

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 4.04
		Issue Date: March 21, 2005
		Revision Date: March 5, 2012; March 21, 2012; November 20, 2017; September 4, 2019; December 24, 2020; March 8, 2022
CHAPTER: Employee Conduct		Related Policy: G.O. 5.14 (Uniforms and Equipment Issue)
SUBJECT: Personal Appearance		Related Laws:

POLICY: It is the policy of the Lane County Sheriff's Office that all employees will maintain the highest standards of professional appearance when interacting with the public and representing the Sheriff's Office. The purpose for regulating grooming, hair code, and uniforms is to maintain an efficient and disciplined organization and to inspire public confidence. The Sheriff's Office is a paramilitary agency by tradition; appearance regulations are a necessary aspect of discipline and are integral to the function of the Sheriff's Office.

RULE: Employees and volunteers shall present a neat and professional appearance while representing the Sheriff's Office. The Sheriff or a designee may allow exceptions to this policy.

DEFINITION:

1. **Tattoo:** The act or practice of marking the skin with indelible designs, forms, figures, art, etc., by making punctures in the skin and inserting pigment.
2. **Scarification:** The act of intentional cutting of the skin for the purpose of creating a design, form, figure or art.
3. **Branding:** The act of intentional burning of the skin for the purpose of creating a design, form, figure or art.
4. **Piercing:** The act of creating a hole in any part of the body for the purpose of creating a design, form, figure or art.
5. **Dental Art:** The use of gem stones, gold, platinum, silver, unnaturally colored or shaped teeth, or any other veneer caps or ornamentation that is temporarily or permanently affixed to the teeth for the purpose of decoration or adornment.
6. **Gauging:** Making piercing holes in the body larger than initially pierced. Stretched holes in the ears are a common example of gauging.

PROCEDURE:

- I. General

- A. Need for Uniformity
 - 1. The standardization and uniform appearance of personnel assures that Officers are immediately recognizable and approachable.
 - 2. Standardization also serves to maximize respect from the community by projecting a non-offensive and neutral image to the community.
 - 3. While on duty or representing the Sheriff's Office off duty, all Sheriff's Office personnel will attire themselves in a manner that will not bring discredit to the Sheriff's Office.
 - 4. This policy does not apply to those working undercover or in situations where the Sheriff or designee determines that a situation merits deviation from the policy.
 - 5. The Sheriff or Division Commander shall have the discretion and authority to determine whether an employee's appearance complies with the policy.
- B. Makeup and other grooming aids (such as hair gel) shall be worn in moderation.
- C. Employees may wear contact lenses of a natural eye color. Graphic designs, red, orange, silver and other colored contact lenses that create an unnatural eye color are prohibited while on duty or representing the Sheriff's Office in any capacity.
- D. Gauging is prohibited for all uniformed and non-uniformed employees, reserves, volunteers, explorers and cadets.
- E. Failure of employees to maintain their personal hygiene and personal attire in a non-offensive manner while engaged in an employment function or status is strictly prohibited.
- F. All personnel will submit to periodic inspection of their person, equipment, and lockers as required by the Sheriff's Office.

II. Uniforms

- A. Uniformed personnel will keep their uniforms clean, in good repair, insure that they are well-fitting, and in accordance with policy. Uniforms shall be replaced when they are worn or damaged to the extent it makes a poor presentation to the public. Leather gear will be black and well shined. Metal parts must be clean and free from rust or corrosion.

- B. Every uniformed employee will dress according to the specified uniform of the day and shall carry and use only that personal equipment authorized by the Sheriff's Office.
- C. Non-uniformed personnel shall be attired in appropriate contemporary business dress. Blue jeans, t-shirts, tennis shoes, sweat shirts, or shorts shall not be worn unless required or allowed for specific assignments or job duties. Clothing which is worn or damaged to the extent it makes a poor presentation to the public shall not be worn while on duty.
- D. Unless an employee is on duty, working an off-duty job authorized by the Sheriff's Office, or has written approval from a Division Commander, public appearances in uniform in a nonofficial capacity is not permitted. This provision does not prohibit an employee from wearing a uniform while traveling to or from work, but employees must always abide by on-duty rules of conduct while in uniform.

III. Jewelry, Piercings and Dental Art or Ornamentation

- A. Uniformed and non-uniformed personnel will not wear excessive or gaudy jewelry. Jewelry may be worn so long as it keeps with the neat, professional-looking; conservative style expected of all Sheriff's Office personnel and does not interfere with the performance of job duties and not cause injury to the wearer or other persons.
 - 1. The Sheriff or Division Commander has authority to decide whether any visible body adornment meets these requirements.
- B. Body piercing, including tongue piercing, shall not be visible while any employee is on duty or representing the Sheriff's Office in any official capacity without prior authorization from the Sheriff or the Division Commander, with the exceptions as noted below:
 - 1. Uniformed Deputies – Earrings are prohibited for male deputies on duty. Male personnel piercing their ears for off duty purposes shall cover temporary studs during the healing period with a matching skin tone band-aide. Female deputies may wear no more than two (2) conservative earrings for each ear, small in size that do not present a danger or impede the safe performance of duties. Acceptable earrings that can be worn include studs, small hoop and decorative earrings that do not hang more than ¼ inch below the earlobe.
 - 2. Uniformed Support Staff, non-uniformed employees and volunteers – Male employees are prohibited from wearing earrings on duty. Male personnel piercing their ears for off duty purposes shall cover temporary studs during the healing period with a matching skin tone band-aide.

