



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject FACIAL HAIR AND GROOMING			Policy Number 213A
Effective Date November 1, 2022	Revision Date Revised January 13, 2023	Reevaluation Date Annually	Number of Pages 4
Reference Standards TPCA: 2.13 CALEA: 22.1.6, 53.1.1 IACLEA: 4.1.1		Rescinds or Amends Policy Number (To be determined)	

I. PURPOSE

The purpose of this policy is to provide specific guidance on facial hair and grooming for male employees of the University of Texas System Police (UTSP). This Policy should be read in conjunction with ODOP Policy 213 – Personal Grooming and Uniform Regulation.

II. POLICY

It is the policy of University of Texas System Police (UTSP) that all officers and employees present a professional appearance to the public while on duty. UTSP recognizes that the presentation of its employees in the workplace contributes to a professional environment and the public image that has contributed to the success of UTSP. Therefore, UTSP expects employees to be well-groomed and professional in appearance when engaged in work-related tasks with members of the public and fellow employees.

III. SCOPE

Each institution Chief of Police of the University of Texas System Police (UTSP) may grant permission for male uniformed and/or sworn personnel to wear facial hair consistent with the guidelines of this policy. This policy will apply to all male commissioned police officers, regardless of their assignment (uniformed or plainclothes); all male Public Safety Officers (PSOs); and all male Telecommunicators (TCO) if they wear the TCO uniform. Any request for deviation from these guidelines must be approved in advance by the Director of Police after consultation with the respective Chief of Police. In the alternative, each institution Chief of Police may also elect, at his/her sole discretion, to not allow facial hair for uniformed and/or sworn personnel at their individual institutions. This policy will be subject to review at the start of each calendar year, beginning in January 2024 and may be revoked at any time by the Director of Police.

IV. FACIAL HAIR

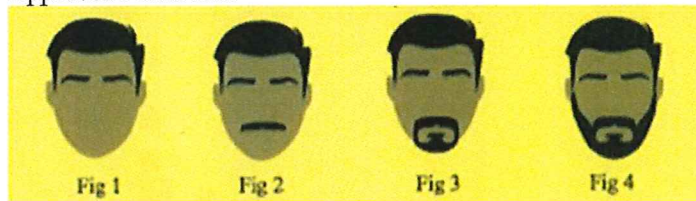
A. Standard of Appearance and guidelines

1. All male employees representing the UTSP in an official capacity or working uniformed extra employment shall follow the standards of grooming outlined in this policy. This policy does not apply to male commissioned officers assigned to work undercover operations, so long as the undercover officer does not wear a uniform. If an undercover

officer is called upon to wear his uniform, he will be required to conform to all standards outlined in this policy.

2. Facial Hair Color – The color of an employee's facial hair, if worn, shall be consistent with the individual's regular or natural hair color. Abnormal or unnatural multicolored facial hair is not permitted.
3. Male employees can have facial hair that is neatly trimmed and conservative in appearance.
4. Intermittent shaving (i.e., not shaving every day with no intention to grow a beard, goatee or mustache) is prohibited.
5. No designs or patterns shall be shaved into facial hair.
6. Facial hair may not be excessively curled, twirled, waxed or otherwise worn in an unprofessional manner.

B. Approved Facial Hair



1. Fig. 1 Clean Shaven – No facial hair
2. Fig. 2 Mustache – Hair below the nose and above the upper lip, which shall be trimmed and not extend below the upper line of the upper lip. If worn alone, may NOT extend below the corners of the mouth, and extreme styles such as handlebar mustaches are prohibited.
3. Fig. 3 Goatee – A mustache that extends down around the side of the mouth and joins hair on the chin; also referred to as a circle beard. This style of facial hair shall be worn with a mustache, and the cheeks, jawline, and neck shall remain clean shaven.
4. Fig. 4 Natural Beard – Also referred to as a full set. This style of facial hair shall be worn with a mustache, shall cover the complete jaw line, the cheeks shall be shaved on and above the cheekbone, and the neck shall be no more than one inch (1") below the jaw line.

C. Unapproved Facial Hair Styles.

1. Chin Strap Beards – Beards that are trimmed to a thin line along the jaw without a mustache.
2. Patchy Beards – Beards of uneven or patchy growth.
3. Stubble – Beards shorter than one-quarter inch (1/4") in length; also referred to as a "five o'clock shadow."

