

Consolidated City of Jacksonville
OFFICE OF THE SHERIFF

GENERAL ORDER XXVII.23 (27)

SUBJECT: DRESS AND PERSONAL APPEARANCE

RESCINDS: XXVII.22 (07-01-05)

SCOPE: CPRS/3

EFFECTIVE DATE: 08-03-07

The purpose of this order is to establish policy and procedure for the regulation of uniform and non-uniform dress and the personal appearance of all members of the Office of the Sheriff. This order supports the Sheriff's Office Core Values of "Worthy of Trust," "Community Focused," and "Always Improving."

This order consists of the following numbered articles:

- I. **Uniform Issue and Replacement Regulations**
- II. **Personally Assigned Sheriff's Office Equipment**
- III. **Uniform Wearing Regulations**
- ▷ IV. **Non-Uniform Regulations**
- V. **Personal Appearance Regulations**
- VI. **Casual Fridays**
- VII. **Illustrations**

I. Uniform Issue and Replacement Regulations

- A. The Jacksonville Sheriff's Office will provide the appropriate employees with uniforms and personal equipment.
- B. No member shall wear any unauthorized articles of clothing bearing the Sheriff's Office insignia; the words "Jacksonville Sheriff's Office," "Police" or lettering, designs or words identifying the wearer as a member of the Jacksonville Sheriff's Office without prior authority of the member's commanding officer.
- C. When applicable to specific issued items, the color, quantity and style will be determined by Supply Unit personnel.
- D. All personnel shall be issued a color photo identification card and the following equipment:
 - 1. Police Officers are to be issued;
 - a. Trousers,
 - b. Shirts,
 - c. Jacket,

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- d. Raincoat (rubber boots and rain suits are also issued to officers with motorcycle and walking beat assignments and to others with a demonstrated need),
- e. Shoes,
- f. Radio holder and portable radio (issued by the Sheriff's Office Communications Coordinator)

NOTE: Officers wishing to purchase comparable alternative footwear shall contact the Supply Unit Supervisor for a listing of approved footwear.

- f. Cap,
 - g. Dress hat with hat cover
 - h. Reflective safety vest,
 - i. Uniforms as approved by their department head for officers assigned to special units (Evidence Technicians, K-9, S.W.A.T., Academy, Traffic Homicide, etc.),
 - j. Duty belt, Gun holster, magazine with case, handcuffs, handcuff case, handcuff key, keeper straps, key ring, baton with case, OC spray with case, TASER with holster, and TASER air cartridges
 - k. Service weapon (Glock),
 - l. TASER, with air cartridges and holster,
 - m. Body armor, and
 - n. Insignia and brass which includes name plate, collar insignia, shoulder patches, chest badge and cap badge, which will serve to identify the wearer by name, rank, and agency.
2. Corrections Officers are to be issued;
- a. Trousers,
 - b. Shirts,
 - c. Jacket (Winter and Windbreaker),
 - d. Cap,

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- e. Shoes,
 - f. Insignia and brass which include name plate, collar insignia, chest badge, and shoulder patches which will serve to identify the wearer by name, rank, and agency,
 - g. Duty belt, OC spray, OC spray holder, holster, magazine case, handcuffs, handcuff case, handcuff key, keeper straps, key ring, glove pouch, mini flashlight holder,
 - h. Uniforms as approved by their department head for officers assigned to special units (K-9, Support Services or Community Projects),
 - i. Radio holder and portable radio (issued by the PDF Communications Coordinator), and
3. Emergency Communications Officers are to be issued;
- a. Trousers,
 - b. Shirts,
 - c. Shoes,
 - d. Insignia and brass which include name plate and collar insignia, chest badge, and shoulder patches which will serve to identify the wearer by name, rank, and agency, and
 - e. Belt, and jacket.
4. Reserve Officers are to be issued;
- a. Trousers,
 - b. Shirts,
 - c. Cap, jacket, and raincoat,
 - d. Utility belt and holster, magazine with case, handcuff case, key ring, keeper straps, and baton holder,
 - e. Handcuffs and handcuff key,
 - f. Shoes (Every two years),

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- g. Reserve patch, chest badge, and Sheriff's Office achievement designation pins,
 - h. OC spray and holder (if approved),
 - i. Service weapon (Glock),
 - j. Baton,
 - k. Body armor, and
 - l. Insignia and brass which includes name plate, collar insignia, shoulder patches, and chest badge, which will serve to identify the wearer by name, rank, and agency.
5. Community Service Officers are to be issued;
- a. Shirts,
 - b. Trousers,
 - c. Shoes,
 - d. Jacket,
 - e. Cap,
 - f. Belt,
 - g. Reflective safety vest,
 - h. Key Ring,
 - i. Raincoat,
 - j. Flashlight.
6. Uniform civilian employees are to be issued;
- a. Shirts,
 - b. Trousers,
 - c. Belt,
 - d. Jacket,