Female employees and volunteers may wear no more than two earrings for each ear as long as the earrings do not present a danger or impeded the safe performance of duties; and that are appropriate to the uniform and business office.

- C. Dental art or ornamentation on teeth, whether natural, capped or veneered, including the use of permanent or temporary gold, platinum, silver, jewels, or initials, etc., for the purpose of ornamentation is prohibited for all employees, reserves, volunteers, explorers and cadets.

IV. Tattoos and Body Art are subject to the following standards:

- A. Body Art to include Tattoos, scarification or branding shall not be offensive in nature. Body art is considered “offensive” if it depicts, describes or otherwise refers to sexual context, acts, organs or preferences; if it depicts, describes or refers to intolerance of or discrimination against any race, color, creed, religion, gender, sexual orientation, gender identity, national origin, ethnicity or any other legally protected class under Federal or State law.
- B. Visible tattoos, scarification and branding are not permitted on the neck, face, head or hands of employees. An exception is allowed for a single ring finger tattoo/body art. Hands are the area below the wrist bone. The neck, face and head area is the area above the clavicle.
 - 1. “Grandfather” provision – Only employees with a hire date prior to July 12, 2011, with any existing tattoos prior to July 12, 2011, may have that pre-existing exposed tattoo on their hands.
- C. If body art to include tattoos, scarification and branding are visible on the exposed arm, a long sleeved uniform shirt or a long sleeved professional attire shirt will be worn for court and administrative hearings.
- D. The Sheriff or designee reserves the right to determine whether the tattoo or "body art" is appropriate for an employee to display while on duty. This includes any exceptions made for employees hired with pre-existing tattoos that conflict with this policy.

V. Hair Code

- A. There are many hairstyles that are acceptable as long as an employee's hair is kept in a neat manner. Hair color must be a natural human hair color. A professional image should be presented at all times.
 - 1. Police or Correction Certified Employee (Male), without reference to style, will conform to the following standards:

- a. Hair on the top of the head will be neatly groomed. The length of bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance.
 - b. Hair shall always present a neat and well-kept appearance. When combed, the hair may fall over the ears. The earlobes (or bottom portion of the ear) must show and the hair may not fall lower than the earlobe portion of the ear. The hair may not fall over the eyebrows or extend over or below the top of the collar line. In all cases, the bulk or length of the hair will not interfere with the wearing of required Sheriff's Office headgear. The bulk or length of the hair will not curl up from under, or touch, the outside portion of the headgear.
 - c. If an employee wears sideburns, they must be neatly trimmed and not present a bushy appearance. Sideburns will not extend downward beyond the lowest part of the earlobe. The side of the sideburns will present a vertical line. So-called "lamb chops" or "mutton chops" are not authorized. The base of the sideburns will be a clean-shaven horizontal line.
 - d. The face will be clean-shaven; however mustaches are permitted as described below. Beards, goatees, and "handlebar" mustaches, are not permitted.
 - (1) Mustaches must be kept neatly trimmed and will not exceed the upper boarder of the lip or extend more than ¼ inches horizontally beyond the corners of the mouth.
 - (2) Mustaches must follow the natural arch of the mouth and chin.
2. Non-Police or non-Corrections Certified Employee (Male), without reference to style, will conform to the following standards:
- a. Hair on the top of the head will be neatly groomed and will not present a ragged or unkempt appearance.
 - b. Hair when combed will not fall over the eyebrows or extend beyond the collar.
 - c. Sideburns are permitted if they are neatly groomed and will not present a ragged or unkempt appearance.
 - d. The face will be clean-shaven; however mustaches, goatees or beards are permitted as described below.
 - (1) Mustaches must be kept neatly trimmed and will not exceed the upper boarder of the lip or extend more than ¼ inches horizontally beyond the corners of the mouth.
 - (2) Handlebar mustaches are prohibited.
 - (3) Mustaches, goatees and beards must follow the natural arch of the mouth and chin.
 - (4) Goatees and beards may not extend more than ¼ inch below the bottom of the chin.

- (5) Goatees and beards must be maintained in a neatly trimmed fashion.
 - (6) Any facial hair may not be more than ¼ inch in length, and must not interfere with the natural seal of the issued gas mask.
 - (7) The Sheriff's Office will consider and may approve accommodations to this standard on a case-by-case basis.
 - a) Such accommodations may be appropriate only in cases where an employee demonstrates a religious or medical need for accommodation.
 - b) In such situations the employee should bring the need for accommodation to the Sheriff's Office attention through the applicable chain of command to the Sheriff.
 - (8) An employee's authorization to wear a goatee or beard may be discontinued at the discretion of the Sheriff or Division Commander.
3. Police or Corrections Certified Employee (Female) – Without reference to style hairstyles will conform to the following standards:
- a. Hair on the top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance.
 - b. Hair on the forehead when combed will not fall below the eyebrows. Hair will not be worn in such styles that could interfere with vision or the wearing of required uniform headgear.
 - c. The length of hair must not interfere with the performance of the employee's required job duties or create a safety hazard either when the employee is standing or bending.
4. Non-Police or non-Corrections Certified Employee (Female) - Hairstyles must be neatly groomed and not present a ragged or unkempt appearance.