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4.03 APPEARANCE AND UNIFORMS EFFECTIVE DATE: January 1, 1992

Office personnel will project a professional appearance, which will reflect favorably on the Office and will contribute to Office goals. The Sheriff may allow exceptions to this section.

AFFECTS: All Personnel

PROCEDURES:

4.03.001 PERSONAL GROOMING

All personnel will have a neat and clean appearance. Hair will be neatly trimmed and arranged. Hair color will be conservative natural hair coloring or highlights in a natural blend appearance. Unnatural colors or hair styles with distinct color changes from top to bottom are prohibited. Hair color will not detract from the employee's personal appearance as a professional.

Except for uniformed civilian employees, all uniformed female employee's hair must be worn above the shoulders and tied back and up if longer. Items used to hold the hair in place shall be as simple as possible and shall be of an inconspicuous color and style.

Uniformed employee's fingernails should not extend past ¼" from the end of the finger and will be a neutral color.

4.03.002 BODY ART

Body art is defined as art made on, with, or consisting of, the human body. The most common forms of body art are tattoos, body piercings, scarification and skin branding. Display of body art is prohibited regardless of its physical location, with the exception of females, who may wear no more than one earring per ear. Earrings worn by uniformed female employees must be of the stud type with no parts dangling or otherwise extending beyond any portion of the ear. Male employees may not wear

earrings (undercover or special operations excluded with approval of the Sheriff or his designee).

4.03.003 FACIAL HAIR FOR MALE EMPLOYEES

Male personnel will be clean-shaven, but may have mustaches not to extend below the upper lip line. Extreme styles, such as handlebars, are prohibited. Sideburns will be neatly trimmed, rectangular in shape, and should not extend lower than the bottom of the ear lobe and must be of even width (not flared).

4.03.004 GUIDELINES FOR NON-UNIFORMED EMPLOYEES

Personnel performing Office duties will report for work in neat, clean, and conservative dress, appropriate and suitable for Office attire. Excessive jewelry will not be worn on duty. No clothing that shows completely bare shoulders (including spaghetti straps and tube tops) will be worn unless a coordinating jacket or blouse is worn as a top garment at all times. Flip-flops are prohibited.

4.03.005 INVESTIGATIVE OFFICERS

Non-uniformed Deputies and Officers will report for work in neat, clean, and conservative dress, appropriate and suitable for frequent contact with the public. Exceptions may be made for investigators depending on assignment.

4.03.006 UNIFORMED EMPLOYEES

All uniformed personnel will be issued Office owned uniforms. These uniforms are the property of the Office and shall be returned upon demand of the Sheriff or his designee. All uniformed members of the Office are required to adhere to the following uniform requirements:

Deputies and Corrections Officers

- Hat
 - Straw hat with conservative hatband: or
 - Silver or tan felt hat with silver or tan hat band (hat brim) should be 3” or 4”: and crown should not exceed 6” height).
 - Ball caps, approved by the Sheriff, may be worn.
(Hats are an optional item, but may be required by the Sheriff)
- Tie - Worn with long sleeves
A tie is required for any court appearance in long sleeves or other activity where dress uniform is appropriate.
- Undershirt – Undershirts will be worn and if exposed at the collar must be black in color.
- Shirt – Issued silver tan shirt with Office patches sewn on both sleeves (sleeve length is optional for everyday wear).

- Class A Shirts – As listed above with years of service hash marks are worn centered on the crease of the right sleeve and placed one inch above the top of the cuff. (Long sleeve only)
- Trousers - Office issued trouser.
- Socks – Socks worn with the uniform with low cut shoes will be black in color.
- Footwear – Black shoes or boots (must be kept polished).
- Jacket – Office issued jacket
- Coat – Office issued coat
- Badge – Approved Office badge worn on left breast.
- Duty Gear – Approved (by the Sheriff or his designee) black gear. Gear must be well maintained.
- Class A Uniform – One complete dress uniform must be maintained at all times. Class A uniform requires black leather duty gear.
- Patch – Only patches issued by the Office will be worn on the uniform.
- Bullet Resistant Vests – All bullet resistant vests will be issued by the Office. Personnel who are issued bullet resistant vests pursuant to their job duties shall wear the BRV's while in uniform. Non-uniformed personnel who are issued BRV's shall wear the BRV's when appropriate.
 - The requirement of wearing a BRV may be waived by a supervisor based on specific details of an individual incident.
- Nameplate – Nameplates will be gold in color, worn above the right breast pocket by all Deputies and Officers.
- Accessories – Jewelry and other accessories will not be worn on the uniform. (Exception: The Sheriff may approve items such as service pins, achievement awards, etc. to be worn on the uniform.)

Excessive jewelry will not be worn on duty. Rings will be allowed only on the ring finger of each hand. No visible body piercings are allowed, with the exception of females who may wear one pair of small stud earrings.

- Collar Brass – Approved collar brass rank insignia will be worn.