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- e. Shoes, and
 - f. Insignia and brass, which include nameplate, collar insignia, and shoulder patches, which will serve to identify the wearer by name, rank, and agency.
7. Civilian security guards employed by the Sheriff's Office are to be issued;
- a. Shirts,
 - b. Trousers,
 - c. Belt,
 - d. Jacket,
 - e. Shoes,
 - f. Insignia and brass, which include name plate, collar insignia, shoulder patches, and chest badge, which will serve to identify the wearer by name, rank, and agency,
 - g. OC spray and holder (if approved),
 - h. Baton,
 - i. Service weapon, utility belt, and holster, and
 - j. Handcuffs, handcuff case, and handcuff key.
- E. Uniform replacement requirements are as follows:
- 1. Issued uniform clothing, insignia, brass, and equipment shall be replaced on an as needed basis. Items being replaced shall be turned in to Supply;
 - 2. The badge shall not be exchanged or transferred except by established procedure;
 - 3. Uniformed members, except reserves, shall receive one pair of shoes each year. Reserves shall receive one pair of shoes every two years;
 - 4. The Sheriff's Office shall replace body armor damaged by normal use. Officers shall pay for body armor that must be replaced due to abuse or neglect.

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5. Body armor will be replaced as necessary by the Sheriff's Office, according to the manufacturer's recommendations and as determined by the Director of Police Services.
6. Police Officers and Corrections Officers transferred to plain clothes assignments shall keep the following applicable items;
 - a. One shirt, one trouser, one cap,
 - b. One service weapon,
 - c. One complete set of leather,
 - d. One pair of shoes,
 - e. One set of insignia and brass, and
 - f. One jacket and rain gear.
7. Loss of or damage to Sheriff's Office issued uniform clothing, insignia, or equipment shall be reported by the employee to their Assistant Chief, on a Form 4 (P-0004). Loss of a firearm, badge, portable radio, Sheriff's Office Employee Identification Card or other issued equipment which can be traced by a serial or other unique number, also requires a General Offense/Incident Report. Reimbursement or replacement of lost or damaged Sheriff's Office property will be handled in accordance with established policy, refer to General Order LVI (56), Property Inventory Control.

II. Personally Assigned Sheriff's Office Equipment

- A. All uniformed police personnel shall carry on their person the following equipment:
 1. The Sheriff's Office badge;
 2. The Sheriff's Office identification card;
 3. An issued handgun;
 4. TASER ® and air cartridges (If trained)
 5. Extra issued ammunition;
 6. Handcuffs in case;
 7. Handcuff key;

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8. OC spray and holder (if trained);
9. The issued and approved body armor (optional for Lieutenant and above);
and
10. A valid Florida Driver's License.

NOTE: Once an officer is trained in the deployment of a TASER, the officer may choose whether or not to continue wearing their issued impact weapon on their duty belt. If an officer chooses not to wear their impact weapon, they will have the weapon in their assigned vehicle in a readily accessible area.

- B. All uniformed corrections personnel shall carry on their person the following equipment:
 1. The Sheriff's Office badge;
 2. The Sheriff's Office identification card;
 3. Duty belt and accessories;
 4. OC spray;
 5. Handcuffs in case;
 6. Handcuff key;
 7. Issued keys;
 8. Portable radio and holder;
 9. Issued pager or phone, if applicable;
 10. Firearm and issued ammunition/magazines, when applicable.
- C. All personnel shall ensure that all required equipment is kept in good operating order.

III. Uniform Wearing Regulations

- A. General uniform wearing regulations are as follows:
 1. Regulation issued items of uniform clothing/shoes, body armor, insignia, brass, and equipment shall be worn unless approved otherwise by the employee's Division Chief or higher authority;

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2. Short sleeve uniform shirts shall be worn with open collar. Undershirts shall not be visible. Long sleeve uniform shirts may be worn with a tie or open collar. Under shirts shall not be visible. Members of the Honor Guard shall wear long sleeve uniform shirts and ties for ceremonial purposes. A tie will be worn if a long sleeve shirt is worn to a ceremonial event. Only the approved Jacksonville Sheriff's Office mock turtleneck shall be worn with long sleeve uniform shirts and may be purchased for use by members in uniform at the member's expense. When a mock turtleneck is worn with a long sleeve uniform shirt, a tie is not required. At *no* time will a mock turtleneck be worn with short sleeve uniform shirts. Uniform shirt and trouser pockets shall be buttoned. The sleeves of a long sleeve uniform shirt or any Sheriff's Office jacket shall not be rolled, cuffed, or pushed up the arm.

