



OFFICE OF THE COUNTY SHERIFF

Montgomery County, Maryland

Darren M. Popkin, Sheriff



GENERAL ORDERS/PERSONNEL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Grooming Standards	2.18	11/02/20

Purpose: The purpose of this directive is to establish grooming standards for *Sheriff's Office employees*.

Policy: It is the policy of this office that *employees* 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*.

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I. Hair Standards - Generally

Hair length could pose a deputy safety concern when dealing with inmates or arrestees; or when wearing protective equipment. The purpose of this directive is to put safeguards in place due to the potential for injury to the employee, when dealing with a potentially combative individual or using protective equipment. All deputies must conform to the following:

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

II. Hair Standards for Male Deputies

A. Haircuts

Hair will not extend:

- (1) **Beyond the mid-point of the ear; or**
- (2) **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) ***Other than a mustache, facial hair is*** 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 must submit to the Sheriff a doctor's certification to forego shaving.
 - (b) If the Sheriff authorizes a beard, a full profile beard must be worn with a maximum hair length of 1/4 inch.
- (2) Mustaches are permitted but must be neatly trimmed and must 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

If hair is long (***natural length which is below the mid-point of their shirt collar***), while ***in uniform*** it must be ***worn*** in a manner that prevents the hair from being ***below the midpoint of the shirt collar and presents*** a neat appearance.

IV. Jewelry

- A. Deputies must not wear eccentric, gaudy or costume jewelry.
- B. Necklaces or bracelets worn by uniform deputies must not be visible, except for Medic-Alert necklaces or bracelets.
- C. Facial jewelry is prohibited except for earrings.

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) 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. **Tattoos, Piercings and Body Modifications**

A. *Tattoos are permitted under the following provisions:*

- (1) *Tattoos may not be visible on or above the neck.*
- (2) *Tattoos may not be visible on any portion of the hands or fingers.*
- (3) *Visible tattoos may not depict material that is:*
 - (a) *Racist, sexist, or homophobic.*
 - (b) *Sexually suggestive or explicit.*
 - (c) *Obscene or profane.*
 - (d) *Gang or drug related.*
 - (e) *Generally undermining to Sheriff's Office values and standards.*

B. *Piercings*

Unless otherwise permitted by provisions of this directive, no piercings may be visible while an employee is on duty.

C. *Body Modifications*

Body modifications which are visible while on duty are prohibited. Prohibited body modifications do not include those procedures medically necessitated by illness, deformity, or injury, when performed by a licensed medical professional. Prohibited body modifications include, but are not limited to:

- (1) *Tongue splitting or bifurcation.*
- (2) *Complete or trans-dermal implantation of any objects other than hair replacement.*
- (3) *Abnormal shaping of the ears, eyes, or nose.*
- (4) *Gauging or gradually increasing the radius of a surgically induced opening in the flesh in areas such as the ear lobes or lips; and*
- (5) *Branding or scarification.*

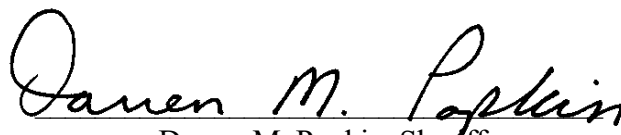
VII. Exceptions

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

VIII. Cancellation

This written directive cancels and replaces General Orders/Personnel Procedures 2.18, effective *06/17/05*.

AUTHORITY:


Darren M. Popkin, Sheriff
11/02/2020