

---

## Grooming Standards

### 1044.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other Members of the Department, Members shall maintain their personal hygiene and appearance to project a professional image appropriate for this Department and for their assignment.

### 1044.2 POLICY

Unless an exemption is made under Section 1044.9 of this policy, the following appearance standards shall apply to all Members.

### 1044.3 UNIFORMED LAW ENFORCEMENT MEMBERS

#### 1044.3.1 HAIR AND JEWELRY

1. Male - Hairstyle and color should present a conservative, businesslike appearance. Hair shall be worn in a neat, clean, trimmed and well-groomed manner, and shall conform to the following standards:
  - (a) Shall not cover any portion of the collar.
  - (b) Shall not cover any part of the ears.
  - (c) In no case shall the bulk or length of the hair interfere with the proper wear of any authorized headgear.
  - (d) Regardless of style, when authorized headgear is worn, hair shall not be visible between the forehead and the headgear nor shall any hair curl above any part of the band.
2. Female - Hairstyle and color should present a conservative, businesslike appearance. Hair shall be worn in a neat, clean, trimmed and well-groomed manner, and shall conform to the following standards:
  - (a) Shall not be worn below the bottom of the collar.
  - (b) In no case shall the bulk or length of the hair interfere with the proper wear of any authorized headgear.
  - (c) Hair worn forward shall not fall further than the top of the eyebrows and in no instances restrict the field of vision.
  - (d) Decorations shall not be worn in the hair while in uniform except that hair clips or pins that match the hair may be worn.
3. Sideburns
  - (a) Sideburns shall be neatly trimmed.
  - (b) Sideburns shall not extend below the lowest part of the ear.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Grooming Standards*

---

- (c) Sideburns shall not be flared beyond 1 1/2 inches in width and shall end with a clean shaven horizontal line.
  - (d) Sideburns shall not connect with the mustache.
4. Mustache
- (a) A neatly trimmed mustache may be worn.
  - (b) Hair in front may not extend below the upper limit of the top lip.
  - (c) It may extend 1/2 inch beyond the corner of the mouth and follow the natural curve of the upper limit of the top lip.
  - (d) The natural growth direction of the hair may not be altered by physical means (i.e., waxing of mustache to alter natural growth.)
5. Beard
- (a) The face shall be clean-shaven other than the wearing of the acceptable mustache or sideburns, except when shaving is not prudent due to valid medical reasons.
6. Jewelry
- (a) Rings - One ring may be worn on each hand, with the wedding set to be considered as one ring.
  - (b) Necklaces - May be worn, but not visible.
  - (c) Earrings - No jewelry may be worn in or on the ears except for no more than one pair of plain pierced ear studs worn by female Members on the ear lobe.
  - (d) Bracelets - No bracelets may be worn except those that provide necessary medical information or as may be authorized by the Sheriff-Coroner.
  - (e) Tie Bar - A plain gold tie bar, gold tie bar with small Sheriff's star replica, a County service tie tack pin, or a County service tie bar may be worn. Uniformed officers not assigned to wear a tie may wear the county service tie tack pin on their uniform shirt centered in the left half pocket flap of their right breast pocket.
  - (f) No jewelry may be worn which shall constitute a safety hazard.
  - (g) Any jewelry not specifically approved for wear is prohibited.

### **1044.4 NON-UNIFORMED LAW ENFORCEMENT MEMBERS**

Standards for non-uniformed law enforcement Members may be modified on an individual basis by the Member's Commander, with the approval of the Sheriff-Coroner.