NOTE: When a mock turtleneck is worn with a long sleeve uniform shirt or the long sleeve shirt is worn open collar, the "J.P." or "J.C." insignia will be worn in the same fashion as the short sleeve uniform shirt.

3. The exposed portion of socks for all personnel in uniform shall be black or navy blue in color. White ankle height socks are permissible with shorts;
4. No part of the uniform which identifies the wearer as a Police Officer, Corrections Officer, Reserve Officer, or other uniform civilian employees shall be worn with civilian clothes except designated identification apparel issued to those in plain clothes assignments. Members shall allow no unauthorized person to wear any part of the uniform;
5. The uniform, or any part of it, shall not be worn while an officer is under suspension;
6. The wearing of a uniform while in a limited duty status will be permitted only with the approval of the Sheriff;
7. No visible jewelry other than rings, wristwatches, and bracelets shall be worn by uniformed personnel, except as provided for in this article (III). Jewelry adorning any body piercing that is visible (e.g., lips, eyebrows, nose, tongue, etc.), except as provided for the earlobes of female employees, is prohibited while working for the Sheriff's Office (exceptions may be granted to members working in an undercover capacity);
8. Uniformed Female employees (sworn, correctional, reserve and civilian) may wear stud or post style earrings while in uniform under the following guidelines:
 - a. Earrings, which are worn, shall be round in shape and no larger than 7mm in diameter.

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- b. All earrings shall be worn in the earlobes only.
 - c. One matching earring is allowed per ear lobe.
 - d. The color and design of the earrings will be consistent with professional uniform appearance.
9. Male uniformed employees (sworn, correctional, reserve and civilian) shall not wear earrings, nose rings, etc.
10. One bracelet is allowed. If one is worn, it shall fit so that it does not interfere with the officer's performance of duties as determined by the officer's commanding officer. Bangles and charm bracelets are prohibited for uniformed personnel;
11. If rings are worn, they shall be limited to one per hand (a wedding set will be regarded as one ring) and shall not interfere with the performance of duties;
12. The dress hat is the only official headgear to be worn by uniformed personnel at ceremonial events such as funerals, Police Memorial Day services, etc.;
13. The Sheriff's Office authorized hand held chemical munition will be utilized only by personnel who have been properly trained in its application per their classification training requirements and will be carried by trained officers while in uniform.
14. The standard issued 2¼-inch black belt and retention holster with an approved magazine case shall be worn by all police, corrections, and reserve personnel in uniform except those assigned to specialized units, and Lieutenants and above.
15. Police, corrections, and reserve personnel in uniform shall wear their sidearm and holster on the strong side, with a magazine case on the weak side. All other accessories including TASERS will be placed on the weak side per the assembly diagram. Officers may wear a double magazine case (not two singles) provided the officer purchases the case and the additional magazine. The purchased case must have the same appearance as other issued accessory items. Any officer that elects to carry two extra magazines will have to report to the Firing Range to be issued additional ammunition for the second magazine;

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16. Officers assigned to specialized units (e.g., Aviation Unit, K-9 Unit, Marine Unit, Beach Unit, or Community Affairs) shall wear the complete regulation issued patrol uniform when engaging in secondary employment, unless the secondary employment is of such a nature that requires their special uniform. (e.g., working waterways for special events for the city, K-9 exhibits, and Community Affairs special projects);
 17. Corrections Officers and other uniform civilian employees shall not wear their issued uniforms in the course of any off-duty employment except when they are employed in an official capacity during secondary hours by the City or are specially authorized by the Sheriff;
 18. Reserve Officers shall only wear the complete uniform when:
 - a. On-duty;
 - b. Attending special events (Police Memorial Day, JSO awards ceremonies, etc.);
 - c. Attending court, or
 - d. Attending funerals or wakes of a police officer, corrections officer, reserve officer, or a member of their family.
 20. Eyewear to shield and protect employee's eyes from the sun may be worn while in uniform. A variety of conservative frames are acceptable but the wearing of "faddish" styles such as neon or other brightly colored sunglasses is prohibited. Brightly colored retainer cords are also prohibited.
 21. Navy blue, rib knit, V-neck sweaters, approved by Supply, may be purchased for use by members in uniform at the member's expense. The required three (3) patches (two shoulder patches and one breast patch) for the sweater will be obtained from Supply.
- B. Brass and insignia regulations are as follows:
1. The badge shall be worn over the left shirt pocket. A black ribbon or black tape may be worn over the face of the badge at a funeral of an officer or at a Police Memorial Day ceremony;
 2. The nameplate shall be worn at the upper edge of the right pocket;
 3. Shoulder patches shall be worn on each sleeve of uniform shirts and jackets;

