

SEMINOLE COUNTY SHERIFF'S OFFICE GENERAL ORDER	NUMBER: G - 28
	RESCINDS:
SUBJECT: Employee Dress and Appearance	
EFFECTIVE: November 14, 1994	
REVISED: June 5, 2024	

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I. PURPOSE:

This directive is established to provide employees with accepted requirements of dress and grooming to ensure personal appearance of employees reflects the high professional standards of the Sheriff's Office. This policy not only recognizes the benefits of maintaining an overall professional appearance and having standards, it also recognizes the potential safety hazards to persons in uniform that do not exist equally to persons not in uniformed assignments. This policy seeks to recognize the current and evolving appearance trends in society as well as balance the interests of the Sheriff's Office with the expressive desires of its members within reasonable bounds.

II. SCOPE:

- A. The Director of Human Resources is responsible for evaluating whether a job applicant's tattoos(s) or body ornamentation would be prohibited by this policy.
- B. Supervisors are responsible for ensuring the high standards and professionalism of the Sheriff's Office are adhered to while utilizing good judgment regarding the spirit of this directive.
- C. Employees are encouraged to consult with the Director of Human Resources and review this policy prior to obtaining any additional tattoos or body ornamentation.
- D. Any employee who obtains any tattoo or body ornamentation after the effective date of this policy which is of a prohibited nature may be subject to discipline up to and including termination.
- E. Any individual who believes that any provision which applies to them cannot be adhered to due to a medical condition, religious belief, gender identity or other such reason, must schedule an appointment with the Director of Human Resources for evaluation and resolution on a case-by-case basis.

- F. Employees are cautioned that tattoos are a means by which people can be identified and may pose a safety concern and disqualifying consideration for those seeking assignment in an undercover duty assignment.

III. DEFINITIONS:

- A. *Body Ornamentation:*
Includes, but is not limited to, intentional body mutilation, piercing, branding, or intentional scarring or shaping of the skin. Examples of body ornamentation include but are not limited to brands, intentional body/tongue piercing, split or forked tongue, foreign objects inserted under the skin to create a design or pattern or gauges in the ear in excess of ¼ inch, the use of gold, platinum or other ornamental veneers or caps for purposes of dental ornamentation, jewels, initials, or other non-medically necessary adornments on the teeth, mutilation and dental ornamentation. This definition does not include the normal piercing of the earlobe for earrings as authorized in this policy or any body ornamentation needed as a result of any required medical procedure.
- B. *Business Casual Dress:*
A level of dress intended to reflect a professional appearance without the wearing of a uniform or formal clothing.
- C. *Certified Uniform:*
Specific agency issued clothing, required to be worn by certified personnel assigned to the John E. Polk Correctional Facility, Juvenile Detention Center, and the Juvenile Assessment Center.
- D. *Civilian Uniform:*
Specific agency-issued clothing, required to be worn by civilian personnel.
- E. *Sworn Uniform:*
Specific agency-issued clothing, required to be worn by sworn deputies as set forth in this policy.
- F. *Tattoo or Tattooing:*
A marking made by inserting ink into the dermis layer of the skin to alter the display of pigmentation. The term also includes any scar, branding, marking, or other permanent or temporary body modification placed on the body for purposes of decoration, ornamentation, and adornment or otherwise. Tattoos include temporary modifications such as henna or transfer tattoos. The term tattoo does not include unobtrusive and naturally appearing permanent makeup, such as eyeliner or lip liner if it conforms to the policy on makeup. Nor does it include any necessary tattoo because of a medical procedure.
- G. *Visible:*
Visible is defined as being able to be seen by another person including able to be seen through the clothing.

IV. CLOTHING AND UNIFORMS:

- A. *General:*
1. Employees will always dress in uniform or plain clothes attire according to their job assignment when on duty.
 2. Clothing worn while at work will be clean, free from odor, and neatly pressed. Apparel is to be kept free of tears, worn areas, and strings.
 3. Shoes will be clean and polished.

