

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

December 4, 2015

Policy Number 3.22

DRESS AND GROOMING STANDARDS

POLICY

Personnel are expected to wear clothing appropriate to their work environment and present a clean, neat, and professional appearance. In situations not specifically covered by these standards, propriety and good judgment must prevail in the selection of modes of dress and grooming.

PROCEDURE

I. STANDARDS FOR UNIFORMED OFFICERS

- A. Uniformed officers shall report for duty in a neatly tailored, laundered and pressed, regulation uniform and with the equipment prescribed by departmental directives.
- B. Officers may wear an undershirt with their uniform. If visible, the undershirt shall be solid black in color and in a V-neck, crew neck, turtle neck, or dickey or an appropriate style that conforms to the open-necked collar. With the exception of the collar area, the undershirt shall not extend beyond any portion of the uniform. (This restriction does not apply to bullet-resistant, soft body armor.)
- C. While in uniform, officers shall wear clean, well-kept, black, regulation shoes. Socks shall be black or navy blue in color with no logos, decals, or other colors (including skin) visible at any time. Refer to Policy, UNIFORMS, EQUIPMENT, AND FIREARMS.

8-20-2018

9-2-2020

- D. The police hat, which is considered part of the uniform, shall be readily available while the officer is on duty.

1. With the exception authorized in section E below, the hat shall be worn when directing traffic and for ceremonies, foot patrol, security details, drills, inspections, off-duty assignments, and/or as directed by the Chief of Police.

2. The wearing of the hat is optional in all other situations.

9-2-2020

- E. The department-authorized police baseball cap may be worn in place of the police hat while officers are directing traffic either on duty or on special duty. The cap must be worn with the bill facing straight forward at all times. Also, the wearing of the cap is prohibited in all other situations.

- F. While in uniform, officers shall not wear or display floral adornment of any kind, medallions, necklaces, bracelets, brooches, or other items not prescribed for wear with or as part of the uniform. Exceptions to this restriction would be wristwatches, medic-alert or similar emergency-treatment information bracelets, conservatively styled rings, or concealed religious medals.

- G. Hairstyles shall be conservative. Hair shall be neat, clean, and trimmed. In no case shall the bulk or length of hair interfere with the proper wear of any authorized headgear.

Sculpted (e.g., Mohawk-style or lined) hairstyles are prohibited.

- H. Coloring, dyeing, tinting, or highlighting of hair must be in good taste; unnatural hair colors are prohibited.

9-2-2020

- I. If a wig or hairpiece is worn, it shall conform to departmental standards for hair grooming.
- J. Body piercing jewelry, excluding earrings, shall not be visible while on duty or representing the department in any official capacity. Refer to section V A 2 of this policy regarding body ornaments.
- K. Fingernails should always be well-manicured and neat. They shall also be kept short at all times (i.e., fingernails shall not extend more than one-eighth inch beyond the fingertips).
- L. Perfumes, colognes, and lotions (when used) shall be sparingly applied.
- M. Male Uniformed Officers

1. A hair 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.

Sideburns shall not extend below the tip of the earlobe and shall be level at the bottom. The forward and rear edges of the sideburns may follow the natural hairline. Extreme styles such as "mutton chops" are not permitted.

2. Officers shall report for duty cleanly shaven. A neatly trimmed mustache may be worn, provided that it does not extend below the junction of the upper and lower lips. Mustaches with waxed tips, handlebar mustaches, beards, and goatees are not permitted.

N. Female Uniformed Officers

1. The hair shall not extend more than two inches below the bottom of the uniform collar. Hair that would extend more than two inches below the bottom of the uniform collar if unsecured shall be worn up in a neat fashion and securely fastened. Hair-holding ornaments (barrettes, pins, and clips) must be transparent or similar in color to the hair.
2. Ponytails and pigtails are prohibited. A single braid may be worn, but shall not interfere with the proper wear of authorized headgear. The end of the braid shall not extend more than two inches below the bottom of the uniform collar.
3. Body piercing jewelry, excluding earrings, shall not be visible while on duty or representing the department in any official capacity. However, earrings may be worn by female uniformed officers. Earrings shall be stud-type and no larger than one quarter inch in diameter. No more than one earring may be worn on each earlobe. Plugs or tunnels (e.g., used to stretch out the holes pierced through the earlobe, nose, or lips) are prohibited. Refer to section V A 2 of this policy regarding body ornaments.
4. Cosmetics, when used, shall be neatly and sparingly applied. False eyelashes and eyelash extensions are allowed if they are natural in appearance (e.g., style, length, volume, color, etc.) and worn tastefully.
5. Except for clear polish, fingernail polish and false fingernails are prohibited for uniformed assignments.