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4. Police, Corrections, and Communications Sergeants shall wear chevrons on each sleeve of uniform shirts and jackets;
5. Uniformed personnel, Lieutenants and above shall wear appropriate bars, oak leaves, or stars on epaulets of uniform shirts and jackets;
6. Police personnel shall wear "J.P." insignia on the left and right collar of uniform shirts;
7. Corrections personnel shall wear "J.C." insignia on left and right collar of uniform shirts and have the "corrections" patch on the right sleeve;
8. Senior (8 years) and Master (16 years) Police and Corrections Officers and PECO II's shall wear service chevrons on right collar, point up, instead of "J.P." or "J.C." insignia;
9. Reserve Officers shall wear "JPR" insignia on their collars along with their rank and have the "reserve" patch on the right sleeve. However, a Reserve Officer shall not wear or display rank greater than that of the sworn officer with whom he is assigned to ride or assist, unless the Sheriff's Office declares an emergency;
10. Job assignment pins issued by the Office of the Sheriff may be worn over the nameplate once the officer has completed the specialized training;
11. Breast bars and pins indicating meritorious awards issued by the Office of the Sheriff may be worn on the uniform shirt over the nameplate. "Safe Driver" and "Years in Service" pins are limited to one each;
12. Police Officers, Corrections Officers, Supervisors and Reserve Officers of the Year as designated by the Sheriff's Meritorious Awards Board may wear nameplates that indicate the year of their awards. The pin that was part of the award may also be worn on the uniform;
13. Organizational pins of the Fraternal Order of Police, Brotherhood of Police Officers, and the Police Benevolent Association may be worn on the uniform. Organizational pins are limited to two; and
14. Other designators for organizations or personal interest groups will not be worn on the uniform unless specifically authorized by the Sheriff.
15. Brass and insignia issued by the Sheriff's Office shall be worn on the uniform as indicated by the illustration at the end of this General Order.

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NOTE: Officers may wear no more than three (3) total pins (organizational, meritorious or job assignment) at one time on the uniform. The choice of what pins to wear will be that of the officers as long as it is consistent with policy (Example: F.T.O., C.I.T. and Meritorious Award, or Dive Team, Motorcycle, F.T.O, etc.).

- C. Body armor regulations are as follows:
1. Body armor must be worn by all uniformed police officers below the rank of Lieutenant, corrections officers in applicable assignments and police reserve officers. Body armor is available in Property and Evidence for officers to temporarily check out and wear if their issued body armor is not functional. An exception may be granted for those members working in an administrative assignment. (A request for an exception must be submitted in writing through the officer's chain of command to the respective Division Chief). Body armor, if not worn due to an approved exception, must be reasonably and readily available should the need arise;
 2. The wearing of body armor shall be optional for non-uniformed officers. If body armor is not worn, it must be reasonably and readily available should the need arise. However, during pre-planned high-risk operations each officer involved will be required to wear the approved body armor. (Pre-planned high-risk operations are defined as any operation where the possibility of hazardous conditions can be anticipated, i.e. serving search and arrest warrants, or conducting stakeouts);
 3. The complete patrol uniform shall be worn during all secondary employment using police authority. Wearing body armor is mandatory during all secondary employment unless approved by a Division Chief or higher authority.
 4. Specialized body armor, such as that worn over the clothes by the S.W.A.T. team and specialized units during the service of warrants and other specialized operations, shall be governed by rules promulgated by those respective commands;
 5. Officers shall not alter, modify, or insert any object into, or remove any portion of the vest except as necessary for routine care and maintenance;
 6. Each officer shall be responsible for the proper storage and care of the body armor in accordance with the manufacturer's instructions and daily inspection for signs of damage and general cleanliness;
 7. Each officer shall be responsible for cleaning and maintaining his/her body armor in accordance with the manufacturer's instructions; and

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8. Officers shall be responsible for reporting any damage or wear to the ballistic panels or cover to their immediate supervisor and to the supply section.

IV. Non-Uniform Regulations

A. All employees not in uniform (police, corrections, or civilian) shall dress neatly and wear appropriately sized clothing during normal working hours. They shall dress in a manner that presents a businesslike appearance and that conforms to the specific environment and requirements of their assignments as determined by their commanding officers. The following are examples of acceptable and unacceptable businesslike attire:

1. Male employees with an office assignment that requires contact with the public shall wear suitable business attire such as;
 - a. Suits (jackets/dress slacks and shirts),
 - b. Sports jackets,
 - c. Business slacks,
 - d. Collared shirts with ties,
 - e. Socks, and
 - f. Dress shoes.
2. Jackets of male employees may be removed while in the work area;
3. The following are examples of unacceptable businesslike attire for male employees;
 - a. Clothing made of denim material (all colors),
 - b. Tee shirts,
 - c. Shorts,
 - d. Transparent clothing,
 - e. Tight outfits,
 - f. Tennis shoes/sneakers or sandals,
 - g. Sweat suits/jogging suits, and

