



Kalamazoo County Sheriff's Office 	Written Directive		No.	1.0.18
	Subject	DRESS CODE AND PERSONAL APPEARANCE		
	Effective Date	7/22/2009	Authorized By	
	Revision Date	8/18/2020	Sheriff Richard C. Fuller, III	
	Reviewed Date	8/18/2020		

CONTENTS

I.	PURPOSE.....	1
II.	POLICY	1
III.	UNIFORM PERSONNEL	1
IV.	PLAINCLOTHES AND COMMAND STAFF PERSONNEL	2
V.	SUPPORT STAFF AND NON-UNIFORMED PERSONNEL	2
VI.	GENERAL GUIDELINES	3
VII.	GROOMING	5

I. PURPOSE

To provide guidelines for all Kalamazoo County Sheriff Office personnel for maintaining a professional image while performing their duty, giving testimony or participating in training.

II. POLICY

It is the policy of the KCSO that all employees are expected to meet basic personal hygiene standards of cleanliness and present themselves in a professional appearance.

III. UNIFORM PERSONNEL

- A. Uniformed personnel shall be neat, well-groomed, maintain excellent personal hygiene, and present a professional appearance. Uniforms shall be maintained in good condition at all times. Officers shall not wear excessively worn or faded uniforms. Shoes and boots shall be highly polished and all other leather accessories shall be clean or polished according to manufacturer's recommendations.
- B. Only Department issued Class A, Class B, and other authorized uniforms, equipment may be worn.
- C. Exceptions or additions to the Standard Uniform may be granted by the Sheriff.
- D. Short sleeve or long sleeve shirts will be worn at the direction of the Operations Captain.

IV. PLAINCLOTHES AND COMMAND STAFF PERSONNEL

Plain clothes and command staff personnel shall be neatly dressed in professional business attire. Professional business attire is described as a suit, blazer, sports coat, sweater, dresses, dress slacks, blouse, skirt, dress shirt, tie and dress shoes. A tie must be worn by male personnel at all times where appropriate. The tie must be free of cartoon characters, images of persons, or any other unprofessional or gaudy images. Plain clothes and command staff personnel must wear a Class A uniform or professional business attire for public appearances such as court. Business casual is acceptable as informal work place attire. Sweatshirts and sport shirts are not business attire and shall not be worn at any time.

Exception: Officers assigned to undercover work, where appearance alterations are necessary to fit a role being assumed. Such exceptions in appearance and dress shall have prior approval from their division command or the unit commander where assigned.

V. SUPPORT STAFF AND NON-UNIFORMED PERSONNEL

Support staff and non-uniformed personnel shall be dressed in business casual attire. Business casual attire is defined as dresses, slacks, trouser cut pants, cropped (ankle length) pants, "Capri" pants, skirts, blouses, shirts, sweaters, jackets and blazers. Clothing must be free of holes, tears, fraying, cartoon characters, advertisements, pictures, slogans, logos, and unprofessional images or verbiage. Tank tops/shells and sundresses may only be worn under a sweater or jacket/blazer and shall remain covered by same while inside the building. Also permitted are turtlenecks, mock turtlenecks, dress sweaters (v-neck, scoop neck, or crew neck), capped sleeve blouses or dresses. Jean dresses, jean jumpers and jean skirts are permitted provided they are worn in combination to affirm a business casual appearance. The following attire is not acceptable: sweatshirts, sweatpants, knit pants, low cut/low rise (hip hugger) pants/slacks/skirts, jean pants, leather pants or skirts, any skirt more than 2" above the top of the knee, jogging suits, cargo pants, t-shirts, shorts, skorts, walking shorts, any item of clothing exposing tattoos or alternative piercings, or any item of clothing with suggestive or revealing cut or tight fit.

Dress shoes and boots: dress shoes, boots, open toe shoes, and conservative dress sandals may be worn by female support staff and non-uniformed personnel. Female members wearing open toe shoes or dress sandals will meet basic personal hygiene standards of cleanliness and conservative grooming to maintain a proper appearance. Full coverage, non-athletic footwear (boots, laced shoes, loafers/slip ons) are the only styles of footwear that may be worn by male support staff and non-uniformed personnel. The following footwear is not acceptable: flip flop sandals, athletic style sandals, canvas shoes, slippers, crocs, western, work or military style boots.

Temporary situations caused by illness or injury that necessitate deviation from this policy will be considered on a case by case basis.

VI. GENERAL GUIDELINES

A. Training

Officers in training/classroom settings shall wear business casual attire, Class "A", or Class "B" uniforms. Business casual attire is described in Section V of this policy. Exceptions may be granted prior to the training when circumstances dictate (i.e. defensive tactics, inclement weather).

B. Court Appearance

Officers appearing in court shall wear a Class "A" uniform or shall be neatly dressed in professional business attire as described in Section IV of this policy.

Class "B" or fatigue uniforms are not allowed when appearing in court unless the appearance is while on duty or continuous to the beginning or end of the scheduled shift.

C. Prisoner Transport

Class B or fatigue uniforms shall not be worn by deputies assigned to the Jail for prisoner transport duty.

