

Personal Appearance Standards

1022.1 PURPOSE AND SCOPE

To project uniformity and neutrality toward the public and other members of the Agency, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this agency and for their assignment.

1022.2 GROOMING STANDARDS FOR DEPUTIES AND CORRECTIONAL OFFICERS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all deputies and correctional officers, except those whose current assignment would deem them not appropriate, and where the Sheriff has granted exception.

It is the responsibility of all supervisors on a daily basis to ensure the personal appearance standards are upheld.

1022.2.1 HAIR

All members will keep their hair clean, neatly trimmed, and well groomed. An employee's hair shall always present a professional image. Dyed, tinted, or bleached hair must be within a naturally occurring color range which does not include unique hair colors such as pink, blue, purple, or green.

For deputies and correctional officers, hair must be worn up or in a tightly wrapped braid or ponytail, and no longer than the bottom of the shoulder blade when the employee is standing erect.

1022.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1022.2.3 BEARDS AND GOATEES

A beard or goatee may be worn but shall be neatly trimmed and no longer than one-quarter inch in length.

A goatee shall include hair on the upper lip (i.e., a mustache) and the chin. Hair shall be trimmed in a neat vertical line no wider than the natural hairline of the upper lip.

1022.2.4 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and the flare shall not exceed the widest portion of the sideburn. If the sideburns reach the bottom of the outer ear opening, they shall be trimmed and have a clean horizontal line.

1022.2.5 FINGERNAILS

Fingernails shall be trimmed so that no point of the nail extends beyond one-quarter inch from the tip of the finger.

Milwaukee County Sheriff's Office

Policy Manual

Personal Appearance Standards

A deputy or correctional officer may wear fingernail polish, but the single color shall be the same for every finger. A basic French manicure with a white tip is allowed.

Deputies and correctional officers may not have any ornamentation or designs on their fingernails.

1022.2.6 JEWELRY AND ACCESSORIES

Refer to the Wearing and Condition of Uniform and Equipment section of the Uniform Regulations Policy for additional guidance.

1022.3 GROOMING STANDARDS FOR CIVILIAN EMPLOYEES

The following appearance standards shall apply to all civilian employees, except those whose current assignment would deem them not appropriate, and where the Sheriff has granted exception.

1022.3.1 HAIR

Hairstyles of all civilian employees shall be clean and neat in appearance.

For civilian employees, hair should not impair vision and must not distract from a professional appearance.

1022.3.2 FINGERNAILS

Fingernails should be trimmed, groomed, and clean. Civilian employees shall not have fingernails of a length that interferes with their duties.

Civilian employees may not have any ornamentation on their fingernails that interferes with their duties.

1022.3.3 JEWELRY AND ACCESSORIES

Refer to the Civilian Attire Policy for additional guidance.

1022.4 TATTOOS

At no time while the member is on-duty or representing the Agency in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material.

As of July 09, 2020, no employee shall get any new tattoos on exposed areas of his/her neck, face, or head. If an employee has an existing tattoo on his/her neck, face, or head, he/she shall take a picture of any tattoo(s) and submit the photograph and a memorandum describing any current tattoo(s) to his/her supervisor. The information will be retained in the employee's file.

1022.5 COSMETICS AND PERFUMED SCENTS

Deputies and correctional officers may wear cosmetics that are business appropriate. Cosmetics should be kept to a minimum and should appear natural. Perfume scents are increasingly added to a wide variety of products. Therefore, it can be overpowering to be in close quarters with several

Personal Appearance Standards

people who are heavily perfumed and scented. The many different smells and scents can cause allergic reactions, headaches, and trigger allergy attacks. As a business courtesy, employees shall not use heavily-scented products at work.

1022.6 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body, with the exception of earlobes, that is visible in any authorized uniform or attire, and that is a deviation from normal anatomical features and that is not medically required is prohibited. Such body alteration includes, but is not limited to, the following:

- (a) Tongue splitting or piercing
- (b) The complete or transdermal implantation of any material other than hair replacement or breast augmentation
- (c) Abnormal shaping of the ears, eyes, nose or teeth
- (d) Branding or scarification

This does not apply to jewelry and accessories as described in this policy and the applicable uniform regulations policy.

1022.7 EXEMPTIONS

The Sheriff or the authorized designee may consider and approve accommodations to the personal appearance standards on a case-by-case basis. Such accommodations may be granted in cases where the employee demonstrates a religious or medical reason for accommodation. In such instances, the employee shall submit the request for accommodation to his/her immediate supervisor. The supervisor shall forward the request through the chain of command for review. The Sheriff or the authorized designee, after approving or denying the request, shall forward a dated and signed copy of the request for placement in the employee's personnel file.

1022.8 NOTIFICATION

The Agency shall, at the time of hiring, notify each employee of the personal appearance standards (Wis. Stat. § 103.14).