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- h. Casual caps/hats (ball caps, watch caps etc).
4. Female employees with an office assignment that requires contact with the public shall wear suitable business attire such as;
- a. Suits,
 - b. Dresses,
 - c. Dress slacks,
 - d. Skirts/split-skirts no shorter than mid-thigh,
 - e. Culottes/skorts or mid-calf Capri pants with business-like blouses or tops, and
 - f. Dress shoes with heels 2" or lower. Female police officers in plain clothes assignments will wear shoes with back straps.
5. The following are examples of unacceptable businesslike attire for female employees;
- a. Clothing made of denim material (all colors),
 - b. Tee shirts,
 - c. Spandex or lycra outfits,
 - d. Leggings,
 - e. Shorts,
 - f. Outfits with lengths or splits shorter than mid-thigh,
 - g. Transparent clothing,
 - h. Excessively tight outfits,
 - i. Bare midriffs,
 - j. Tennis shoes/sneakers, plastic or beachwear sandals, clogs, bedroom slippers, cloth slippers,
 - k. Sweat suits or backless outfits, and

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- I. Casual caps/hats (ball caps, watch caps, etc.).
6. No visible jewelry other than rings, wrist watches, and bracelets shall be worn by uniformed personnel, except as provided for in article (III). Jewelry adorning any body piercing that is visible (e.g., lips, eyebrows, nose, tongue, etc.), except as provided for the earlobes of female employees, is prohibited while operating a Sheriff's Office vehicle on or off duty;
7. Employees with an office assignment that does not require contact with the public or field personnel shall conform to the provisions above; and
- B. Armed employees will keep their weapons covered when outside of their office area, whether on-duty or off-duty, unless circumstances dictate otherwise, or if the employee is properly identified as an officer (badge displayed, clothing designates person as an officer, etc.)
- C. At minimum, officers in a non-uniform assignment shall carry the Sheriff's Office Identification card and badge, and an issued or approved weapon. Extra ammunition and handcuffs will be carried as well unless exempted by the employee's commanding officer or higher authority.
- D. Police officers in plain clothes shall identify themselves promptly when the need to do so arises, and at crime scenes or emergencies, they shall display a badge continuously. If requested by the public, they shall also provide their Sheriff's Office identification card.
- E. Any employee who attends court or other hearings as a representative of this agency shall appear in uniform or other suitable business attire.

V. Personal Appearance Regulations

- A. Excluding those officers acting in an undercover capacity, all personnel are expected to maintain a high standard of personal appearance and hygiene. All personnel are expected to adhere to the hairstyle, hair color, and facial hair regulations outlined below. Clothing shall be clean and neatly pressed; shoes and leather accessories clean and polished; and hair neatly trimmed, combed or styled, and clean.
- B. All employees shall ensure that their fingernails are maintained in a clean, neatly trimmed manner so that the length does not interfere with the proper performance of their duties. Additionally, employees who are authorized to carry firearms, make arrests, or handle or are in contact with prisoners or inmates shall not have fingernails which extend more than one-eighth inch (1/8") past the end of the finger.

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- C. The nature of criminal justice work requires the employees of the Sheriff's Office to maintain a non-offensive posture when coming in contact with the citizens of the community. Negative associations are often related to personal appearance, and it is incumbent upon all employees to present a positive, professional appearance.
1. The only permitted hair colors of employees of the Sheriff's Office will be those colors that occur naturally. When a resolution cannot be made at a lower supervisory level, the employee's commanding officer will make the determination of whether or not a hair color is appropriate for criminal justice purposes.
 2. Tattoos on employees' arms or other areas of the body which have been determined to be racist, sexist, obscene or otherwise offensive must be covered. For uniformed employees, if an offensive tattoo cannot be entirely covered by the issued short-sleeved uniform shirt or approved uniform accessory it be will required that employees wear issued long-sleeved shirts to cover the tattoos. If employees are authorized to wear issued short pants but have a leg or calf tattoo which has been determined to be racist, sexist, obscene or otherwise offensive which cannot be covered, then issued long pants only will be authorized for that employee. The employee's commanding officer or higher authority will make the determination on the appropriateness of the tattoo.
 3. Jewelry adorning any body piercing that is visible (e.g., lips, eyebrows, nose, tongue, etc.), except as provided for the earlobes of female employees, is prohibited unless working in an undercover assignment with the approval of the employee's commanding officer or higher authority.
- D. Hair styles, undercover personnel excluded, are to be as follows:
1. Males (police, corrections, and uniformed civilian) shall ensure that their:
 - a. Hair is evenly trimmed at all times while on-duty,
 - b. Hair shall not extend downward beyond the middle of the ear opening. Height and depth of hair shall not exceed two (2) inches. Hair shall not extend downward over the shirt collar in standing position,
 - c. Sideburns shall not extend below the bottom of the earlobe. The maximum width of the sideburns shall not exceed one and one-half inches (1 1/2") and the bottom shall be trimmed in a straight line parallel with the floor when the officer is in a standing position. The growth shall not be more than one-fourth inch (1/4") in depth, and