D. Growth Period

1. The growth period for beards and goatees shall be as follows:

- a) FALL growth period -November 1st - December 15th
 - b) SPRING growth period -March 1st - April 15th
2. At the end of a growth period, if an employee's beard/goatee is still not a minimum of ¼" in length, he will be required to be clean shaven until the next growth period (except for approved mustaches). There is no growth period for plain clothes personnel, however, should plain clothes personnel have to wear a uniform (special assignment, etc.), the beard must be in compliance with policy at the time. If the beard is not in compliance, it must be shaved.
 3. A male employee who grows a beard while on extended leave must meet the growth requirements and be subject to inspection his first day back to work. If he does not meet the final growth requirements on his first day back to work, he will be ordered to shave in accordance with the provisions of this policy.
 4. Uniformed male employees working light duty assignments will be required to follow all provisions of this policy including but not limited to growth periods.

E. Beard/Goatee Length and Color

1. It is important to note that the grooming standards will be strictly enforced, and beards/goatees will NOT be allowed to be less than ¼" in length and not more than 1" inch in length. An employee will not be permitted to simply have what is known as a "five o'clock shadow." If an employee shaves his beard/goatee below the minimum ¼" in length, he shall be required to completely shave all facial hair (except for approved mustaches) and will not be permitted to grow a beard/goatee again until the next authorized growth period. Supervisors will ensure compliance with this directive.
2. Beards should be maintained by the employee to not extend to any part of the neck. Facial hair should cover below the jaw horizontally but end before the downward curve of the neck at a clean shave line (Fig. 5 below).



Fig. 5

F. Exemptions/Exceptions/Exclusions

1. If an employee is called to perform a task that requires a clean-shaven appearance (SRRT, Honor Guard, Special Assignment, exigent circumstances, response to civil unrest requiring the donning of a gas mask, etc.), he will be required to shave and will have to wait until the next growth period in order to regrow a beard/goatee.
 - a. Cadets (facial hair other than an authorized mustache not permitted)
 - b. Honor Guard – these specialized units are known to work with other area honor guard units for special events and services on the local, state, and national levels.

Honor Guard members display the highest levels of professionalism and unity, while representing not only their local institution police departments, but all UT System Police. The institution Chiefs of Police shall have the authority to grant the wearing of beards by their Honor Guard members, understanding that if circumstances regarding a particular event or service would call for members to be clean shaven, then the Honor Guard member(s) will be expected to shave, and may regrow their beard during the next growth period. All Honor Guard members must acknowledge and agree to this provision prior to joining the Guard.

- c. Water Strike Team personnel (facial hair other than an authorized mustache not permitted)
- d. SRRT personnel (facial hair other than an authorized mustache not permitted)

G. Supervisor's Responsibilities and Discretion

1. If at any time a supervisor determines that an employee's beard/goatee is not in compliance with this policy, the supervisor will direct the affected employee to remove all facial hair (except for approved mustaches) and he will not be permitted to regrow his beard/goatee until the next approved growth period.
2. Likewise, if an employee's beard/goatee is not in compliance and he is ordered by a supervisor to shave, he will be required to shave before reporting to his next shift after the order is given.
3. Any requests for an exception to this policy must be submitted in written correspondence via the chain of command to the employee's respective Chief of Police.
4. When worn, the UTSP's facial hair policy shall be strictly enforced. Supervisors, and ultimately the institution Chiefs of Police shall ensure that employees conform to this policy. Commanders/managers shall conduct regular inspections to ensure employees under their command are following the UTSP's policies regarding facial hair.



Michael J. Heidingsfield
Director of Police

Changes/Amendments

Revision to ODOP Policy 213A – Facial Hair and Grooming be amended to allow lateral entry employees to have beards at the discretion of the Chief of Police. The policy as written would require a lateral entry officer to shave his beard and then once off probation and upon a growth period grow it back. The below requested policy changes would not impact cadets.

Page one under Scope second sentence – Delete “including probationary and lateral entry personnel”.

Page 4 under F. Exemptions/Exceptions/Exclusions 1 a. – delete “and probationary officer”. January 13, 2023