

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject DRESS AND APPEARANCE	Policy Number GC-19
		Effective Date 06-23-23
Related Information CP-2, <i>Code of Conduct</i> CP-3, <i>Workplace Professionalism</i> GC-20, <i>Uniform Specifications</i>	Supersedes GC-19 (09-20-19)	

PURPOSE

The purpose of this Office Policy is to establish standards and guidelines for the proper attire and grooming of all Office employees. Dress and appearance guidelines, like uniform guidelines, are provided to promote a safe and professional work environment.

Although this Office Policy refers to employees throughout, this Office Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office to ensure that all employees be properly groomed and dressed appropriately for their assignment and the environment in which they work. Although the manner of dress may vary with the type of work performed, all employees shall be neat, clean, and professional when representing the Office. All uniform and non-uniform attire shall conform to the requirements of this Office Policy and Office Policy GC-20, *Uniform Specifications*, as appropriate.

DEFINITIONS

Air Purifying Respirator (APR): A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Business Attire: Clothing that creates a professional appearance and is appropriate for an office environment.

Business Casual Attire: Clothing that is appropriate for an office environment but is less formal than business attire. Normally, this attire is lighter in weight and generally consists of casual pants, short-sleeve dress shirts, and polo shirts.

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Fit Test: The use of a protocol to qualitatively (QLFT) or quantitatively (QNFT) evaluate the fit of a respirator on an individual.

Self-contained Breathing Apparatus (SCBA): An atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

PROCEDURES

1. **Attire:** Employees working in an office environment are required to wear business attire or business casual attire. All other employees are required to wear appropriate clothing as directed by this Office Policy or as specified in Office Policy GC-20, *Uniform Specifications*.
 - A. A supervisor may direct an employee to return home to change clothing that is inappropriate or unsuitable according to the intent of the standards, as specified in this Office Policy, or as determined by their supervisor. Such time will be charged to the employee's vacation time bank or if no vacation time is available, as Leave without Pay.
 - B. Supervisors may make short-term exceptions to proper business attire when tasks are outside the normal scope of an employee's duties. Other short-term exceptions may be made for Office or Maricopa County sponsored events.
2. **Hair:** Hair shall be neat, clean, and of a natural or conservative color and style that creates a professional appearance and is consistent with generally accepted standards for the law enforcement profession.
 - A. Male employees, in uniform, shall wear their hair so that it does not extend past the top of the ears or eyebrows, or touch the collar.
 - B. Female employees, in uniform, shall wear their hair so that it does not extend below the bottom of the uniform shirt collar. Hair fastened above the collar must be done so in a safe and secure manner. Large hair clips, ribbons, bows, and brightly colored hair decorations are unacceptable.
 - C. All employees, in uniform, shall wear their hair in a style that does not interfere with the wearing of helmets or uniform hats.
 - D. Employees not required to maintain a uniform shall wear a hairstyle that is appropriate for an office environment and conducive to the employee's safety.
3. **Facial Hair:** Uniformed and non-uniformed employees may wear facial hair when meeting the requirements specified in this Office Policy.
 - A. Facial hair for detention, sworn, deputy services aide (DSA), Office security employees, reserve deputies, and posse members shall meet the following requirements:
 1. Goatees and beards shall be worn neatly trimmed, in a conventional style not to exceed ¼ inch in length, and shall not include designs, letters, numbers, or artwork. Hair on the neck and "soul patch" styles are prohibited.
 2. Mustaches shall be neatly trimmed and shall not extend more than ½ inch below or beyond the corners of the mouth and shall not connect to sideburns. Handlebar, waxed, or other upturned mustaches are not authorized.
 3. Sideburns shall be trimmed to not extend below the bottom of the ear and shall not appear bushy. Sideburns shall end in a clean-shaven, horizontal line, and not protrude toward the inner cheek.
 4. Patchy and/or spotty clumps of facial hair are not permitted. Employees not actively attempting to grow facial hair must report to work with an otherwise cleanly shaven face.