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- d. Haircuts do not involve unusual shapes inappropriate for a professional appearance. Twists, braids, or similarly styled hair for males is prohibited.
2. Females (police, and corrections) shall ensure that while in uniform, the hair shall not extend longer than the seam line across the back of the uniform shirt. If hair is longer than the seam line, it must be worn in a neat manner to meet this regulation and to ensure that the uniform hat can be worn properly. Hair clips, pins, scrunchies, and barrettes shall be of a single solid color of gold, silver, dark blue, dark brown, or black. Oversized hair ornaments, picks/sticks or combs are not to be worn while in uniform.
 - a. Even though some flexibility is authorized for female hairstyles, female employees, particularly those in uniform, must present a professional appearance appropriate for the Sheriff's Office, which will eliminate certain "fad" or even cultural hairstyles not suited for the regiment of the Sheriff's Office.
 - b. The determination of whether a particular hairstyle is appropriate or not will rest with the employee's commanding officer or higher authority.
 3. All personnel shall ensure their hair is not combed or styled to extend in front of the eyes. An employee's hairstyle shall not interfere with the employee's vision or the proper performance of their duties.
 4. All personnel shall ensure that their hair is maintained in a clean, neatly combed or styled manner.
- E. Facial hair of all employees (sworn, corrections, and uniformed civilian, excluding undercover personnel) shall conform to the following, unless authorized by a Director or higher authority:
1. Mustaches may be worn with the pattern neatly trimmed. The extent of the growth shall be limited to one-fourth inch ($\frac{1}{4}$ ") below or beyond the line of the corner of the mouth. The thickness shall be no more than one-fourth inch ($\frac{1}{4}$ ") in depth and not appear bushy. The ends may not be waxed or twisted; and
 2. Beards, goatees, and/or any other growth of hair below the lower lip, on the chin, or lower jawbone are prohibited unless a medical condition exists which is documented. The Personnel Division must be made aware of the condition.

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- F. Cosmetics worn by female uniform personnel shall be conservative and professional in appearance. Cosmetic and fingernail polish colors shall be in shades that do not detract from a professional appearance.
- G. Contact lenses worn by employees shall only be in colors, shapes and designs that occur naturally for the human eye.

VI. Casual Fridays

- A. Uniform employees who perform line duty functions are not eligible for Casual Fridays (Patrol Division, and Corrections Officers whose identity as Corrections Officers is necessary for the performance of their duties, etc.). Uniform employees who regularly are in contact with the public, prisoners, victims, or suspects are not eligible for Casual Fridays unless approved by their division chief or higher authority (Fugitive Unit, School Resource Officers, etc.).
- B. Non-uniform line duty employees (Detectives, Intelligence, etc.) may participate in Casual Fridays with the approval of their commanding officer. Personnel in non-uniform assignments responding to call-outs or otherwise working after normal business hours may adhere to the Casual Friday guidelines during the call-out at the approval of their commanding officer.
- C. Employees not affected by "A" and "B" of this article may participate in Casual Fridays, and all participants of Casual Fridays must adhere to the following guidelines:
 - 1. Use common sense and discretion regarding all attire. Clothing must be in good taste. Participation in Casual Friday is a privilege that can be revoked by an employee's commanding officer for violations of Casual Friday policy.
 - 2. The following items are not permitted:
 - a. Denim Jeans (all colors) and B.D.U. style pants.
 - b. Shorts;
 - c. Beachwear sandals or flip-flops;.
 - d. Tank tops, tee shirts, sleeveless tops (for males); and
 - e. Athletic wear, sweat suits/pants or sport skirts.
 - 3. The following clothing is acceptable for Casual Friday wear:
 - a. Golf or polo shirts;
 - b. Skorts/culottes with hemlines no shorter than mid-thigh;

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- c. Men must wear socks.
4. Casual Friday wear may also be worn for in-service and other training, unless otherwise indicated.

