I. **Purpose**: To establish standards and guidelines of personal appearance and grooming for employees.

II. **Applicability**: All employees.

III. **Definitions**:
   
   A. **Sworn Employees** – are staff who have taken an oath to support the Constitution of the United States and the Commonwealth of Virginia.
   
   B. **Non-sworn Employees** – are considered civilian staff and are authorized to wear an agency issued uniform or business type attire.
   
   C. **Tattoos (Body Modification)** – includes any tattoo, scar, branding, mark or body art, mutilation or modification deliberately placed on the body for purposes of decoration, ornamentation or adornment.

IV. **Policy**: It is the policy of the Prince William-Manassas Regional Adult Detention Center (ADC) that employees be clean, neat, and well-groomed at all times. Any attire that is of extreme design, revealing in nature, or that conveys a message of a derogatory or offensive nature through language, logos or symbols is prohibited. At no time will an employee’s personal appearance interfere with job performance, and it shall always promote a favorable public image.

V. **Standards**:

   A. **Personal Appearance**.
      
      1. **Hair Style**.
         
         a. The style of haircut should promote a professional image and not interfere with the officer in the performance of his/her duties.
         
         b. The hair style and length (see V.2.) may not be worn in any fashion that may hinder the officer’s safety.
         
         c. The style of the haircut will not interfere with the normal wearing of approved riot control helmet, gas mask, or other headgear.
d. If changed, the hair must be of a natural color.

e. Wigs or other hairpieces of a color close to the natural hair color may be worn if they conform to these standards.

2. Hair Length.

a. Female: Hair shall be neatly cut, styled or arranged so that it does not extend or hang down below the bottom of the shirt collar in the back. Items to hold the hair in place shall be concealed as much as possible and shall be of a style that blends with the hair. No decorations shall be worn in the hair.

b. Male: Hair shall be neatly cut and shall not extend beyond or over the top of the shirt collar. Hair will not be allowed to extend over the ears in any way.

3. Facial Hair.

a. A mustache is acceptable and may be worn. It must be neatly trimmed at all times, and will not extend beyond the corner of the lip. The mustache will not cover or rest upon any part of the upper lip. The ends of the mustache shall not be waxed or twisted.

b. Sideburns will be neatly trimmed and tapered in the same manner as the haircut. Sideburns will not extend below the lowest part of the earlobe.

c. No beards or goatees of any type are permitted.

4. Body Modification (Tattoos/Body Ornamentation): The provisions of this section pertain to all members of this agency (sworn and civilian). This pertains to members while on duty, whether in uniform or not, while representing the agency in an official capacity, while operating a county vehicle, and/or while attending any duty-related functions, such as training.

a. Tattoos.

(1) Sworn staff may not have tattoos that are visible that cannot be covered by wearing either an agency issued long sleeve shirt or a sleeve that closely matches their skin color. The exception is a tattooed wedding band. Consideration may be given on an individual basis for a small tattoo on the wrist area that can be fully covered with a reasonable sized wrist watch.

(2) Non-sworn staff may not have any tattoos that are visible that cannot be covered by wearing of either an agency issued long sleeve polo shirt or casual business attire. The exception is a tattooed wedding band. Consideration may be given on an individual basis for a small tattoo on the hand area.
(3) Tattoos on the neck, face, head and hands are prohibited except as stated above under a. and b.

b. Body Piercing.

(1) Staff shall not wear jewelry adorning or decorating any body part that is visible (lips, eyebrows, tongue, nose, cheek, etc.).

B. Wearing of Uniform and Equipment.

1. The wearing of uniforms, badges, rank insignia, and equipment shall be as prescribed in this Standard Operational Procedure. Uniform shall be proper fitting, shirt tails tucked in at all times, and shirt front aligned with the trouser front. Employees shall maintain professional bearing, avoiding mannerisms which do not promote the professional image of the ADC.

2. Sworn staff attending funerals, ceremonies and Academy graduations will wear the Class A uniform with long sleeve and appropriate tie. Lieutenants and above will wear a black tie with the formal dress jacket and pants.

3. Sworn staff appearing in court will wear the Class A uniform. Staff has the option of wearing a long sleeve shirt with appropriate tie or short sleeve shirt. Non-sworn staff should wear appropriate business attire. Wearing of a sleeve is not authorized for court appearances.

4. Sworn staff attending County/City meetings and other formal meetings will be required to wear the Class A uniform. Non-sworn staff will wear appropriate business attire.

5. A white crew neck t-shirt (undershirt) will be worn under the Class A uniform shirt. An undershirt is optional under the Class B uniform. A long sleeve undershirt is not authorized unless a long sleeve shirt is worn.

6. Ties are not required with long sleeve shirts unless attending court, funerals, ceremonies and academy graduations. Ties will not be worn with short sleeve shirts.

7. A mock turtleneck may be worn with Class A long sleeve shirt.

8. Issued black belt(s) will be worn.

9. The following equipment shall be considered as part of the uniform for sworn employees: handcuffs with case, handcuff key, pouch containing surgical gloves, key holder, and radio holder.

10. Black socks will be worn with the Class A and Class B uniform.
11. Black shoes or boots will be worn with the uniform. Black athletic shoes are acceptable. No decorations or additional colors are permitted.

12. Hats (baseball-style, tan) are only authorized with the Class B uniforms and are not authorized to be worn inside any ADC facility. The only exception is during firearms qualification where a hat is required.

13. Stocking caps (black only) are only authorized during the winter months and are not authorized to be worn inside any ADC facility. The black stocking cap may not have any visible design or logo.

