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## 1044.1 PURPOSE

To project uniformity and neutrality toward the public and other members of the Office, employees shall maintain high standards of their personal hygiene, grooming and appearance to promote a professional image appropriate for this office and for their assignment.

### 1044.1.1 DEFINITIONS

**Authorized Headgear** - Any headgear worn as part of a uniform, riot control or for safety purposes to include but not limited to hats, helmets and gas masks.

**Body Ornamentation** – includes but is not limited to; tattoos, scarifications, brandings, body art, body mutilation, transdermal implants, and body and tongue piercings. Body Ornamentation does not include the normal piercing of the lower earlobe.

**Branding** - The act of intentionally burning the skin for the purpose of creating a design, form, or figure.

**Piercing** - The act of creating a hole in any part of the body for the purpose of inserting an object, jewelry or other ornamentation either through or beneath the skin.

**Jewelry** - Any item worn by personnel that is ornamental, religious, or used as a medical alert for specific problems.

**Scarification** - The act of intentionally cutting the skin for the purpose of creating a permanent design, form or figure commonly known as a scar.

**Tattoo** - An indelible mark or figure fixed upon the body by insertion of pigment under or above the skin.

**Transdermal Implants** - A form of body modification used both in a medical and aesthetic context. In either case, it consists of an object placed partially below and partially above the skin, thus transdermal. The skin around it generally heals as if it were a piercing.

**Unauthorized Jewelry** - Any jewelry that interferes with job safety or is deemed offensive or ostentatious.

**Undercover Personnel** - Personnel assigned to a unit that works in an undercover capacity or working plainclothes covert assignments.

**Uniformed Personnel** - An employee required to wear an Office uniform.



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## 1044.2 GROOMING STANDARDS

All personnel shall present a neat, well-groomed appearance and keep themselves clean so not to be offensive to others.

Cosmetics may be used in moderation and not unusual in appearance as to attract undue attention. Fragrance shall be worn at a minimum and not cause any undue attention.

The fingernails of on-duty deputies and detention deputies shall not extend more than 1/8" beyond the end of the finger and shall be rounded (e.g., not trimmed to a point). No nail ornaments may be worn. No nail color may be worn if it attracts undue attention.

### 1044.2.1 HAIR

#### **Deputies, Detention Deputies, Detention Technicians and Special Deputies Working a Uniformed Assignment - Male Personnel**

Hair shall be neat, clean, trimmed and present a well-groomed appearance. Hair shall not lap or curl over the ear, or cover any part of the ear. Hair must not touch, lap or curl over the top of the shirt collar when an employee is standing with his head held erect.

The hair shall not interfere with the proper wearing of authorized headgear.

Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance. For purposes of this policy a naturally occurring color range does not include unique hair colors such as pink, blue, purple or green.

Wigs may be worn provided they comply with the above hair regulations.

Sideburns shall not extend below the bottom of the ear canal opening. Sideburns shall be worn straight, neatly trimmed and be of uniform width from top to bottom.

Mustaches shall not extend below the upper lip and not exceed more than 1/2" past the corners of the mouth. No handlebar, Fu Manchu, walrus, or other such mustaches shall be allowed.

Beards and goatees are not permitted on deputies, detention deputies, detention technicians, and special deputies. These personnel shall be clean-shaven other than the wearing of acceptable mustaches and sideburns. Those assigned only to the MARC support unit prior to September 10, 2010 are exempt from the beard and goatee section of this policy.

All other uniformed male personnel may wear a full beard or goatee, neatly trimmed to a length no longer than a properly trimmed mustache. Unshaven (stubble) appearance is not permitted.



**Deputies and Detention Deputies Working a Non-Uniformed Assignment - Male Personnel**

Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance. For purposes of this policy a naturally occurring color range does not include unique hair colors such as pink, blue, purple or green.

Wigs may be worn provided they comply with the above hair regulations.

Sideburns shall not extend below the bottom of the ear canal opening. Sideburns shall be worn straight, neatly trimmed and be of uniform width from top to bottom.