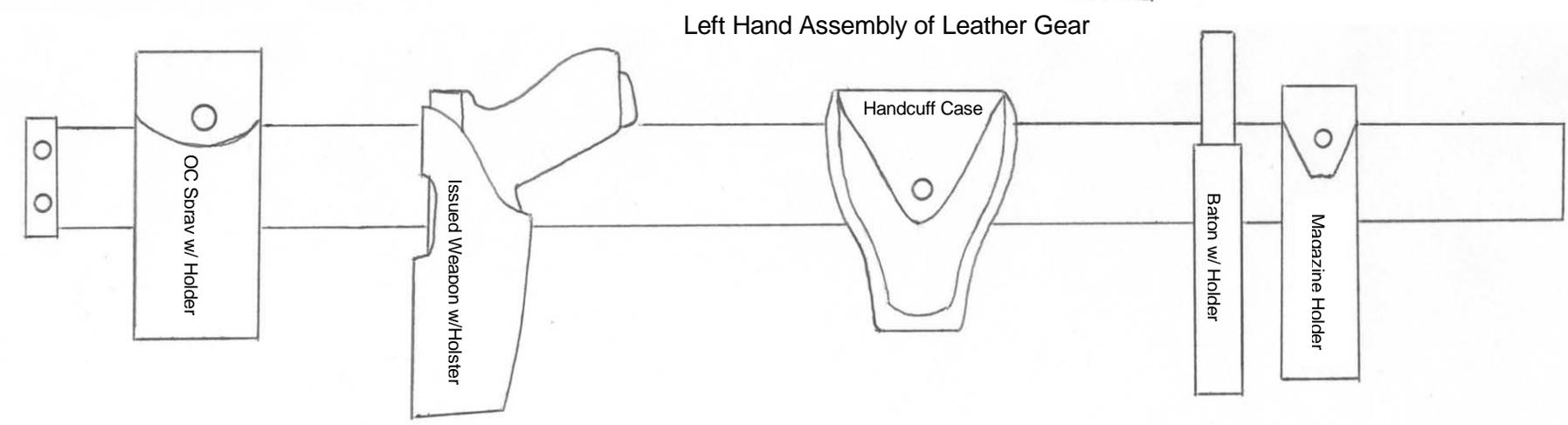
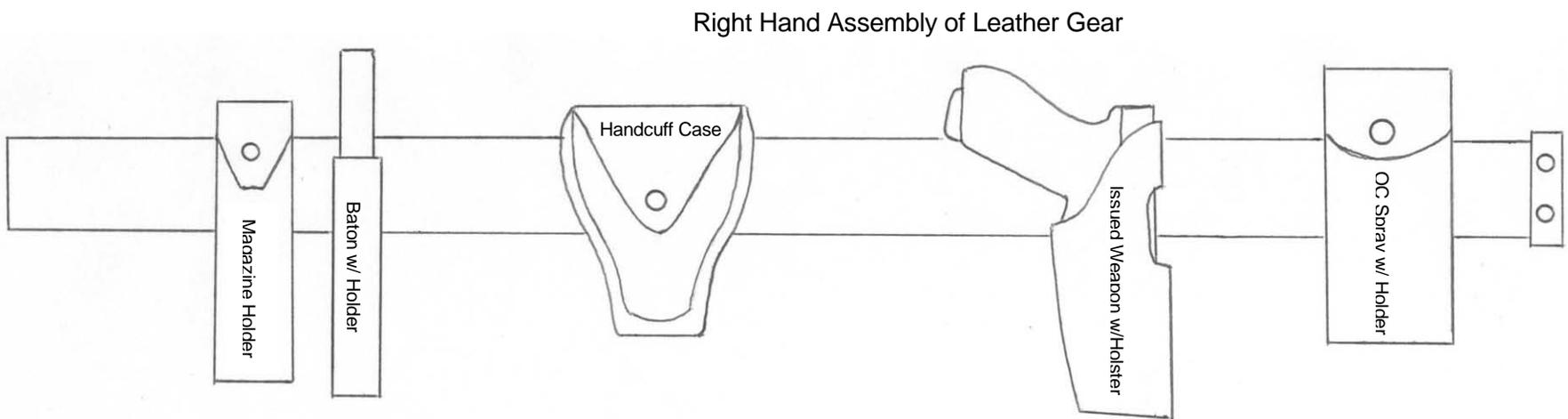
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VII. Illustrations

Examples of proper uniform equipment assembly, insignia, and brass placement are attached.

