



OFFICE OF THE COUNTY SHERIFF
Montgomery County, Maryland
Raymond M. Kight, Sheriff



GENERAL ORDERS/PERSONNEL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Grooming Standards	2.18	06/17/05

Purpose: The purpose of this directive is to establish grooming standards for deputy sheriffs *while on-duty or in uniform.*

Policy: It *is* the policy of this office that deputies be well groomed and present a professional appearance to maintain the public's trust *and* respect. Both the self-esteem generated in the individual and the respect commanded from the public they serve promote the excellent reputation of the office. **(26.1.1)**

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I. Hair Standards - Generally

All deputies *must* conform to the following:

- A. Hair shall be clean and neatly groomed; the bulk of hair shall not be excessive or present an unkempt or extreme appearance.
- B. The hairstyle shall not interfere with the proper wearing of office headgear *or the performance of assigned tasks and duties.*
- C. No eccentricity in the color and style of hair will be permitted.
- D. Wigs or hairpieces may be worn as long as they conform to the standards of this directive.

II. Hair Standards for Male Deputies

A. Haircuts

- (1) Hair will not extend beyond the mid-point of the ear, or extend below mid-point of the shirt collar in the rear.

B. Sideburns

- (1) The length of sideburns may extend below to a point straight and level with the lowest point of the ear lobe.
- (2) Sideburns are to be kept neatly trimmed at all times.

C. Facial Hair

- (1) Beards and goatees are not permitted *unless a* deputy *is* being treated for a facial skin disorder *that is* exacerbated by shaving.
 - (a) *A deputy requesting* permission from the Sheriff to wear a beard shall submit to the Sheriff a *doctor's certification* to forego shaving. Further, the deputy shall submit a *doctor's certification* every *four (4)* months verifying the continued *medical need to forego shaving*.
 - (b) If the Sheriff authorizes a beard, a full profile beard shall be worn with a maximum hair length of 1/4 inch.
- (2) Mustaches are permitted but must be neatly trimmed and shall not extend more than 1/4 inch below or beyond the line of the individual's upper lip. The mustache will not connect with the sideburns. No eccentricity in the manner of the wearing of a mustache will be permitted.

III. Hair Standards for Female Deputies

All female deputies shall wear their hair in a style that presents a neat and professional image. If hair is long (below shoulder length), it *must* be pinned up for a neat appearance.

IV. Jewelry

- A. Deputies shall not wear eccentric, gaudy or costume jewelry.
- B. Necklaces or bracelets worn by uniform deputies shall not be visible, except for Medic-Alert necklaces or bracelets.
- C. Facial jewelry is prohibited except for earrings *worn* by female deputies.
- D. Earrings
 - (1) The wearing of earrings by male deputies is prohibited.
 - (2) Female deputies may wear earrings subject to the following:
 - (a) *They may* wear one earring per ear, worn centered on the earlobe.
 - (b) Earrings *must* not extend beyond the earlobe and *must* be of muted design.
 - (c) When worn, a symmetrically matching set *must* be worn.

V. Eyewear

The wearing of eccentric or faddish styles or frames of eyeglasses and/or sunglasses is prohibited.

VI. Exceptions

The *Sheriff or* Chief Deputy may authorize exceptions to the requirements of this written directive.

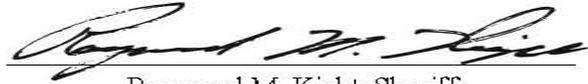
VII. CALEA Standards

26.1.1

VIII. Cancellation

This written directive cancels and replaces General Orders/Persomnel Procedures 2.18, effective 05/01/95. *Shred replaced directive.*

AUTHORITY:

A handwritten signature in black ink, appearing to read "Raymond M. Kight", is written over a horizontal line.

Raymond M. Kight, Sheriff
6/17/05