

Appearance and Grooming

Index Code: 502.1

Effective Date: 04/01/15

I. Purpose

The purpose of this directive is to establish personal appearance and grooming standards for employees of the Office of the Sheriff.

II. Policy

It is the policy of the Office of the Sheriff that all personnel are clean, neat in appearance, well-groomed, and present a professional appearance when working or otherwise representing the Office of the Sheriff, except where authorized and necessary for medical reasons or covert investigative operations. The regulations presented in this directive take into consideration contemporary standards, neatness, safety, uniformity, and the quasi-military nature of a law enforcement agency, and are applicable to all personnel based on assignment. Personnel must always use discretion in their appearance and dress so as not to invite unfavorable comment upon the Office of the Sheriff or the law enforcement profession.

III. Uniformed Personnel

A. Hair

1. Hair will be clean, neatly trimmed, and combed or brushed. The length or bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance. The hair will not extend over the ears or eyebrows, and not interfere with the normal wearing of agency headgear. No designs are permitted to be cut into the head hair, such as inscriptions, insignias, or numbers.

2. Male deputies must wear their hair neatly trimmed and tapered to the side of the head and to the back of the neck. Hair growing from the chest, neck, ears, or nose will be neatly trimmed to the extent possible.

3. Female deputies will style their hair in such a manner as to prevent it from extending or hanging below the bottom edge of the shirt collar while on duty. The style will not interfere with the normal wearing of agency issued headgear, and groomed in front so that it does not fall below the band of the uniform headgear.

B. Sideburns

Sideburns must be neatly trimmed, not extending below the midpoint of the ear, and no more than 1 ½ inches at the broadest point.

C. Facial Hair

Male deputies must be clean shaven with the least amount of visible growth or stubble possible, unless a certified medical condition exists, or they are assigned to a covert operation. Mustaches must be kept trimmed with no portion extending down over the upper lip, nor extending more than ¼ past either side of the mouth. Handle Barö type mustaches are prohibited. Beards are only permitted for deputies assigned to covert operations, and for certified medical conditions.

D. Wigs and Hairpieces

Wigs or hairpieces may be worn as long as they conform to the standards set forth above.

E. Cosmetics and Colognes

Cosmetics, colognes, after shave lotions, perfumes, and light makeup, etc. are permitted in moderation. Makeup, when worn, will be as natural/neutral as possible as to not create a distraction or draw undue attention.

F. Fingernails

Fingernails must be kept clean and trimmed, and not exceed 1/4 beyond the fingertips. Only a clear or neutral color polish may be used unless working an administrative or covert assignment.

G. Jewelry

The wearing of visible jewelry is generally limited to a wristwatch, a medical alert bracelet if applicable, and one ring on a single finger (exceptions may be made for documented religious beliefs). The ring must not be of such design, or protrude to such an extent, that it could cause injury to another person upon contact (e.g. effectuating an arrest, performing medical treatment, etc.). Female deputies may wear one set of single post type earrings, as long as they do not hang from the ear, interfere with

job performance, promote an unsafe condition, or cause distraction. For additional information concerning jewelry refer to Index Code 502 (Wearing the Uniform).

IV. Non-Uniformed Personnel

Non-Uniformed Personnel will at all times be clean, neat in appearance, and well-groomed when working or representing the Office of the Sheriff, conforming to the standards listed above for uniformed deputies unless otherwise directed by their supervisor due to their assignment. Excluding personnel working covert assignments, only articles of clothing conservative in nature may be worn, typically the type found in a professional business environment.

Division Commanders have discretion in modifying the standards for non-uniformed personnel based on specific assignments.

V. CALEA References: None

VI. Proponent Unit: Sheriff

VII. Cancellation: None

Sheriff Gary Hofmann