TO: All Personnel            Date: December 9, 2008

FROM: Stanley Sniff, Sheriff                Departmental Directive #08-010

RE: Personal Appearance Standards

PURPOSE AND SCOPE

Members of this Department shall maintain their personal hygiene and appearance to project a professional image appropriate for this Department and for their assignment. All Department members shall report for duty in a neat, clean and acceptable manner and be dressed to reflect a professional image and standard. This standard is based on safety, reasonableness and community acceptance. The professional image required by the Department mandates that each member assumes the responsibility for adopting high standards of personal hygiene and grooming.

GROOMING STANDARDS

Unless otherwise stated, the following appearance standards shall apply to all employees, effective January 1, 2009, except those whose current assignment would deem them not appropriate, or for whom the Sheriff has granted an exception.

HAIR

Hairstyles of all members shall be conservative and neat in appearance. Hair color shall be limited to naturally occurring shades.

For male members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female uniformed members, hair must be no longer than the horizontal level of the top of the uniform shoulder patch when the employee is standing erect. Long hair shall be worn up or in a tightly wrapped braid or ponytail. Hair shall be worn in a manner that minimizes officer safety hazards. For non-uniformed female members, hair shall not hang in such a manner as to cover or obstruct the view of the area where identifying insignia or nameplates are worn.
FACIAL HAIR

Employees shall be clean shaven when reporting for normal duty. Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Sheriff or designee.

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. Waxed moustaches are not allowed.

SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat. The terminal portion of the sideburn shall not exceed the width of the main portion of the sideburn.

FINGERNAILS

Fingernails shall not be so long as to interfere with the duties assigned or pose a safety hazard to the employee or the public. Department members shall not wear fingernails that extend more than one-fourth (1/4) inch from the tip of the finger.

Nail polish may be worn only if it is kept well manicured; chipped polish must be removed. Only conservative colors may be worn that do not detract from a professional appearance. Fingernail jewelry, whether glued or pierced through the nail, will not be allowed.

JEWELRY AND ACCESSORIES (UNIFORMED PERSONNEL)

Visible jewelry, other than those items listed below, shall not be worn with the uniform or equipment unless specifically authorized by the Sheriff or designee.

(a) Wristwatch with a band of black, brown, tan or green material, or yellow or white metal no wider than one inch.
(b) Wedding ring(s), class rings, or other rings worn must be of a design that does not present a safety concern. A maximum of two rings/sets may be worn on each hand.
(c) Medical alert bracelet.
(d) Uniformed female employees may wear one stud earring, no larger than 5mm or 3/16 inches in diameter, in the lower lobe of each ear.
Jewelry, if worn around the neck, shall not be visible above the shirt collar. Employees should evaluate the wearing of any ornamentation against the possible safety hazard and the possibility of such items being lost or damaged during the course of duty.

No body piercing or body piercing jewelry shall be visible while any employee is on duty or representing the Department in any official capacity without prior authorization from the Sheriff.

**TATTOOS**

While on duty or representing the Department in any official capacity, members are prohibited from exhibiting any tattoo, branding, or other form of body art which may be seen by another person. Members who have a tattoo referenced above shall completely cover the tattoo with a skin toned patch, long sleeved shirt, or other material which may be formally approved by the Department.

Personnel participating in specific investigations in which visible tattoos may assist in developing investigative credibility may be exempted from the provisions of this section with the expressed written consent of the Sheriff or designee.

**CIVILIAN ATTIRE**

There are assignments within the Sheriff’s Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

(a) Employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.

(b) Male personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar or polo shirts, slacks, sport coats or suits that are moderate in style.

(c) Female personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style. Acceptable hemline lengths range from 2" above the knee to ankle length.

(d) Department members, when not required to wear the Departmental uniform, shall be attired in neat, clean and professional dress. The following are unacceptable modes of dress:

1. Any clothing item that shows excessive wear and/or that distracts from a professional business appearance;
2. All T-shirts;
3. Swimsuit, tube, tank, or halter tops;
4. Shorts and/or warm up suits;
5. Flat sandals, including “flip flop” style beach wear, and/or any footwear which may constitute a safety hazard;
6. Obvious bralessness;
7. Spandex type pants or see-through clothing;
8. Bare midriffs;
9. Bare shoulders and visible spaghetti straps;
10. Low necklines;
11. Distasteful or potentially divisive printed slogans, buttons or pins.

(e) Variations from this order are allowed at the discretion of the Sheriff or designee when the employee’s assignment or current task is not conducive to the wearing of such clothing.

(f) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Riverside County Sheriff’s Department or the morale of the employees.

COURTROOM ATTIRE

Employees shall dress in uniform or business attire. Suitable business attire for male employees consists of a suit or sport coat, tie, collared dress shirt, and dress pants. Suitable business attire for female employees consists of a suit or dress jacket, dress blouse, and skirt or slacks.