14. Windbreaker jacket (optional) – Only a black agency approved windbreaker will be worn with the agency uniforms. The windbreaker jacket is purchased at the employee’s expense.

15. Contact lenses – if worn shall be in a natural eye color. Unnaturally colored contact lenses, or colors when worn create an unnatural eye color, and contact lenses with graphic designs of any kind are prohibited.

16. Sunglasses will not be worn within the ADC unless prescribed for medical reasons.

17. Earrings will not be worn by employees while on duty.

18. Necklaces will not be worn by employees while on duty.

19. Jewelry, fingernails or other personal effects shall not be worn if they interfere with the proper performance of duties or may cause potential harm to staff or inmates. Fingernail polish, if worn, shall not be fluorescent or graphic.

C. Maintaining Uniforms and Equipment.

1. While on-duty employees shall wear the prescribed uniform and be properly equipped, unless otherwise directed. All parts of the uniform will be neat, clean, orderly, and in good condition at all times.

2. Uniforms will be worn in their entirety and in their intended fashion (i.e. buttons fastened, long sleeves not rolled up). Pants will be pressed and tailored to the proper length. Bulky items will not be carried in uniform pockets. Excessively baggy or tight clothing will not be acceptable. Leather items and/or shoes shall be maintained with the proper care.

3. Uniform alterations will be handled by the uniform vendor and is limited to hemming pants to the appropriate length for the employee. Measurements must be given to the ADC Human Resources staff at the time a request is made for pants. When an employee is issued pants from existing stock and hemming is needed, alterations will be arranged through the Human Resources staff. Employees will not be reimbursed for any alterations made to uniforms.
4. No employee shall allow any other person to use their badge or other identification.

5. No employee shall duplicate their badge and/or other identification. Duplicated badges and/or other identification are subject to confiscation and may result in disciplinary action up to and including termination of employment.

6. No employee shall sell, exchange, lend, or borrow any part of the prescribed uniform and/or equipment. No employee shall wear the uniform or equipment for personal use outside his/her scope of authority or in any private performance, exhibition, or parade without permission of the Superintendent or designee.

7. Employees who lose equipment issued to them shall report the facts at once, in an Incident Report in OMS, via the chain-of-command, to the Superintendent.

8. Employees will be held responsible for all uniforms and/or equipment issued to them and, where it is established that any part thereof is lost or damaged through negligence, it shall be replaced at the employee's expense. Employees of the ADC shall assume personal responsibility for all agency property issued to them or placed in service for their use. Employees shall notify their Watch Commander/Supervisor immediately when such uniforms and/or equipment require repair or replacement.

D. Insignia Regulations. The following insignia are authorized for sworn staff. An asterisk (*) denotes mandatory items, all others are optional.

1. Uniform Shirt.
   a. Badge - worn over left breast pocket;*
   b. Name tag - will be worn on the right breast pocket flap, to the left of the vertical shirt seam, 1/4 of an inch below the second seam on the pocket flap;*
   c. Rank Insignia – for Sergeants and above will be worn on left and right collar of the uniform shirt, approximately one inch (1") from the bottom of the collar, and centered on the collar;*
   d. Tie tack - centered on the tie, between the third and fourth shirt button.* The County Service Pin may be worn in place of the tie tack;
   e. Commendations - only official commendations authorized by this agency may be worn on the uniform;
   f. Awards - worn one-half (1/2) inch and centered above the name tag. This would include the County Service Award and/or Tactical Team Insignia. Special training pins (i.e. ASP, 287(g), Taser) are to be centered and worn one-half (1/2) inch and centered below the name tag.
2. Uniform Pants & Polo Shirt (Class B)
   a. Polo Shirts – A white crew neck T-shirt is optional. Polo shirts shall be proper fitting, shirt tails tucked in at all times.
   b. Agency and staff identification will be properly worn and displayed at all times while on duty.

E. Inspections for Compliance: Watch Commanders/Department Supervisors or designee shall ensure that staff members under their command are appropriately dressed in the proper uniforms by conducting periodic inspections at roll call or any time at their discretion.

F. Non-sworn staff.
   1. Clothing shall be business type attire.
   2. Non-sworn employees in the kitchen, medical, commissary and maintenance will wear an ADC issued uniform. Jail Technicians are issued ADC uniforms to wear on duty. The wearing of uniform items is governed by the regulations set forth in this policy.
   3. Personal Appearance.
      a. Staff shall be of neat, clean and meet good grooming standards.
      b. Beards and goatees shall be neatly trimmed.
   4. No open toe shoes shall be worn by staff assigned in the secure area of the jail.
   5. Earrings will not be worn by staff having regular contact with inmates.

G. Separation from Service.
   1. Upon resignation and/or separation, employees are required to return all ADC issued property. This includes employee identification card, badge, handcuffs and keys, uniforms and uniform equipment. Except for normal wear and tear, uniforms returned shall be in the same condition as when issued. This will include the cleaning and pressing of wearing apparel. All wearing apparel shall be turned in on hangers.
   2. Moneys due separated employees will be held until all ADC property is returned. This includes all uniforms and equipment belonging to the ADC.
VI. Effective Date:

This Standard Operational Procedure shall be effective on the date of publication.

VII. Review:

This Standard Operational Procedure shall be reviewed annually and updated as necessary.

Adopted this date: __07/31/2017____

By order of the Superintendent: ___Signature Copy on File____

This document is intended and issued for Prince William-Manassas Regional Adult Detention Center administrative purposes only. It is not intended to create any liberty or property interest not already existing in law.