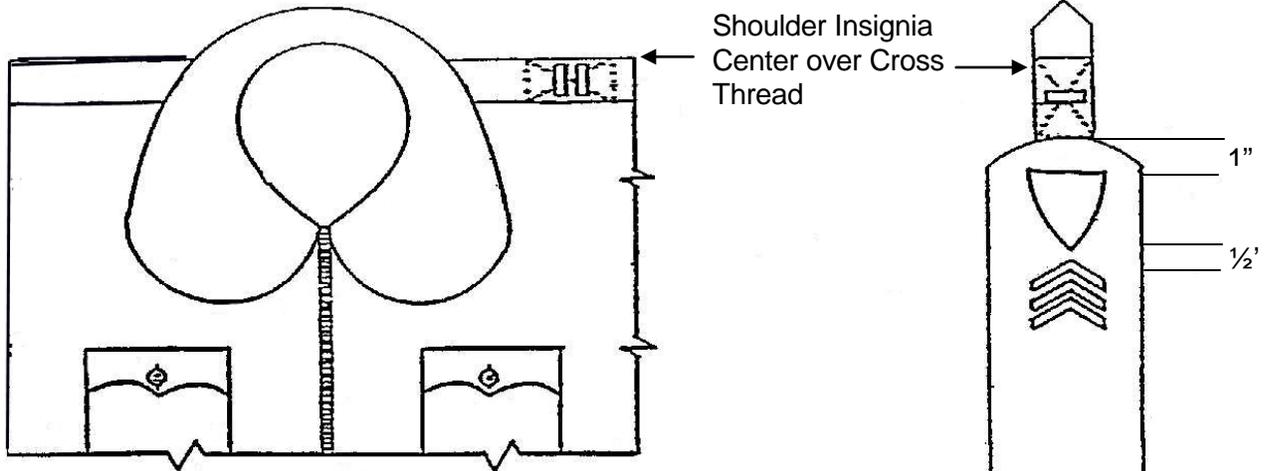
A handwritten signature in black ink that reads "John H. Rutherford". The signature is written in a cursive style with a large initial "J" and "R".

JOHN H. RUTHERFORD
Sheriff

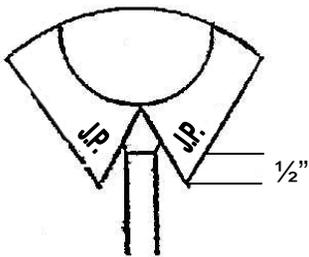


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Appendix B

Sheriff's Office Uniform Insignia Illustration

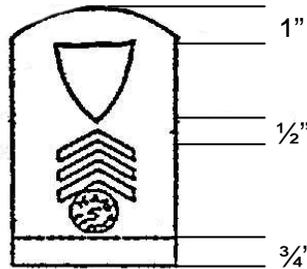


Jacket

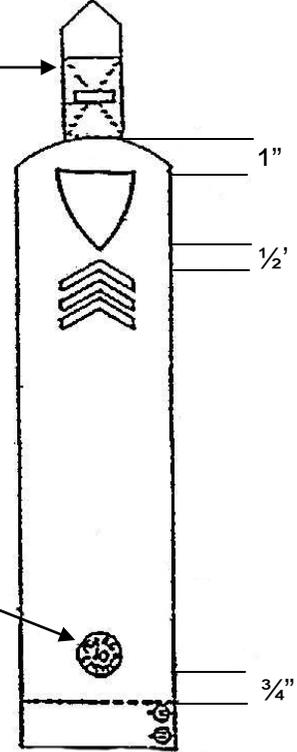


Long Sleeve Shirt Collar
with tie

Time Service Patch
Left Sleeve Only

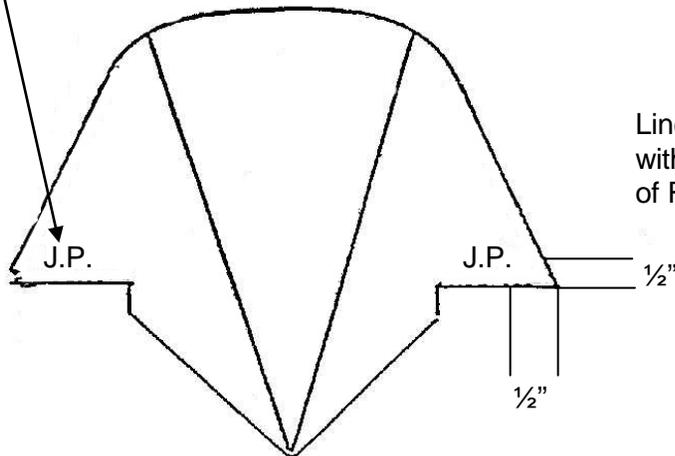


Short Sleeve Shirt Insignia



Jacket Insignia
Long Sleeve Shirt Insignia

Service Chevrons Will Be Worn
On The Right Collar in Place of
the J.P. or J.C.



Short Sleeve Shirt Collar and Long
Sleeve Shirt without a tie

Center organizational, meritorious
or job assignment pins above the
nameplate as applicable
(Limit 3)

Line Nameplate
with Upper Edge
of Right Pocket