#### 1044.4.1 CLOTHING

Clothing shall be in keeping with acceptable community standards, clean, and shall be tailored to present a neat, businesslike appearance. Non-uniformed Members in the classifications of:

1. Undersheriff
2. Assistant Sheriff/Executive Director

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Grooming Standards*

---

3. Commander/Director/Chief Deputy Coroner
4. Captain/Assistant Director/Assistant Chief Deputy Coroner
5. Lieutenant/Manager
6. Sergeant/Supervisor/Supervising Deputy Coroner
7. Investigator
8. Deputy Sheriff II/Senior Deputy Coroner
9. Deputy Sheriff I/Deputy Coroner

Shall, when assigned to non-uniformed duty, meet the following standards:

1. Male - Clothing shall be clean and shall present a neat, businesslike appearance.
  - (a) A suit or sport coat and slacks shall be worn. Coats may be removed while inside buildings, on Sheriff-Coroner's facility grounds, while driving a vehicle, or under unusual conditions.
  - (b) A necktie is mandatory.
  - (c) String ties or boleros are not acceptable.
  - (d) A vest or sweater may be worn under the coat.
  - (e) Shoes or boots shall be neat, clean, and properly maintained.
2. Female - Clothing shall be clean and shall present a neat, businesslike appearance.
  - (a) A pantsuit with jacket, skirt with jacket, or dress shall be worn. Jackets may be removed while inside buildings, while driving a vehicle, on Sheriff-Coroner's facility grounds or under unusual conditions.
  - (b) Shoes or boots shall be neat, clean, and properly maintained.
  - (c) Hem length shall be no more than three inches above the center of the knee or three inches below the center of the knee.
  - (d) Bras shall be worn.

### 1044.4.2 HAIR

1. Male - Hairstyle and color should present a conservative, businesslike appearance. Hair shall be worn in a neat, clean, trimmed and well-groomed manner, and shall conform to the following standards:
  - (a) Hair may cover the top one-half of the ear.
  - (b) May not cover any portion of the collar.
2. Female - Hairstyle and color should present a conservative, businesslike appearance. Hair shall be worn in a neat, clean, trimmed and well-groomed manner, and shall conform to the following standards:
  - (a) Hair length shall not extend beyond the center of the shoulder blades.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Grooming Standards*

---

- (b) Hair worn forward shall not fall further than the top of the eyebrows and in no instances restrict the field of vision.
- 3. Sideburns
  - (a) Sideburns shall be neatly trimmed.
  - (b) Sideburns shall not extend below the lowest part of the ear.
  - (c) Sideburns shall not be flared beyond 1 1/2 inches in width and shall end with a clean shaven horizontal line.
  - (d) Sideburns shall not connect with the mustache.
- 4. Mustache
  - (a) A neatly trimmed mustache may be worn.
  - (b) Hair in front may not extend below the upper limit of the top lip.
  - (c) It may extend one half inch beyond the corner of the mouth and follow the natural curve of the upper limit of the top lip.
  - (d) The natural growth direction of the hair may not be altered by physical means. (i.e., waxing of mustache to alter natural growth).
- 5. Beard
  - (a) The face shall be clean-shaven other than the wearing of the acceptable mustache or sideburns, except when shaving is not prudent due to valid medical reasons.

#### 1044.4.3 JEWELRY

- 1. Rings - One ring may be worn on each hand, with the wedding ring set to be considered one ring.
- 2. Necklaces may be worn, but not visible when worn by male Members.
- 3. Earrings - No jewelry may be worn in or on the ears of male Members.
- 4. Bracelets - No bracelets may be worn except those that provide necessary medical information or as authorized by the Sheriff-Coroner.
- 5. Pins and emblems may be allowed if they do not depict political or sexual connotations.
- 6. Tie bar - Only conservative, businesslike tie bars or tie tacks may be worn.
- 7. No jewelry may be worn which constitutes a safety hazard.
- 8. Any jewelry not specifically approved for wear is prohibited.

#### 1044.5 UNIFORMED PROFESSIONAL MEMBERS

##### 1044.5.1 CLOTHING

- 1. Uniformed professional staff designated by the Sheriff-Coroner shall wear the Class "C" or "D" uniform and equipment as described in Policy 1046.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Grooming Standards*