D. Jewelry

Deputies may wear the following items as long as they are not ornate in appearance:

1. Wrist watch
2. Bracelet
3. Ring on each hand
4. Deputies may wear one (1) pair of non-dangling post type earrings on the ear lobe only.
5. Nose rings, mouth rings, lip rings or other visible body rings are not allowed.

E. Nail Polish

Deputies may wear a single neutral or pastel color fingernail polish. However, nail art is prohibited while on duty.

F. Tattoos

Tattoos on the ears, head, face, nose, eyebrows, neck, or tongue are prohibited. Tattoos on all other parts of the body shall be covered at all times by utilizing commercially available cosmetics or fabric covers made for the purpose of covering tattoos. If commercial products are used, they must be of a similar skin-tone color and be neutral in appearance. This written directive shall apply while the employees are on duty or whenever representing the Sheriff's Office in an official capacity regardless of whether the employee is in uniform or not, unless exempted under the provisions of this written directive.

G. Uniforms

The seasonal uniform written directive shall remain in effect. The wearing of long sleeve uniforms out of season will not be permitted. The wearing of any long sleeve clothing under a short sleeve uniform will not be allowed to cover tattoos.

H. Body Modifications

Body modifications visible while on duty are 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 replacements.
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.
5. Branding or scarification.

Body modifications shall not include those procedures medically necessitated by illness, deformity or injury, when performed by a licensed medical professional.

KCSO is aware that some officers and staff already have prohibited tattoos or body modifications prior to the effective date of this Policy, being September 18, 2014. These are defined as those that cannot be covered by the seasonal uniform (i.e. on the face, above a collar line and on the hands).

It will be a requirement by the Sheriff that all sworn and civilian staff with tattoos or body modifications pre-existing the date of September 28, 2014, defined as “visible” must:

1. Register such tattoo or body modification as a formal written declaration to the Undersheriff before October 17, 2014.
2. Comply with the requirements to effectively cover such pre-existing and registered tattoos or body modifications with cosmetics and/or skin-toned fabric covers.

Any employee who fails to declare by registering an existing tattoo or body modification with the Undersheriff or who fails to otherwise comply with the requirements of this Policy will be subject to disciplinary action.

VII. GROOMING

A. All Personnel

1. Hair shall be neatly trimmed, clean, and combed/brushed in such a way that issue headgear (emergency, protective, and uniform), may be worn.
2. Hair length, bulk, or appearance shall not be excessive, ragged, shabby, unkempt, or neglected.
3. Hair coloring (dyed hair), if used, must appear natural.
4. A length of not more than one inch is permitted on a properly groomed curl/perm/afro style haircut.

B. Hair Grooming Regulations for Females – Uniformed & Plainclothes

1. Hair shall not be worn longer than the top of the shoulder. Ponytails or braids are permitted provided the total length shall not interfere with the normal wear of KCSO headgear.
2. A bun or twist is permitted on the top or back of the head, provided it is worn in a neat manner and does not interfere with wearing KCSO headgear.
3. Items shall not be worn in the hair except for neat, inconspicuous bobby pins or conservative barrettes, which blend with the hair color.

C. Hair Grooming Regulations for Males - Uniformed & Plainclothes

1. Hair on the forehead shall be groomed so that it does not fall within one inch of the eyebrows and will not protrude below the band of properly worn headgear.
2. Hair on the back and sides of the head shall be cut to present a neat appearance when combed and shall not interfere with the wearing of KCSO headgear.
3. Hair may extend to the shirt or coat collar when the member is standing with the head in a normal posture. Hair must be neatly tapered, blocked or squared at the base.
4. Hair shall not fall over the ears, but may extend to the top edge of same, if worn in a neat well-groomed manner or combed behind the ears. Hair shall not extend outward from the skull to a depth greater than measured by outward protrusion of the ears.
5. Sideburns, or any hair worn in front of the ear, shall be neatly trimmed and tapered, not extending below the lowest part of the ear. The hair must be of even width, not flared, and must end with a clean-shaven horizontal line.
6. Neatly trimmed mustaches are allowed provided the growth does not extend beyond the natural cheek line of the face, nor below the lower bottom lip line.
7. KCSO Personnel are restricted from growing beards or goatees of any description. An exemption may be granted for medical conditions such as Pseudofolliculitis Barbae.
 - a. An exemption from a licensed physician must be submitted to the officer's Division Command.
 - b. The County's medical doctor shall review the medical statement and consult with the member's physician, as necessary.
 - c. If an exemption is granted, the beard must be neatly trimmed in accordance to doctor recommendation.
 - d. Exemptions may be renewed as necessary in the same manner provided.
 - e. In an emergency situation, an officer may be required to shave whereas the use of a protective mask is necessary. Any

officer granted an exemption shall maintain a shaving kit at the worksite to be able to shave under emergency conditions.

- f. The Undersheriff shall notify the member and his command of any exemption granted or denied, and a reason as to why the exemption was denied, if applicable.
- g. Copies of an exception shall be filed in the member's personnel file.

D. Professional Appearance

It is important to recognize that every member of the Sheriff's Office is an ambassador to our community and elsewhere. The professional appearance and demeanor we display assists us tremendously in our mission to deliver the highest quality of service to the public.

End of Written Directive
RCF