5. Employees, reserve deputies, and posse members are required to follow all requirements of this Office Policy. The wearing of facial hair is a privilege being afforded and can be rescinded at any time by the Sheriff or designee. Failure to follow the requirements outlined in this Office Policy may result in this privilege being revoked.
 6. Exceptions to the facial hair requirements may be made, as specified in Office Policy CP-3, *Workplace Professionalism* or based on assignment, such as special investigations, if approved by the respective bureau chief.
- B. Detention Employees:
1. Facial hair, except for mustaches and sideburns, may only be worn upon successfully passing an initial quantitative self-contained breathing apparatus (SCBA) fit test and then bi-annual quantitative fit testing thereafter.
 2. If the employee fails their fit test, they must trim their facial hair to the point of successfully passing a subsequent fit test.
 3. Fit testing shall be conducted by Field Training Officers (FTO) in coordination with the Occupational Safety Division (OSD), the Training Division, and the employee's supervisor.
- C. Sworn and DSA Employees:
1. Employees who have facial hair, except for mustaches and sideburns, shall shave the facial area contacting the Air Purifying Respirator (APR) mask to ensure a complete seal anytime they don a tight-fitting respirator or for required annual fit testing.
 2. Employees who have facial hair except for mustaches and sideburns, shall maintain a shaving kit along with their APR protection equipment to ensure the ability to be cleanly shaven prior to donning a tight-fitting respirator.
 3. Employees whose job duties require the regular and/or routine usage of APR protection equipment shall maintain a style of facial hair that does not come into contact with the sealing surface of the respirator facepiece.
 4. Supervisors shall ensure employees do not use a tight-fitting respirator until appropriate areas are shaven.
- D. Reserve deputies and posse members shall follow the same requirements as sworn and DSA employees.
- E. Civilian employees not identified in this Office Policy may have facial hair if it does not create a safety issue. Beards, mustaches, and sideburns shall be neatly trimmed and groomed, so as not to appear bushy. Handlebar, waxed, or other upturned mustaches are not authorized.
- F. Supervisors: Supervisors with employees who have facial hair, except for mustaches and sideburns, shall be responsible for the following:
1. Ensuring the requirements, as specified in this Office Policy are met and employees maintain a professional appearance.
 2. Documenting monthly, in the sworn, detention, and DSA employee's supervisor notes, that the facial hair requirements were met. Sworn and DSA employee supervisors shall also

document that the employee is maintaining a shaving kit with their APR equipment. Both reviews shall be documented as part of the required supervisor note in Blue Team using the following allegations: Note-GC-19 Facial Hair Review.

4. **Fingernails:** For safety reasons, uniformed employees shall keep their nails trimmed as not to interfere with their job duties. For uniformed employees who desire to use nail polish, the color shall be of a conservative shade. Both uniformed and non-uniformed employees shall conform to the regulation of their current duty assignment.
5. **Makeup:** Office employees may wear cosmetics that present a professional appearance and are appropriate to the job assignment.
6. **Jewelry:** Jewelry shall be appropriate to the duty assignment and the employee's attire.
 - A. Employees in uniform may wear wristwatches and rings, as long as the style is conservative and does not create a safety issue. Smart watches are authorized in secured areas of Office jail facilities, as specified in Office Policy CP-2, *Code of Conduct*.
 - B. Employees in uniform with pierced ears may wear one small studded earring in each ear, on the ear lobe. Gauges are prohibited.
 - C. No other visible jewelry shall be worn while in uniform.
 - D. Employees not in uniform may wear jewelry that does not interfere with their ability to do their job, conflict with safety standards, or disrupt the work environment.
7. **Body Piercings:** Piercings, other than those found in the ear, shall not be visible while in the workplace unless approval is obtained by the employee's division commander.
8. **Tattoos and Brands:** Visible facial tattoos and brands are considered unprofessional and are prohibited. The display of any unprofessional or offensive tattoo or brand, regardless of its location, while employees are on duty or working off-duty in a law enforcement capacity, is prohibited. The final authority for deciding the appropriateness of tattoos or brands rests with the employee's respective bureau chief. The prohibited tattoos and brands include, but are not limited to, the following:
 - A. Depictions of nudity or violence;
 - B. Sexually explicit, profane, or vulgar art, words, or phrases;
 - C. Symbols likely to incite a strong negative reaction in any group, such as swastikas or pentagrams and;
 - D. Initials or acronyms that represent criminal or historically oppressive organizations.
9. **Inspections:** Employees in uniform shall be subject to periodic inspections of uniforms, equipment, and personal appearance by command staff and shift supervisors.
 - A. Periodic inspections by division commanders or designees shall be scheduled and carried out to ensure uniforms, equipment, and personal appearance are within the standards of Office Policy.
 - B. Shift supervisors, and employees in charge of special details, should conduct daily inspections of uniforms and equipment to ensure uniformity, cleanliness, and the suitable appearance of employees.

- C. Although employees not in uniform will not be subject to periodic inspections, supervisors shall advise them as to the appropriateness of dress and appearance, as necessary.

10. Special Provisions:

- A. Employees not in uniform, by virtue of assignment to an undercover role, may be exempt from the provisions of this Office Policy.
- B. Exceptions to this Office Policy shall only be approved by the Sheriff, Chief Deputy, or designee.