B. *Uniforms:*

1. Employees assigned to uniformed positions are provided uniforms and related equipment or department issued clothing at Sheriff's Office expense and required to be worn as described further herein. Shoes are provided by the agency only to personnel assigned to the Honor Guard; however, boots identified as part of the motorcycle uniform or that of other specialty units may be provided by the Sheriff's Office.
2. While wearing the uniform, employees shall maintain a military bearing and will avoid mannerisms such as slouching and resting with the hands in the pockets.
3. Uniformed employees will also conform to other Sheriff's Office directives for any specific and applicable regulations governing the wearing of uniforms.
4. Baseball style hats are not to be worn during any formal ceremony or event while wearing the Class A uniform. Approved Sheriff's Office baseball style hats may otherwise be worn by employees, with bill forward, in uniform. Approved baseball style hats must be requested and obtained through Material Supply, subject to availability, with prior approval from the employee's supervisor. Employees working inside the Public Safety Building (Bldg. 100), Criminal Justice Center, Juvenile Justice Center, Civil Courthouse, County Services Building, John E. Polk Correctional Facility, the Juvenile Detention Center, or the Juvenile Assessment Center are not permitted to wear hats while inside of these facilities.
5. Employees operating personal motorcycles in uniform or while wearing any other item that identifies them as Sheriff's Office employees shall wear a helmet.
6. No mixture of civilian outer clothing shall be worn with the uniform except as authorized herein.

NOTE: The Sheriff, Undersheriff, or Department Chief may adjust uniform apparel when situations dictate a necessary modification.

C. *Deputy Sheriff Class A Uniform (Formal Occasions):*

The Class A uniform presents a formal appearance at ceremonial occasions. It consists of:

1. Long sleeve spruce green shirt. (The current issue is brand name Elbeco which is subject to change at the determination of Material Supply and the Uniform Committee.)
2. Spruce green tie with tie clasp, with the clasp affixed halfway between the knot and the bottom tip of the tie.
3. Spruce green trousers with black stripe. (The current issue is brand name Elbeco which is subject to change at the determination of Material Supply and the Uniform Committee.)
4. Black basket-weave duty belt, under belt, and accessories.
5. SCSO insignia (gold is authorized for supervisors). Collar brass shall be worn parallel to the top of the collar; $\frac{3}{4}$ " below the top of the collar.
6. Badge, which is worn in the designated area above the left breast pocket.
7. Name tag, the bottom edge of which shall rest upon, and be centered on, the top seam of the right breast pocket.
8. Citation (award) ribbons, which are worn in the order of precedence, are centered above the name tag, with the bottom edge $\frac{1}{4}$ " above the top of the name tag and worn in order of precedence as prescribed in G-32.

9. The memorial pin (“VI” pin) shall be worn directly below the badge with the bottom edge resting directly upon, and centered on, the top seam of the left breast pocket.
10. Unit/specialty designator pins, when worn by former or active members, will be centered, and worn ¼” above the citation ribbon bar, and if not wearing citation ribbons, the unit/specialty designator pin, will be centered and worn ¼” above the name tag. The wearing of multiple unit/specialty pins is permitted provided the wearing of those pins does not have a cluttered appearance.
11. Footwear is black and consistent with the following:
 - a. Plain leather dress shoes.
 - b. Patent leather (or Corfam) shoes.
 - c. Wellington style boots, either plain or patent leather (or Corfam). Boots may not have pointed toes, designer stitching, or slanted heels.
 - d. Footwear is kept in good condition, scuff-free, and polished.
 - e. Black socks (white under socks may be worn for documented medical reasons).

D. *Deputy Class B Uniform:*

The Class B is worn when conducting routine sheriff’s office business. It consists of three uniform variations:

1. Class B Uniform Traditional:

- a. Short or long sleeve spruce green shirt. (The current issue is brand name Elbeco which is subject to change at the determination of Material Supply and the Uniform Committee.)

