.3 Special Deputies will purchase their own uniforms through their unit and will conform to these standards.

211.04 PERSONAL APPEARANCE STANDARDS

.1 All Sheriff’s Office personnel will maintain their personal appearance as neatly as possible when reporting for duty. The following minimum standards will be adhered to by all personnel, except where assigned duties require deviation at the authorization of the Division Commander.

.2 All employees are expected to practice personal hygiene and grooming to conform with the following standards of appearance:

.A Hands will be clean and fingernails will be kept clean and trimmed. The length of fingernails for uniformed personnel shall not exceed 1/4 inch past the tip of the finger or thumb. Fingernail polish, other than clear or neutral shade, is prohibited for personnel in uniform.

.B The moderate use of makeup is permissible for uniform wear; however, heavy use of makeup is unacceptable. The use of eyeshadow for uniform wear is prohibited.

.C Hair regulations for all employees will conform to the following:

(1) Male Personnel:

(a) Hair shall be neat and tapered on the rear and sides so as not to appear disheveled (with or without uniform hat), and in no case shall the hair on the sides of the head be of such length and/or bulk that it exceeds a line perpendicular to the top of the ear. The hair outline shall follow the contour of the ear, and no hair shall fall over the ear or touch the collar, except for the closely cut hair at the back of the neck. A “block cut” in the back is permissible in moderate degree. When in uniform, frontal hair grooming shall be such as not to permit hair to be visible on the forehead, when wearing uniform hat.

(b) Haircuts or hair coloring of a faddish or unnatural nature or appearance will not be permitted. Beads in hair are specifically prohibited.

(c) Sideburns shall not be any greater in length than a
point at a right angle to the midpoint of the ear, and shall be squared at the bottom, and trimmed so as not to appear bushy.

(d) Mustaches shall be neat and trimmed, with the ends of the mustache not exceeding 1/4 inch past the corner of the mouth, nor falling below a line horizontal with the corner of the mouth. The mustache shall not cover any portion of the upper lip. Mustaches shall not be waxed or twisted.

(e) The face will be clean shaven. Beards and goatees are not considered uniform grooming and are not allowed.

i) The Sheriff may approve an exemption to allow facial hair if a pseudofolliculitis barbae medical condition exists.

ii) To request an exemption:

[a] The deputy must be diagnosed with pseudofolliculitis barbae by a licensed dermatologist.

[b] The diagnosis must be documented on the letterhead of the dermatologist and include:

[1] The deputy’s skin condition

[2] The extent and prognosis of the pseudofolliculitis barbae

[3] The history of previous medical treatment

[4] The length of time the deputy has received treatment

[5] The recommendation for current treatment

[6] How frequently the deputy may shave while undergoing treatment
[c] The deputy will submit to Sheriff via chain-of-command:

[1] The documentation from the dermatologist, for compliance review.


[3] A signed medical release allowing the Sheriff’s Office to discuss the skin condition with the dermatologist.

[d] The Sheriff will make the final determination to approve or disapprove an exemption.

[e] Unless the treating dermatologist specifies otherwise, any deputy receiving an exemption will maintain the beard length of no more than one-eighth inch.

iii) Deputies with this exemption will maintain a full beard. The shaving, waxing, plucking, or otherwise removal of superfluous hair from the beard for the purpose of aesthetic grooming or other cosmetic effect is prohibited.

(2) **Female Personnel:**

(a) Hair shall be cut and/or worn in a style which appears neat. Where personnel are uniformed, such style shall not fall below the bottom of the collar and not fall below midpoint of the ear on either side. At no time, while in uniform shall frontal hair grooming allow hair to fall below eyebrow line.

When the uniform hat is worn the hair is to be either completely tucked up underneath the hat and off the collar or remain down and not falling below the bottom of the collar. No hair shall be visible from
the front while the hat is worn and the sides of the hair may either be tucked behind the ears or must not fall below midpoint of the ear on either side. The length and/or bulk of the hair shall not interfere with normal wearing of headgear.

(b) Haircuts, hairstyles, or hair coloring of a faddish or unnatural appearance will not be permitted. Beads in hair are specifically prohibited.

.D The wearing of jewelry by male and female personnel will be limited to the following when in uniform:

(1) Religious medals, scapulars, or other bona fide expressions of religious affiliations; necklaces, neck chains, or pendants; and Medical Alert Tags, may be worn around the neck, provided the item is concealed by either the uniform shirt or an undershirt.

(2) Medical Alert bracelets or chains may be worn around the wrists. No other bracelet shall be worn.

(3) Rings will be limited to one ring on one finger of each hand. (Wedding band and engagement ring are considered one.)

(4) Watches shall be of conservative and practical design.

(5) Uniformed personnel will not wear earring(s).

.E Tattoos

Tattoos shall not be visible while in uniform. If an employee has a tattoo that is visible while wearing the short sleeve summer uniform, the employee shall be required to wear the long sleeve summer weight uniform.

.3 The use of tobacco products, smoking products, or other chewing products, shall be governed by the following provisions:

.A Sheriff's uniformed personnel, when in uniform, shall not smoke or use electronic inhalers intended to simulate the act of tobacco smoking while in contact with or visible to the general public, whether on duty or not. They may smoke in those areas designated by the unit commander.