Mustaches shall not extend below the upper lip and not exceed more than 1/2" past the corners of the mouth. No handlebar, Fu Manchu, or walrus, or other such mustaches shall be allowed.

Beards and goatees are not permitted. These personnel shall be clean-shaven other than the wearing of acceptable mustaches and sideburns.

Hair shall be neatly trimmed and not extend below the top of the shirt collar when an employee is standing with his head held erect.

The division commander shall establish grooming standards for personnel working in an undercover capacity. Undercover personnel must be aware of the current policy regarding personal grooming for any future reassignment back to a uniform position.

**Deputies, Detention Deputies, Detention Technicians and Special Deputies Working a Uniformed Assignment- Female Personnel**

Employees working in a job assignment requiring prisoner/suspect contact cannot wear a ponytail or braid hanging down past the back bottom of the shirt collar. If hair is not pulled up, it shall not exceed the back bottom of the shirt collar when an employee is standing with head held erect. Telecommunicators are exempt from having to wear their hair pulled up.

All hair styles shall allow for the wearing of authorized headgear.

Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance. For purposes of this policy, naturally occurring color range does not include unique hair colors such as pink, blue, purple or green.

Wigs may be worn provided they comply with the above hair regulations.

Any hair combs, pins, barrettes or bands shall be brown, black, gold, or silver colored and simple in design.



### **Deputies and Detention Deputies Working a Non-Uniformed Assignment - Female Personnel**

Hair shall be neatly trimmed and groomed.

Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance. For purposes of this policy, naturally occurring color range does not include unique hair colors such as pink, blue, purple or green.

Wigs may be worn provided they comply with the above hair regulations.

The division commander shall establish grooming standards for personnel working in an undercover capacity. Undercover personnel must be aware of the current policy regarding personal grooming for any future reassignment back to a uniform position.

### **Uniform and Non-Uniformed Civilians**

Hair shall be neatly trimmed and groomed. Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance. For purposes of this policy, naturally occurring color range does not include unique hair colors such as pink, blue, purple or green. Wigs may be worn provided they comply with the above hair regulations. Any hair combs, pins, barrettes or bands shall be brown, black, gold or silver colored and simple in design.

#### **1044.2.2 JEWELRY AND ACCESSORIES**

Uniformed licensed deputies, detention deputies, special deputies and detention technician personnel shall not wear necklaces that are visible.

Uniformed licensed deputies, detention deputies, special deputies and detention technicians with pierced ears may wear post-type stud earrings not larger than 1/4" in diameter. Hoops, wire-type, and earrings that hang down are not authorized. Only one pair of earrings may be worn at a time, one in each ear lobe.

Employees shall not wear unauthorized jewelry.

#### **1044.3 BODY ORNAMENTATION**

While on duty or representing the Office in any official capacity, employees are prohibited from exhibiting any body ornamentation which may be seen by another person.

Body ornamentations must be completely covered. Complete coverage must be with the HCSO issued uniform.



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- (a) Sworn employees with body ornamentations are authorized to wear the official long sleeve uniform shirt all year long.
  - (b) Detention deputies, detention technicians and special deputies with body ornamentations are authorized to wear the official long sleeve uniform shirt all year long.
  - (c) Civilian employees with body ornamentations are authorized to wear their official long sleeve polo shirt, official long sleeve issued sweater or, where authorized, long sleeve business attire. These clothing items must comply with section 1046.5 Civilian Attire.

#### **1044.3.1 EXEMPTIONS**

Personnel participating in specific investigations in which body ornamentations may assist in developing investigative credibility may be exempt from the provisions of this section with the expressed written permission of the Sheriff or designee.

Body ornamentation required for medical purposes may be exempt from the provisions of this section with the expressed written permission of the Sheriff or designee.

All exemptions will be reviewed on a case by case basis.

#### **1044.3.2 DISCIPLINE**

Any employee who does not comply with this policy is subject to discipline up to and including dismissal.