NOTE: If spruce green shirts (short or long sleeve) are worn with an open collar, a black t-shirt should be worn underneath. During winter months, black turtleneck type shirts may be worn with long sleeve spruce green shirts.
- b. Spruce green pants with black stripe. (The current issue is brand Elbeco which is subject to change at the determination of Material Supply and the Uniform Committee).
- c. Black basket-weave duty belt, under belt, and accessories.
- d. SCSO insignia (gold is authorized for supervisors). The center of the collar brass shall be 2” from the point of the collar to the bottom edge of the collar brass. The collar brass shall be situated to then form the base of an upside-down triangle.
- e. Badge, which is worn in the designated area above the left breast pocket.
- f. Name tag, the bottom edge of which shall rest upon, and be centered on, the top seam of the right breast pocket.
- g. The memorial pin (“VI” pin) shall be worn directly below the badge with the bottom edge resting directly upon, and centered on, the top seam of the left breast pocket.
- h. Unit/specialty designator pins, when worn by former or active members, shall be centered over the name tag with the bottom edge ¼” above the top of the name strip placard. The wearing of multiple unit/specialty pins are permitted provided the wearing of those pins do not have a cluttered appearance.

- i. Footwear is black and consistent with the following:
 - Plain leather dress shoes,
 - Patent leather (or Corfam) shoes,
 - Boots will not have pointed toes, designer stitching or slanted heels,
 - Black athletic shoes.
 - Footwear is kept in good condition, scuff-free, and polished (if applicable).
 - Black socks (white under socks may be worn for documented medical reasons).

2. Class B Uniform Utility - Sworn

- a. Short or long sleeve spruce green shirt. (The current issue is brand name Blauer which is subject to change at the determination of Material Supply and the Uniform Committee.)

NOTE: If spruce green shirts (short or long sleeve) are worn with an open collar, a black t-shirt should be worn underneath. During winter months, black turtleneck type shirts may be worn with long sleeve green shirts.
- b. Spruce green pants with an internal cargo pocket. (The current issue is brand name Blauer which is subject to change at the determination of Material Supply and the Uniform Committee.)
- c. Spruce green load bearing vest (LBV.) The LBV is issued with a radio pouch, handcuff pouch, flashlight pouch, and double magazine pouch in spruce green. Additional pouches may be purchased by the Deputy at their own cost and shall be in spruce green or black.
- d. The LBV requires the issuance of adapters for the Taser and handgun holsters. Deputies are not to wear the optional LBV until appropriate training has been received from the Professional Development Division.
- e. The Taser is carried by authorized Deputies, both in uniform and non-uniform in an approved cross draw holster on the non-dominant side of their body. Cross draw is defined as on the support side of the body's vertical center line. Deputies wishing to use a non-issued Taser holster shall obtain approval from the Taser Program Manager prior to use.
- f. Black basket-weave duty belt, under belt, and accessories.
- g. Badge, which is worn in the designated area above the left breast pocket.
- h. Printed name placard, affixed to the right side of the LBV centered above the right breast pocket.
- i. The memorial pin ("VI" pin) shall be worn centered on the left pocket flap with the top edge aligned with the top pocket flap seam.
- j. Unit/specialty designator pins, when worn by former or active members, shall be centered over the name tag with the bottom edge ¼" above the top of the name strip placard. The wearing of multiple unit/specialty pins is permitted provided the wearing of those pins do not have a cluttered appearance.
- k. Footwear is black and consistent with the following:

- Plain leather dress shoes,
- Patent leather (or Corfam) shoes,
- Boots will not have pointed toes, designer stitching or slanted heels,
- Black athletic shoes,
- Footwear is kept in good condition, scuff-free, and polished (if applicable,)
- Black socks (white under socks may be worn for documented medical reasons.)

3. Class B Uniform Utility – Certified

- a. Short or long sleeve spruce green shirt with name embroidered on right chest side and badge embroidered on left chest side. Embroidery will be done through Material Supply approved vendor only with appropriate thread color (silver/gold). (The current issue is brand name Blauer which is subject to change at the determination of Material Supply and the Uniform Committee.)
- b. Spruce green pants with black stripe. (The current issue is brand name Elbeco which is subject to change at the determination of Material Supply and the Uniform Committee.)

