails will not be longer than a quarter (1/4) of an inch from the tip of the finger.
- G. Dental Ornamentation
- Uniformed employees shall not have any dental ornamentation, such as gold, platinum, silver or other veneer caps that are not confirmed by a healthcare provider as being necessary for the employee's health. Teeth, whether natural, capped, or veneered shall not be augmented with designs, jewels, initials, etc.
- H. Specialized Positions
1. Honor Guard – Due to the unique role of the Honor Guard, if hair is below the collar of the uniform, it must be pulled back into a bun.
 2. Special Assignments – Special details or assignments may require deviations or restrictions of this policy on a case-by-case basis.