2-14-2022

II. STANDARDS FOR PLAINCLOTHES OFFICERS

A. Plainclothes officers shall report for duty neatly dressed and with the equipment prescribed by departmental directives.

B. In general, plainclothes officers shall wear conservative and tasteful clothing on duty.

C. Plainclothes officers shall wear neat, well-kept shoes that are appropriate for business wear.

Footwear not appropriate for business wear (e.g., sport shoes, tabis, flip-flops, and zoris) are not allowed.

D. Hairstyles shall be conservative. Hair shall be neat, clean, and trimmed.

Sculpted (e.g., Mohawk-style or lined) hairstyles are prohibited.

E. Coloring, dyeing, tinting, or highlighting of hair must be in good taste; unnatural hair colors are prohibited.

F. If a wig or hairpiece is worn, it shall conform to departmental standards for hair grooming.

G. Body piercing jewelry, excluding earrings, shall not be visible while on duty or representing the department in any official capacity. However, earrings may be worn by plainclothes female officers. Earrings shall be stud-type and no larger than one quarter inch in diameter. No more than one earring may be worn on each earlobe. Plugs or tunnels (e.g., used to stretch out the holes pierced through the earlobe, nose, or lips) are prohibited. Refer to section V of this policy regarding body ornaments.

H. Fingernails should always be well-manicured and neat.

7-9-2019

- I. Perfumes, colognes, and lotions (when used) shall be sparingly applied.
- J. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- K. Jeans of any type or color are not acceptable attire. However, jeans may be worn temporarily if they are definitely more appropriate for the performance of certain duties. This temporary exception requires prior permission from the division-level commander or bureau chief.
- L. Male Plainclothes Officers
 - 1. A hairstyle 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.

Sideburns shall not extend below the tip of the earlobe and shall be level at the bottom. The forward and rear edges of the sideburns may follow the natural hairline. Extreme styles such as "mutton chops" are not permitted.
 - 2. Officers shall report for duty cleanly shaven. A neatly trimmed mustache may be worn, provided that it does not extend below the junction of the upper and lower lips. Mustaches with waxed tips, handlebar mustaches, beards, and goatees are not permitted.

3. The following shirts are approved for on-duty wear:
 - a. Sport and/or aloha shirts with collars; and
 - b. Business shirts with or without neckties.

Shirts with tails are to be tucked into trousers. Shirts worn outside trousers shall be square-cut at the bottom and of sufficient length to cover weapons and other equipment.

4. The following shirts are not approved for on-duty wear:
 - a. Shirts that unduly expose the chest area;
 - b. Shirts without sleeves;
 - c. T-shirts;
 - d. See-through shirts;
 - e. Novelty shirts; and
 - f. Other inappropriate styles.
5. Dress slacks are appropriate for plainclothes assignments.
6. Suits are appropriate on-duty attire. Suit jackets should cover the hips.

M. Female Plainclothes Officers

1. The hair shall not extend below the bottom of the shoulder blade. If the hair extends below the bottom of the shoulder blade, it must be worn up in a neat fashion and securely fastened.
2. Ponytails and pigtails are prohibited.

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3. Cosmetics, when used, shall be neatly and sparingly applied. False eyelashes and eyelash extensions are allowed if they are natural in appearance (e.g., style, length, volume, color, etc.) and worn tastefully.
4. Fingernail polish and false fingernails are acceptable for plainclothes assignments. However, the fingernails should not be so long as to interfere with movement or work.
5. Sleeveless or sleeved dresses, suits, and short- and long-sleeved blouses and skirts are examples of acceptable attire.
6. The length of a skirt (e.g., dresses, culottes, etc.) shall not be more than five inches above the bottom of the kneecap while standing at attention. Midi, maxi, and long dresses are acceptable for daily attire. If a garment includes slits, the slits shall not extend more than five inches above the bottom of the kneecap while standing at attention.
7. Coordinates, i.e., blouses, tunics, vests, skirts, culottes, and dress slacks are appropriate for plainclothes assignments. Tunics and blouses shall extend down to the top of the hips or below.
 - a. Blouses worn outside trousers shall have square-cut bottoms.
 - b. Blouses with tails are to be tucked into skirts, culottes, or dress slacks.
8. Pantsuits are also acceptable attire. Pantsuit pants shall adequately cover the waist, and jackets should cover the hips.
9. Muumuus of all types are acceptable attire. Heeled sandals, excluding slippers, are appropriate footwear with aloha attire.

10. Examples of unacceptable dress for female officers include, but are not limited to, the following: T-shirts, jumpsuits, shorts, pedal pushers, low-cut dresses, backless dresses, see-through blouses, strapless and spaghetti-strap dresses and tops, and knee-high socks with skirts or dresses.