NOTE: Transportation Team members will wear spruce green pants with internal cargo pockets. (The current issue brand name Blauer which is subject to change at the determination of Material Supply and the Uniform Committee.)

- c. LBVs are not required inside the correctional facility.
- d. Black basket-weave duty belt, underbelt, and accessories.
- e. Footwear is black and consistent with the following:

1. Plain leather dress shoes,
2. Patent leather (or Corfam) shoes,
3. Boots will not have pointed toes, designer stitching or slanted heels,
4. Black athletic shoes,
5. Footwear is kept in good condition, scuff-free, and polished (if applicable),
6. Black socks (white under socks may be worn for documented medical reasons).

E. *Deputy Sheriff Class C Uniform:*

The Class C Uniform is for specific bicycle patrol assignments only. It consists of:

1. Agency-issued black shorts,
2. Short or long sleeve spruce green shirt. (The current issue is brand name Blauer which is subject to change at the determination of Material Supply and the Uniform Committee.)

NOTE: ERT/BRT Team is issued forest green polo shirt with silver reflective lettering on sleeves and back. (The current issue is brand name Olympic which is subject to change at the determination of Material Supply and the ERT/BRT Lieutenant.)

3. Athletic Shoes, black in color,

4. Black socks (white under socks may be worn for documented medical reasons),
5. Nylon or basket weave duty belt and accessories,
6. Issued load bearing vest.

F. *The Deputy Sheriff Class D Uniform:*

The Class D uniform is worn for Special Operations Division assignments and Corrections' CRT Special Team. It consists of:

1. Solid green shirt and pants (black or green shorts may be substituted for pants if assigned to Range & Water Unit),
2. Nylon webbing equipment belt and accessories for Special Operations Division or black basket-weave duty belt and accessories for Corrections' CRT Special Team,
3. Embroidered name on right chest side of shirt with appropriate thread color (silver/gold).
4. Embroidered badge on left chest side of shirt with appropriate thread color (silver/gold).
5. Footwear is black and consistent with the following:
 - a. Plain leather dress shoes,
 - b. Patent leather (or Corfam) shoes,
 - c. Boots will not have pointed toes, designer stitching or slanted heels,
 - d. Black athletic shoes,
 - e. Shoes/booties appropriate for water operations onboard vessels, and personal watercraft.
 - f. Footwear is kept in good condition, scuff-free, and polished (if applicable).
 - g. Black socks (white under socks may be worn for documented medical reasons).

G. *The Field Service Specialist and Code Enforcement Officer (Class E) Uniform:*

The Class E uniform consists of:

1. Short/long (without a green tie) sleeve, light green shirt (Note: long sleeve shirt and green tie is authorized for formal occasions),
2. Spruce green pants with black stripe. (The current issue is brand Elbeco which is subject to change at the determination of Material Supply and the Uniform Committee).
3. Black basket-weave duty belt, under belt, and accessories,
4. Collar insignia. The center of the collar brass shall be 2" from the point of the collar to the bottom edge of the collar brass. The collar brass shall be situated to then form the base of an upside-down triangle,
5. Badge, which is worn in the designated area above the left breast pocket,
6. Name tag, the bottom of which shall rest upon, and be centered on, the top seam of the right breast pocket,

7. Citation (award) ribbons, which are worn in the order of precedence, are centered above the name tag, with the bottom edge ¼" above the top of the name tag and worn in order of precedence as prescribed in GO-32, if worn during formal occasions.
8. Footwear is black and consistent with the following:
 - a. Plain leather dress shoes,
 - b. Patent leather (or Corfam) shoes,
 - c. Boots will not have pointed toes, designer stitching or slanted heels,
 - d. Black athletic shoes,
 - e. Footwear is kept in good condition, scuff-free, and polished (if applicable),
 - f. Black socks (white under socks may be worn for documented medical reasons).

