

GP 3-10: Personal Appearance

Chapter: Employee Conduct and Professionalism

Order No: 2019-06

Effective: 12-19-2012

Revised: 11-15-2023

Approved by: Sheriff Brian Mueller

Reference:

Classification: Public

I.

- A. It is important for anyone representing the Pennington County Sheriff's Office to present themselves in an appropriate, professional manner. Uniformity of appearance supports a positive image and allows Pennington County Sheriff's Office representatives in uniform or standardized dress to be readily recognizable to the public.

II. Definitions

- A. N/A

III. General Information

- A. When representing the Sheriff's Office, personal appearance will not include any item of clothing, emblem or symbol that represents vulgarity, is sexually harassing or suggestive, or may be considered disrespectful to another race or gender. Clothing may not display illegal substances, alcoholic beverages, or tobacco products.

IV. Procedural Guidelines

A. All Employees:

1. Hair: Must be neat, clean, of a natural color, and worn in a manner that would not create a safety hazard or would be repugnant to the general public.
2. Hairstyles: Hair must be clean and neat in both cut and style. Hair is to be worn so that it does not detract from the appearance of the uniform.
 - a. Males: The hair may not cover any part of the uniform shirt collar when the employee is standing straight up looking straight ahead. Hair may cover a small portion of the top of the ear. Ponytails are not acceptable.
 - b. Uniformed Females, including Law Enforcement, Transport and Correctional Officers: Hair is not to fall below the top of the shoulders. Long hair is to be worn up to where it does not fall below the top of the uniform shirt collar. Ponytails, braids or other hair styles that extend beyond the top of the shoulders in a loose fashion are not allowed.

Females should use good discretion with any hair style that presents a potential safety risk to themselves when dealing with combative subjects.

3. Male Facial Hair: Any facial hair must be of natural hair color.
 - a. Goatees: Male employees may have neatly trimmed goatees, full in appearance, which will not exceed three quarters of an inch in length and thickness. The width of the goatee will not extend more than one half inch past the corner of the mouth on each side and will not extend more than one inch past the chin onto the neck.
 - 1) No specialty grooming will be allowed, i.e., soul patch, pencil lined goatees.
 - 2) Goatees without mustaches or beards are allowed.
 - b. Mustaches: Male employees with a mustache must keep it neatly trimmed. The sides may extend to the imaginary line of the bottom lip. The width of the mustache will not extend more than one half inch past the corner of the mouth on each side. The mustache length will not extend past the upper part of the lip.
 - 1) Handlebar and Fu Manchu mustaches are not authorized.
 - c. Sideburns: Male employees with sideburns must keep them neatly trimmed and may extend to the base of the ear. Sideburns are to be trimmed horizontally. Sideburns are not to be over one-half times the width of the sideburn at the top of the ear.
 - d. Beards: Male employees who choose to grow a beard must keep it well-kept and neatly trimmed. Beards are to be a minimum of one-eighth inch in length and not to exceed one half inch in length in any direction. Beards may not extend below the adams apple. No part or section may be noticeably longer than the rest.
 - 1) Patchy or spotty clumps are not a beard and are not allowed. The beard growth must be continual. The beard must include a mustache.
 - e. The growing of any facial hair shall not interfere with the wearing of a Self-Contained Breathing Apparatus (SCBA) or any other specialized equipment required for the performance of any special duties.
 - f. The final approval of all facial hair will be at the discretion of the Sheriff or Chief Deputy.
4. Fingernails: Should be well groomed. If polish or other decorations are worn, such should not detract from the professional image of the Sheriff's Office.
5. Footwear: Will complement the attire worn. Shoes must be clean, polished, in good condition, and be appropriate for the workplace and activities performed.

Canvas shoes are acceptable but must be clean. When any portion of the foot is exposed, such will be well groomed. Athletic shoes are not permitted.

6. Female Jewelry or Body Piercing: Rings, bracelets, necklaces, earrings, and a small stud in one nostril are permitted as long as they are not considered to be unsafe to the performance of duty and maintain the professional image of the organization.
 - a. With the exception of two or fewer pairs of earrings, and or one small stud in the nostril, objects inserted into an exposed body part are strictly prohibited while on duty or representing the Sheriff's Office.
 - 1) Examples of body parts include tongue, lip, or eyebrow.
 - 2) Examples of objects include jewelry, rings, posts, string, straw, toothpick material, or expanders.
 - 3) Determination of the appropriateness of nostril piercing will be at the discretion of the Sheriff or Chief Deputy
7. Tattoos and Body Art: Tattoos or body art that are visible while representing the Sheriff's Office in your position's approved work attire may be allowed with approval from the Chief Deputy or Sheriff.
 - a. When visible, tattoos or body art must not detract from the organization's professional image. Representatives of the Sheriff's Office are prohibited from exposing obscene, sexual, racial, or otherwise offensive symbols, language, or images.
 - b. Tattoos or body art located on the face, neck, head, hands, and fingers are prohibited unless approved by the Sheriff or Chief Deputy. Tattooed wedding rings are allowed.
 - c. Employees electing to add tattoos or body art in a location that will be visible in any approved work attire will be required to submit a request to their Chief Deputy prior to obtaining.
 - d. Determination of the appropriateness of and acceptable coverings for such tattoos or body art will be at the discretion of the Sheriff or Chief Deputy.

Please sign below to indicate that you have read and understand the Personal Appearance Policy

Name

Date