---

#### 1044.5.2 HAIR

1. Male - Hairstyle and color should present a conservative, businesslike appearance. Hair shall be worn in a neat, clean, trimmed and well-groomed manner, and shall conform to the following standards:
  - (a) Hair may cover the top one-half of the ear.
  - (b) May not cover any portion of the collar.
2. Female- Hairstyle and color should present a conservative, businesslike appearance. Hair shall be worn in a neat, clean, trimmed and well-groomed manner, and shall conform to the following standards:
  - (a) Hair length shall not extend beyond the center of the shoulder blades.
  - (b) Hair worn forward shall not fall further than the top of the eyebrows and in no instances restrict the field of vision.
  - (c) Decorations shall not be worn in the hair while in uniform except that hair clips or pins that match the color of the hair may be worn.
3. Sideburns
  - (a) Sideburns shall be neatly trimmed.
  - (b) Sideburns shall not extend below the lowest part of the ear.
  - (c) Sideburns shall not be flared beyond 1 1/2 inches in width and shall end with a clean shaven horizontal line.
  - (d) Sideburns shall not connect with the mustache.
4. Mustache
  - (a) A neatly trimmed mustache may be worn.
  - (b) Hair may not extend below the upper limit of the top lip.
  - (c) It may extend one half inch beyond the corner of the mouth and follow the natural curve of the upper curve of the upper limit of the top lip.
5. Beard
  - (a) The face shall be clean shaven other than the wearing of the acceptable mustache or sideburns, except when shaving is not prudent due to valid medical reasons.

#### 1044.5.3 JEWELRY

1. Rings - One ring may be worn on each hand, with the wedding set to be considered one ring.
2. Necklaces - May be worn, but not visible.
3. Earrings - No jewelry may be worn in or on the ears of male Members.
4. Bracelets - No bracelets may be worn except those that provide necessary medical information or as authorized by the Sheriff-Coroner.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Grooming Standards*

---

5. Pins and Emblems - The wearing of any pin or insignia, such as fraternal organization, on the uniform is prohibited with the exception of a small replica of the American flag.
6. Tie Bar - Only modest, businesslike, tie bars or tie tacks may be worn.
7. No jewelry may be worn which shall constitute a safety hazard.

### **1044.6 NON-UNIFORMED PROFESSIONAL MEMBERS**

Members shall be neat and clean in their person and attire. Attire shall be appropriate to a businesslike appearance.

### **1044.7 BODY ART**

All Members are prohibited from displaying any body art, tattoo(s), intentional scarring, body modification, or dental ornamentation while on duty or representing the Department in any official capacity.

1. All visible tattoos, body art, brands, scarification shall be covered by approved uniform, appropriate civilian attire or covered by a skin patch of neutral tone.
2. Body art, tattoo(s), brand(s), intentional scarring, and/or body modification that cannot be covered or concealed is strictly prohibited. This includes, but is not limited to; foreign objects inserted under the skin, pierced, split or forked tongue, and/or stretched out holes in the earlobes (generally as a result of plug-type earrings).
3. All Members are prohibited from displaying any dental ornamentation. The use of gold, platinum, silver, or other veneer caps for the purposes of ornamentation are prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, initials, etc.
4. Permanent facial make-up, such as eyeliner or lipstick, is acceptable as long as those tattoos maintain a professional appearance using natural skin-tone colors.
5. This policy shall not apply to Members currently assigned to undercover assignments with prior approval of the Member's Commander.
6. To maintain uniform conformity, this policy shall not apply to Deputy Sheriff Trainee or Sheriff's Special Officer recruits while they are attending the Sheriff's Academy.

### **1044.8 BUSINESS CASUAL DRESS POLICY**

Business casual dress is allowed for Members who are working on Fridays, and are not required to wear a uniform at their assigned work station. The casual attire must allow you to meet the business needs of your Division, complete your assigned duties, and represent the Department in a professional manner.

The casual attire may depend on your Division mission and assignment, and must be professional. Suggestions for "business" casual attire include: polo shirts and slacks, or other casual style clothes that are appropriate for the workplace. Jeans are acceptable as long as they are clean,

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Grooming Standards*

---

plain, without tears, or holes, and are professional in appearance. Shoes must be appropriate and safe for the workplace.

Commanders are responsible for enforcing casual wear standards, and may allow for business-related exceptions, to ensure a professional environment is maintained.

### **1044.9 EXEMPTIONS**

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law shall be accommodated (Government Code § 12926(w), (x)).