H. *The Aircraft Commander/Flight Officer (Class F) Uniform:*
The Class F Uniform consists of:

1. Nomex flight suit,
2. Nomex gloves,
3. Leather jump boots,
4. Flight helmet, and
5. Agency name tag.

I. *The Deputy Sheriff Motorcycle (Class G) Uniform:*
The Class G uniform consists of:

1. Class B Utility uniform with LBV as listed B. 2. a-j.
2. Traditional Class A long sleeve shirt is authorized for formal occasions.
3. Deputies assigned to Traffic Safety may also elect to wear a Class B Traditional Uniform.

NOTE: During winter months, motorcycle Deputy Sheriffs may wear long sleeve spruce green shirts with a black t-shirt or turtleneck shirt underneath.

4. Helmet.
5. Riding gloves.
6. Motorcycle police-style boots.
7. Black basket-weave duty belt, under belt, and accessories.
8. Traffic Safety deputies are permitted to wear plain black or white compression sleeves (manufacturer emblems are permissible.) These sleeves are optional and will be provided by the deputy.

J. *Civilian Volunteer/Chaplain (Class H) Uniform:*
The Class H uniform consists of:

1. Short/long sleeve light green for CoPs or short/long sleeve white shirt for Chaplains. Long sleeve shirt and green tie is authorized for formal occasions.
2. Spruce green pants with black stripe. (The current issue brand is Elbeco which is subject to change at the determination of Material Supply and the Uniform Committee.)
3. Black basket weave pattern belt with gold buckle for Chaplains or black basket-weave duty belt, under belt, and accessories for CoPs on an as needed basis. Belts are issued with approval of their Lieutenant.
4. Collar insignia for CoPs or collar faith-based pins for Chaplains. The center of the collar brass shall be 2" from the point of the collar to the bottom edge of the collar brass. The collar brass shall be situated to then form the base of an upside-down triangle,
5. Badge for Chaplains or embroidered patch for CoPs, which is worn in the designated area above the left breast pocket,
6. Name tag, the bottom of which shall rest upon, and be centered on, the top seam of the right breast pocket,
7. Citation (award) ribbons, which are worn in the order of precedence, are centered above the name tag, with the bottom edge ¼" above the top of the name tag and worn in order of precedence as prescribed in GO-32, if worn.
8. Footwear is black and consistent with the following:
 - a. Plain leather dress shoes,
 - b. Patent leather (or Corfam) shoes,
 - c. Boots will not have pointed toes, designer stitching or slanted heels,
 - d. Black athletic shoes,
 - e. Footwear is kept in good condition, scuff-free, and polished (if applicable),
 - f. Black socks (white under socks may be worn for documented medical reasons).

K. *Deputy Sheriff School Resource Deputy (Class I) Uniform*

1. Khaki utility style pants
2. Sheriff's Office solid green polo shirt with the word "SHERIFF" in silver or gold lettering on the back and sleeves
3. Embroidered name tag on right chest side of shirt with appropriate thread color (silver/gold)
4. Embroidered badge on left chest side of shirt with appropriate thread color (silver/gold).
5. Black basket-weave duty belt, under belt, and accessories.

L. *Civilian and Non-Uniformed Attire:*

1. Employees shall be appropriately attired to present a professional appearance to the public and amongst their fellow employees.

2. Supervisors will provide guidance, as required, as outlined in Section II, B.

M. *Clothing furnished at the employee's expense:*

1. Shoes and socks, closed-toed shoes are required for entry into the jail. No flip flops or sandals permitted.
2. Black turtleneck undershirt with silver or gold agency initials (Class B uniform, long sleeve use only);
3. Underclothing including black t-shirt.
4. Spruce (dark) green uniforms may wear solid black compression sleeves/compression shirts. Members who wear white (Chaplains) or light green (FSO, DSO, Civil, etc.) uniforms may wear solid white compression sleeves/compression shirts. Other employees not noted above may wear athletic sleeves, athletic compression shirts, or athletic compression pants (if needed) that reasonably coordinate with the color of their attire.
5. Tourniquets: Members who elect to purchase an additional tourniquet and carrier are permitted to wear them on their issued duty belt or LBV.
6. Military branch/Veteran designation pins: Uniform wearing members are permitted to wear a pin above the name tag that denotes their military service. A pin that displays "Veteran" or a pin that designates the branch a member served (flag or seal) is authorized to be worn ¼ inch above the name tag. The size of the pin shall be no larger than a standard size lapel pin.

