

Personal Appearance Standards

1029.1 PURPOSE AND SCOPE

To project uniformity and neutrality toward the public and other members of the Sheriff's Office, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for the Clay County Sheriff's Office and for their assignment.

For many businesses, appearance is everything. If employees don't look good, the company doesn't look good. That is especially true for the Clay County Sheriff's Office. A professional image conveys a message of professional competence, trustworthiness and security that is essential to our mission. All personnel are visible representatives of the Office of the Sheriff.

1029.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Sheriff has granted exception.

All personnel shall dress and groom in a manner that reflects a clean and professional image, especially when in front of the public, except as required for assigned duties. The Clay County Sheriff's Office wishes to avoid interfering in personal choice of dress and grooming styles as much as reasonably practicable. To do this, however, requires that personnel exercise good common sense in their dress, appearance, and grooming. This means that their clothing, cosmetics, hairstyles, colognes or perfumes, or jewelry should not attract unnecessary attention to themselves, or interfere with the safe and effective performance of their duties.

It is the responsibility of all personnel to ensure that their body and clothing present an appropriate standard of personal appearance and cleanliness, including but not limited to practicing good hygiene. This includes, but is not limited to, bathing regularly and the use of body or breath deodorant as needed. Supervisors are responsible for enforcing appropriate standards of personal appearance and cleanliness of personnel in their work areas.

Uniformed personnel shall comply with the Clay County Sheriff's Office Policy **#1046 Uniform Regulations** while assigned to a uniformed duty.

1029.2.1 HAIR

The following is a non-exhaustive list of guidelines to assist personnel in the grooming of their hair:

- Hairstyles of all members shall be neat in appearance.
- Hair will be neatly trimmed, clean and styled.
- All styles must not detract from the employee's appearance as a professional.
- Extreme haircuts such as tracks, designs, decorations, sculptures cut into the hair, cornrows and Mohawks are prohibited.

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- Extreme or unnatural hair colors are prohibited.
- The length and/or bulk of an employee's hair shall not be such that it presents an unprofessional, unkempt, or neglected appearance.
- For male uniformed employees, hair must not extend below the top edge of the uniform collar while assuming a normal stance.
- For female uniformed employees, hair must be no longer than the horizontal level of the bottom of the uniform shoulder patch when the employee is standing erect, and worn up or in a tightly wrapped braid or ponytail.
- If wigs and hairpieces are worn, they must conform to the established grooming standards.
- Hair accessories that may be worn include bobby pins, hair bands, and hair clips.
- Hair bands worn by uniformed officers must be of a solid color of white, black or navy blue.
- Hair clips worn by uniformed officers must be a plain shape and in the color of white, black or forest green, or natural hair color.
- Decorative or fashion hair accessories not mentioned above are prohibited by uniformed personnel.

1029.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1029.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1029.2.4 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Sheriff or the authorized designee.

1029.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to deputies or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger. Fingernail color will be in good taste and subdued in appearance.

1029.2.6 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by uniformed personnel on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the shirt collar. They shall not wear bracelets except for medical bracelets or a wristwatch.

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Earrings shall not be worn by uniformed personnel, investigators or special assignment personnel without permission of the Sheriff or the authorized designee. Only one ring may be worn on each hand of the employee while on-duty with no ring having a height of over one half inch from the top of the finger. Other personnel may wear jewelry on their ears and hands that is appropriate for their assigned duties and in keeping with section 1044.2 of this policy.

1029.3 TATTOOS

While on-duty or representing the Sheriff's Office in any official capacity, **every reasonable effort should be made to conceal tattoos or other body art**. At no time while on-duty or representing the Sheriff's Office in any official capacity, shall any offensive tattoo or body art be visible. Examples of offensive tattoos would include, but not be limited to, those which depict racial, sexual, discriminatory, gang related or obscene language.

The display of any tattoo, scarification or brand considered inappropriate, unprofessional or offensive, regardless of its location by Clay County Sheriff's Office personnel while on duty, or representing the sheriff's office in any official capacity is prohibited. The following is a non-exhaustive list of symbols that are prohibited:

- Depictions of nudity or violence.
- Sexually explicit or vulgar art, words, phrases or profane language.
- Symbols such as swastikas, pentagrams or similar symbols likely to incite a strong reaction in the workplace.
- Initials, acronyms or numbers such as KKK, SS, AB or 666 that represent criminal or historically oppressive organizations.
- Any street gang names, numbers and/or symbols.

Visible tattoos, scarification or branding on the ears, head, and face or neck that are simply a means of self-expression are prohibited. Personnel with tattoos, scarification or branding in other areas may be required to keep them covered if they are simply a means of self-expression.

1029.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body that is visible in any authorized uniform or attire, and is a deviation from normal anatomical features and that is not medically required is prohibited. Such body alteration includes, but is not limited to, the following:

- (a) Tongue splitting or piercing
- (b) The complete or transdermal implantation of any material other than hair replacement or breast augmentation
- (c) Abnormal shaping of the ears, eyes, nose or teeth
- (d) Branding or scarification