



Document Number: **1044**
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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

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.

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. Employees wearing strong scents may be asked to wash them off and should not reapply lotions, colognes or perfumes at the workplace. A strong scent is defined as any fragrance detectable at a distance greater than two feet from the person wearing it.

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

Employee's hair shall be clean, neatly groomed and styled in a manner that does not interfere with their assigned duties.

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.

While in uniform, hair must not touch, lap or curl over the top of the shirt collar when an employee is assuming a normal stance. Uniformed employees with hair that exceeds collar length shall pull back or otherwise fasten their hair in such a way (i.e. ponytail, bun, braid, etc.) so as not to interfere with their uniform or pose a risk to the employee's safety and effectiveness. The hair shall not interfere with the proper wearing of any required equipment. Any hair combs, pins, barrettes or bands shall be brown, black, gold, or silver colored and simple in design.

Employees working in a job assignment requiring prisoner/suspect contact may not wear a ponytail or braid hanging down past the back bottom of the shirt collar.

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.

1044.2.2 FACIAL HAIR

Employees shall keep all facial hair clean and neatly trimmed. Employees are permitted to wear mustaches, goatees or beards with the following conditions:

- Mustaches shall not extend below the upper lip or past the corners of the mouth. No handlebar, walrus, or other such mustaches shall be allowed.
- Employees assigned to work areas where they may on occasion be assigned to wear a respirator (e.g. licensed and detention deputies) can either be clean shaven or wear facial hair. However, any facial hair must be neatly trimmed (e.g. 1/4") and cannot interfere with the sealing surface of a respirator. No facial/neck hair shall be shaved, manicured, styled or outlined in a non-conventional manner.
- 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.

Sworn employees who are members of the HCSO Honor Guard, while participating in services or memorials as part of the Honor Guard, are prohibited from having a beard or goatee while in uniform.

1044.2.3 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, including cartilage piercings, may wear post-type stud earrings not larger than 1/4" in diameter. Hoops, wire-type, and earrings and cartilage piercings that hang down are not authorized.

Employees shall not wear unauthorized jewelry.

1044.3 BODY ORNAMENTATION

Prohibited body ornamentations:

- Tattoos that are visible and may be considered racist, sexist, gang related, obscene or sexually explicit, vulgar, indecent, extremist, generally offensive or prejudicial are prohibited.
- Tattoos on the knuckles or hand (see exceptions)
- Body ornamentations on the throat, face or head (see exceptions)
- Tattoos on the sides of the neck

Exceptions to the body ornamentations on the neck, face, hands, or head:

- Those required for medical purposes
- Reasonable cosmetic purposes
- Tattoos behind the ear or nape of the neck
- Small hand/finger tattoos or wedding band tattoos
- Nose piercings (stud type)

Supervisors reserve the right to determine if a tattoo is prohibited and requires covering while on duty. The Sheriff or designee will make the final determination as to what is or is not offensive.

Tattoos that are not prohibited in this section are permissible and do not require covering while on duty. Existing visible body ornamentation deemed unacceptable must be covered by the long sleeve uniform shirt, dress shirt or other approved covering while on duty.

Any employee who obtains a prohibited body ornamentation that cannot be covered by approved covering(s) (e.g. long sleeved uniform shirt, dress shirt or other approved covering) will remove the body ornamentation at their own expense or risk termination.

1044.3.1 DISCIPLINE

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