N. *Uniform Exemptions:*

Persons assigned to investigative positions are exempt from wearing their agency issued uniform while on duty unless otherwise directed by their supervisor. Detectives must comply with the civilian dress code when not in uniform. Detective Agents assigned to the City-County Investigative Bureau, SCORE, or DSD may dress in a manner deemed necessary for the position and covert activities involved and are also exempt from hair restrictions while in their assignment.

V. ***UNIFORM ACCESSORIES AND EQUIPMENT AS APPLICABLE TO THE POSITION:***

The following additional accessories and equipment will be provided as deemed applicable to the uniform position:

- A. Belt keepers,
- B. Handgun (if authorized) and approved holster,
- C. Tactical (ASP) baton (if authorized),
- D. OC spray (if authorized),
- E. Taser (if authorized),
- F. Handcuffs and case,
- G. Folding and fixed blade knives are not issued, but permissible with Class A-J uniforms, provided the blade length does not exceed 4.5 inches. Knives are not issued by, nor authorized for use as a weapon in its traditional context. However, the Sheriff's Office does recognize that edged weapons (i.e. knives) are legitimate law enforcement tools of the trade. As such, personal knives may be carried by Deputies, however fixed blade knives must not be visible to the public. knives are defined as:
 1. Fixed blade:
A utility knife with a fixed blade and a fixed handle.

2. Folding knife:
A knife having a blade that mechanically folds into the handle (commonly referred to as a “pocketknife”).
- H. Reflective traffic safety vest,
 - I. Rain jacket. Rain gear issued by the Seminole County Sheriff’s Office is reversible. One side is black with reflective lettering and the other side is lime green with black lettering. When directing traffic or on a traffic crash scene during inclement weather, Deputies shall wear their traffic safety vest or must display the lime green side of the rain gear.
 - J. Soft Shell jacket,
 - K. Cold weather jacket,
 - L. Portable radio with charger, shoulder microphone and belt holder,
 - M. Body armor with spare cover
 - N. Rifle Plate
 - O. Identification credentials with case
 - P. Agency baseball-style hat.

NOTE: Field Service Specialists and Code Enforcement Officers are issued the same equipment as Deputies except for items B – G. Code Enforcement Officers are not issued rifle plates.

NOTE: Agency personnel may be allowed to keep issued badges from past assignments, at the discretion of their lieutenant.

VI. HAIRSTYLES AND FACIAL HAIR

A. Uniformed Personnel

1. Hairstyles must be maintained in a neat and professional manner. Hair coloring must be a natural, conservative shade, and present a professional and dignified appearance. If wigs and hairpieces are used, they must conform to this requirement.
2. Hair may touch the uniform shirt collar but not extend below the top portion of the uniform shirt collar. Hair may touch the top of the ear but may not cover any of the outer ears.

Longer hair should be kept up in a bun or similar style so that it does not extend below the uniform collar. The only exception is if the hair is pulled back (ponytail or braided) to extend below the rear portion of the shirt and collar, but does not extend below the sides of the collar. Personnel are cautioned that this could present a safety issue during certain situations and are encouraged to use good judgment.
3. Sideburns will be neatly trimmed, not allowed to extend below the bottom of the earlobes, and must be squared at the bottom.
4. Facial hair is permitted to be worn by uniformed personnel. Facial hair shall represent an overall neat, polished, and professional appearance and will not be more than one-half inch in length, measured by a standard hair/beard trimmer guide comb of #4, nor be trimmed in an eccentric manner. Facial hair may not be unnaturally colored and may not have a splotchy or shaggy appearance.