III. Exceptions

Provisions of sections I and II above do not preclude the following:

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- A. Commanders may permit their respective personnel to be clothed and groomed appropriately (e.g., beards, mustaches, long hair, etc.) to specifically perform undercover work, surveillance, or other covert duties. All permissions shall be documented.
- B. The wearing of the navy blue HPD T-shirt that is specified in section VII G of Policy 2.38, UNIFORMS, EQUIPMENT, AND FIREARMS.
- C. The wearing of a lei or other ornament while in uniform when part of an official ceremony or function.

IV. STANDARDS FOR CIVILIAN EMPLOYEES

- A. In general, employees shall wear conservative and tasteful clothing while on duty.
- B. Hair should be well-kept, neat, and clean at all times. In no case shall the bulk or length of the hair interfere with the proper wear of any authorized headgear or the performance of assigned tasks and duties.

Sculpted (e.g., Mohawk-style or lined) hairstyles are prohibited.

- C. Coloring, dyeing, tinting, or highlighting of hair must be in good taste; unnatural hair colors are prohibited.
- D. If a wig or hairpiece is worn, it shall conform to departmental standards for hair grooming.
- E. Body piercing jewelry, excluding earrings, shall not be visible while on duty or representing the department in any official capacity.
- F. Slacks and jeans are permissible.
- G. Footwear shall be worn at all times while on duty.

Footwear such as tabis, flip-flops, and zoris are not allowed.

- H. Perfumes, colognes, and lotions (when used) shall be sparingly applied.
- I. Female Civilian Employees

- 1. The length of a skirt (e.g., dresses, culottes, etc.) shall not be more than five inches above the bottom of the kneecap while standing at attention. If a garment includes slits, the slits shall not extend more than five inches above the bottom of the kneecap while standing at attention.
- 2. Cosmetics, when used, shall be neatly and sparingly applied.
- 3. Muumuus of all types are acceptable on-duty attire. However, muumuus are not acceptable courtroom attire.

4. Unacceptable Dress

Examples of unacceptable dress for women on duty include, but are not limited to, the following: T-shirts (exceptions: sections IV K 1 and 2 below), jumpsuits, shorts, low-cut dresses, backless dresses, see-through blouses, strapless and spaghetti-strap dresses and tops, and knee-high socks with skirts or dresses.

J. Male Civilian Employees

1. Suits, sport jackets, and ties may be worn while on duty.
2. Shirts approved for on-duty wear include:
 - a. Sport and/or aloha shirts with collars;
 - b. Business shirts with or without neckties;
 - c. Shirts with tails that are tucked into trousers; and
 - d. Shirts worn outside trousers that have a square-cut bottom.
3. Shirts not approved for on-duty wear include, but are not limited to, the following:
 - a. Shirts that unduly expose the chest area;
 - b. Shirts without sleeves;
 - c. T-shirts (exceptions: sections IV K 1 and 2 below);
 - d. See-through shirts; and
 - e. Novelty shirts.
4. Well-kept, trimmed, neat, and clean beards and mustaches are permitted.

K. The mode of dress for civilian employees assigned to the units listed below shall be as specified:

1. Evidence/Property Unit (Records and Identification Division), Property and Supply Section and Publications Unit (Finance Division), and Telecommunications Systems Section

Personnel assigned to these elements may wear sport or aloha shirts and slacks combination. Shirts or blouses with tails must be neatly tucked in. If it is necessary to move particularly heavy or dirty objects and the shirt or blouse would be subjected to excessive dirt, the shirt or blouse may be replaced with an undershirt or T-shirt. At no time will bare backs be permitted while on duty, either in or out of public view; and

2. Vehicle Maintenance Section

- a. Working supervisors, service station attendants, vehicle dispatchers, automotive mechanics, trades helpers, and lubrication workers shall normally wear a uniform shirt of a type approved and issued by the Honolulu Police Department (HPD). The HPD emblem shall be sewn on the upper left sleeve, one inch below the shoulder seam and centered on the seam.

- (1) The regulation shirt shall be worn when the employee leaves the facility in the performance of duty but not when driving an unmarked vehicle belonging to the HPD.

(2) An employee who does not wish to wear the regulation shirt while working in the facility shall wear a presentable T-shirt. The supervisor in charge shall determine which types of T-shirts are presentable. (Tanktops and bareback shirts are not allowed.)

b. Working supervisors, service station attendants, vehicle dispatchers, automotive mechanics, trades helpers, storekeepers, and lubrication workers shall wear safety shoes of a type approved and issued by the HPD.