- a. Beards will:
 - Be neatly groomed and well-maintained at all times,
 - Not stand out more than one-half (1/2) inch away from the face,
 - Not extend farther down the neck than the Adam's apple.
- b. Mustaches will:
 - Be neatly groomed and well-maintained at all times,
 - Not stand out more than one-half (1/2) inch away from the face

NOTE: Handlebar mustaches or similar styles are not permitted.
- c. Goatees will:
 - Be neatly groomed and well-maintained at all times,
 - Be worn in conjunction with and connecting to a mustache.
 - Not extend:
 - a. More than one-half (1/2) inch beyond the corner of the mouth laterally,
 - b. More than one-half (1/2) inch outward from the face,
 - c. More than one-half (1/2) inch below the lower edge of the chin vertically.
- d. Personnel assigned to a specialty team, requiring the immediate unforeseeable use of respiratory protection, must always adhere to OSHA guidelines in regard to facial hair (Example: SWAT, EOD, USART, or CRT) and carry personally owned shaving or grooming items to ensure compliance with this policy and safety protocols.

B. *Civilian Non-Uniformed Personnel*

1. Hairstyles must be maintained in a neat and professional manner. Hair coloring must be a natural and conservative shade and present a professional, dignified appearance. If wigs and hairpieces are used, they must conform to this requirement.
2. Personnel with longer hair that work in areas or assignments which may pose a safety concern may be required to adjust their hairstyle to ensure safety as determined by their assignment.
3. Beards are permitted but must be neatly trimmed and may not exceed one inch in length.
4. Mustaches that do not exceed in length and size any lower than the corner of the mouth are permitted but must be neatly trimmed. A handlebar mustache or similar styles are not permitted.
5. Unless part of a beard, sideburns will be neatly trimmed, not allowed to extend below the bottom of the earlobes and must be squared at the bottom.

VII. *JEWELRY*

A. *Uniformed Personnel:*

1. Jewelry worn on each hand/wrist/finger shall be limited to one watch, one chain, one bracelet and not more than one ring per hand. A wedding ring set shall be considered one ring. Bracelets may not dangle or contain charms or other pieces that dangle.
2. Earrings are limited to two earrings in each lobe that are no larger than ¼ inch in size, are not hoop style and do not dangle. Gauges in the ear in excess of ¼ inch are not permitted. Personnel are cautioned that this could present a safety issue during certain situations and are encouraged to use good judgement.
3. Necklaces must be worn inside the uniform shirt for safety purposes.

B. *Civilian Non-Uniformed Personnel:*

1. Jewelry worn on each hand/wrist/finger shall be limited to one watch, two chains, two bracelets and not more than two rings per hand. A wedding ring set shall be considered one ring.
2. Earrings are limited to two earrings in each lobe that are consistent with conservative business attire settings. Gauges in the ear in excess of ¼ inch are not permitted.

VIII. TATTOOS AND BODY ORNAMENTATION- ALL PERSONNEL:

A. *Prohibited Tattoos and Body Ornamentation:*

Tattoos or body ornamentation located anywhere on the body that is prejudicial to good order and discipline or is of a nature to bring discredit upon the Sheriff's Office, are prohibited. Examples include, but are not limited to, tattoos and body ornamentation that are drug-related, gang-related, extremist, obscene or indecent, sexist, or racist, as further defined below:

1. *Extremist:*

Extremist tattoos or body ornamentation are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution and federal or state law.

2. *Obscene or Indecent:*

Indecent tattoos or body ornamentation are those that are grossly offensive to modesty, decency, or propriety.

3. *Sexist:*

Sexist tattoos or body ornamentation are those that advocate a philosophy that degrades or demeans a person based on gender or sexual preference.

4. *Racist:*

Racist tattoos or body ornamentation are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

5. *Violence:*

Those tattoos and body ornamentation that can be viewed as promoting the use of force, depicting killing, violence, or human remains.

B. *Tattoos:*

1. Employees may not have prohibited tattoos as described in Section VIII, A, even if they are not visible. Otherwise, employees may have tattoos, and they may be visible as authorized herein.
 - a. Tattoos may be displayed on the arms and the wrists.
 - b. Tattoos may be displayed on the hands (wrist to fingers) in a 2" x 2" size on each hand or reasonably similar dimensions to allow for variations in length and width of the tattoo. Additionally, a ring tattoo on any single finger is allowed.
 - c. Tattoos may be displayed on the legs while in Class C or D uniform, other assignments that require the employee to wear shorts, or appropriate attire that reveals the legs.

- d. Tattoos may be displayed behind the ear but may not exceed 2” by 2” or reasonably similar dimensions to allow for variations in length and width of the tattoo.
- e. Visible tattoos that extend upward from the back or shoulders on the sides or rear side of the neck may not exceed 2” above the collar line. Visible tattoos are not permitted on the front side of the neck.
- f. Visible tattoos are prohibited on the facial area, ears, scalp, front of the neck (collar and upward), or anywhere else on the body, unless otherwise authorized herein.**

2. Any question regarding whether an applicant’s or employee’s tattoos are prohibited or not shall be referred to the Director of Human Resources who shall make said determination.

3. Employees may opt to cover up their tattoos for a variety of reasons, including future undercover assignments. Approved methods to cover up visible tattoos include the following:

- a. The use of makeup.
- b. Wearing an issued long sleeve uniform shirt.
- c. Use of compression sleeves (*See Section IV. L. 5. of this directive for details*).
- d. Wearing a long-sleeve compression shirt.
- e. Wearing issued long uniform pants.

C. Body Ornamentation

- 1. Body ornamentation is prohibited while on-duty, while representing the Sheriff’s Office in an official capacity, while in uniform, or while working an off-duty detail in uniform, unless otherwise authorized herein.
- 2. Employees may not have prohibited body ornamentation as described in Section VIII, A. of this directive regardless of whether visible or not visible. Any question regarding whether an applicant’s or employee’s tattoos or body ornamentation is prohibited or not shall be referred to the Director of Human Resources who shall make said determination.

IX. MISCELLANEOUS APPEARANCE RESTRICTIONS- ALL PERSONNEL:

- A. Sunglasses may not have iridescent or colored frames, lenses, or accessories while an employee is in uniform.
- B. Fingernails may not extend more than ¼ inch beyond the finger end, and if polished must be polished with a neutral or clear color if an employee is in uniform and is also a sworn or certified agency member. Non-sworn and non-certified agency members who otherwise wear a uniform are not restricted in nail color, but nails may not extend more than ½ inch beyond the finger end.
- C. Nails for all agency members must be neat and groomed.
- D. Makeup, or other cosmetic aids, if used, must be applied lightly and conservatively.
- E. Uniforms and non - uniform civilian clothing must be clean and neat when reporting for duty.
- F. Employees must maintain good grooming and personal hygiene practices to prevent offensive odor.

X. COURT APPEARANCE:

- A. When attending court functions, employees shall dress appropriately as representatives of the Sheriff's Office and as members of the law enforcement community.
- B. Uniformed employees shall wear the Class A, Class B, or Class G (motorcycle) uniform, or conform to the following professional business attire when attending judicial hearings, traffic hearings (traffic court), and actual courtroom (formal court) trials:
 - 1. Male employees shall wear a business suit and tie, or sports jacket, tie, and dress slacks.
 - 2. Female employees shall wear a business suit, conservative dress, or dress slacks and a blouse.
- C. When attending depositions, employees will wear their duty uniform or dress in business attire as described above.
- D. Tattoos may not be visible when attending any court, deposition, or related appearance. Hats may not be worn in the courtroom.

XI. UNIFORM COMMITTEE:

The Uniform Committee is comprised of law enforcement, corrections, and civilian members from each division throughout the Sheriff's Office. The committee members meet on an as-needed basis to provide input, suggestions, and to render a majority vote on proposed changes or modifications to current uniform apparel. The Sheriff, or designee, appoints the chairperson, which is a lieutenant or higher rank. The chairperson is responsible for providing the agenda/meeting minutes and any reports to the Sheriff, through the chain of command, in accordance with committee procedures outlined in General Order #6 - General Management.