V. TATTOOS, BODY ORNAMENTS, ETC.

A. Officers shall not display tattoos that are obscene, sexual in nature, racist, gang related, alcohol or drug related, derogatory, in violation of any nondiscrimination laws, or that undermines city or departmental values. In addition, no tattoos shall be displayed above the collar.

B. No officer shall have any visible body ornament, intentional scarring or mutilation, or dental ornament while he or she is on duty, in uniform, or representing the department in any official capacity.

1. Body ornaments shall include objects inserted under the skin.

2. Intentional mutilation shall include dermal branding, tongue bifurcation, and deliberate disfiguring of body parts (e.g., stretching out the holes pierced through the ear lobe, nose, or lips).

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3. Dental ornamentation shall include any foreign material (e.g., metals, paints, decals, unnatural colors, etc.) used in the mouth without verifiable medical or dental necessity. Such ornamentation shall also include filing or disfiguring of the teeth without verifiable medical or dental necessity.

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(C. Authorized Options and Restrictions for Complying with Section V A and B Above

1. Officers may wear a long-sleeved, regulation uniform shirt. A long-sleeved uniform shirt shall be obtained in accordance with normal uniform allotment procedures.
2. Officers may buy and wear fitted, cover-up sleeves, which shall be purchased at their expense.
 - a. The sleeve shall be designed and intended as a cover-up garment for the arm.
 - b. The sleeve shall be worn snug and flat against the skin. The sleeves shall not be rolled, folded, gathered, or similarly manipulated while being worn.
 - (1) Long and short sleeves are authorized.
 - (2) One sleeve shall be worn on one arm.
 - (3) No part of the sleeve shall extend past the wrist.
 - c. The sleeve shall be black and made of nylon or a spandex-type material. The sleeve shall not have any exposed designs/logos except for the brand name which shall match the color of the sleeve.

3. Officers may use makeup. Makeup shall match the skin color of the wearer, and the purchase of any makeup shall be at the employee's expense.
4. Plainclothes officers have various clothing options to conceal the prohibited conditions as long as their chosen attire complies with dress and grooming standards in this and other related directives.
5. Gloves and masks are prohibited except as permitted for departmental purposes.

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(D. Exceptions to Prohibitions in Section V A and B Above

1. Rings, wristwatches, medic alert bracelets, earrings, and other similar items that are regulated in other sections of this directive
2. The performance of plainclothes or covert duties such as undercover work or surveillance with the prior written approval from the element commander. These exceptions shall apply only while the covert duties are performed.
3. Cosmetic facial tattoos (i.e., eyebrows, eye liner, lip liner, and rouge) which are neat, conservative, and sparingly applied
4. Conditions or items specifically for verifiable medical or dental purposes (e.g., catheter and shunt)
5. Officers engaged in a department-authorized physical training or fitness program while on duty are exempt from the restriction that prohibits visible tattoos above the collar.

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VI. ATTIRE FOR HEARINGS AND OTHER OFFICIAL APPEARANCES

The following provisions shall apply to all employees, regardless of assignment, while representing the HPD before any official body or board, at a hearing, or as a member of any board or panel when such attire is in keeping with the decorum:

A. Uniformed Officers

1. Uniformed officers shall wear their standard uniforms as specified in sections III and IV of Policy 2.38, UNIFORMS, EQUIPMENT, AND FIREARMS, while representing the HPD in any official/authorized capacity; they shall not wear utility or bicycle uniforms.
2. The police hat shall be worn during inspections and/or as directed by the Chief of Police.

B. Plainclothes Officers or Civilian Employees

1. Male employees shall wear dress, heeled shoes; socks; dress slacks; and a coat and tie combination that is conservative in nature and gives a professional appearance; and
2. Female employees shall wear dress, heeled shoes; dresses; suits; or blouse and dress slacks/skirt combinations. Muumuus are not acceptable.

VII. PERSONAL APPEARANCES

When an officer or civilian employee appears before the court, Legislature, City Council, neighborhood board, Civil Service Commission, etc., to represent their personal interests, he or she shall not wear the police uniform and shall not present himself or herself as a representative of the HPD.

VIII. RESPONSIBILITIES

- A. The Human Resources Division shall inform new employees of the importance of dressing neatly and conservatively.
- B. The importance of personal appearance cannot be overemphasized, because the public is greatly influenced by the employees who serve them. The importance of being clean and well-groomed certainly affects those with whom one works and associates.
- C. Division-level commanders are responsible for enforcing the dress and grooming policy for their element or section.



RADE K. VANIC
Interim Chief of Police

Post on bulletin
board for one week

Policy first issued
March 29, 2002