



Kern County Sheriff's Office
Policies and Procedures

TITLE: GENERAL APPEARANCE-ALL MEMBERS		NO: K-200	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: August 1, 1990	REVIEWED: 2/1/2018	REVISED: 2/1/2018	UPDATED: 2/1/2018

POLICY

Members of the Kern County Sheriff's Office are reminded they are highly visible representatives of the County and the Sheriff's Office. In their dress and grooming they must endeavor to present a neat, well-groomed appearance that inspires confidence in the public that services will be performed in a competent and impartial manner. The following regulations are general standards that apply to all members whether in uniform or not with the possible exception of undercover personnel.

DIRECTIVE 1:

For purposes of this policy, Detention Deputies/Officers will conform to the sworn officer requirements.

MALE PERSONNEL (Uniformed, Non-Uniformed, Civilian)

HAIR

- Must be clean and neatly combed.
- Hair color and style will not be unusual or bizarre.
- Hair shall not be worn longer than to the top of the shirt collar at the back of the neck when standing with the head in a normal posture.
- Hair will be tapered at the back of the head so as not to curl outward.
- Hair may extend over the top of the ears, but will extend no further than the bottom of the ear opening.
- The bulk and length of the hair shall not interfere with the wearing of all standard headgear.
- Natural hairstyles may be worn as long as they conform to the above standards. Sideburns shall be neatly trimmed and not bushy, and shall be rectangular in shape and shall not extend below the ear lobe.

- Beards/facial hair:
 - Sworn: Male personnel shall be clean-shaven; however, neatly trimmed sideburns and mustaches are permissible.
 - Non-sworn: Beards must be neatly trimmed, may not be more than ½ inch thick and may not extend more than 1 ½” from the tip of the chin/jaw line back toward the neck. The neck will be clean-shaven. (See Figure K-200-1)
 - Goatees include a full mustache that complies with mustache guidelines below. The mustache must extend in a straight vertical line down to the beard. Goatees may not be more than ½ inch long and may not extend more than 1” from the tip of the chin/jaw line back toward the neck. The neck will be clean-shaven. (See Figure K-200-1)
 - Mustaches shall not extend more than ½ inch beyond the corners of the mouth nor below the vermilion border of the upper lip, or more than ¼ inch below the corner of the mouth. Waxed ends or points shall not be allowed. (See Figure K-200-1)
 - Soul patches and Fu-Manchu mustaches are prohibited.

K-200-2

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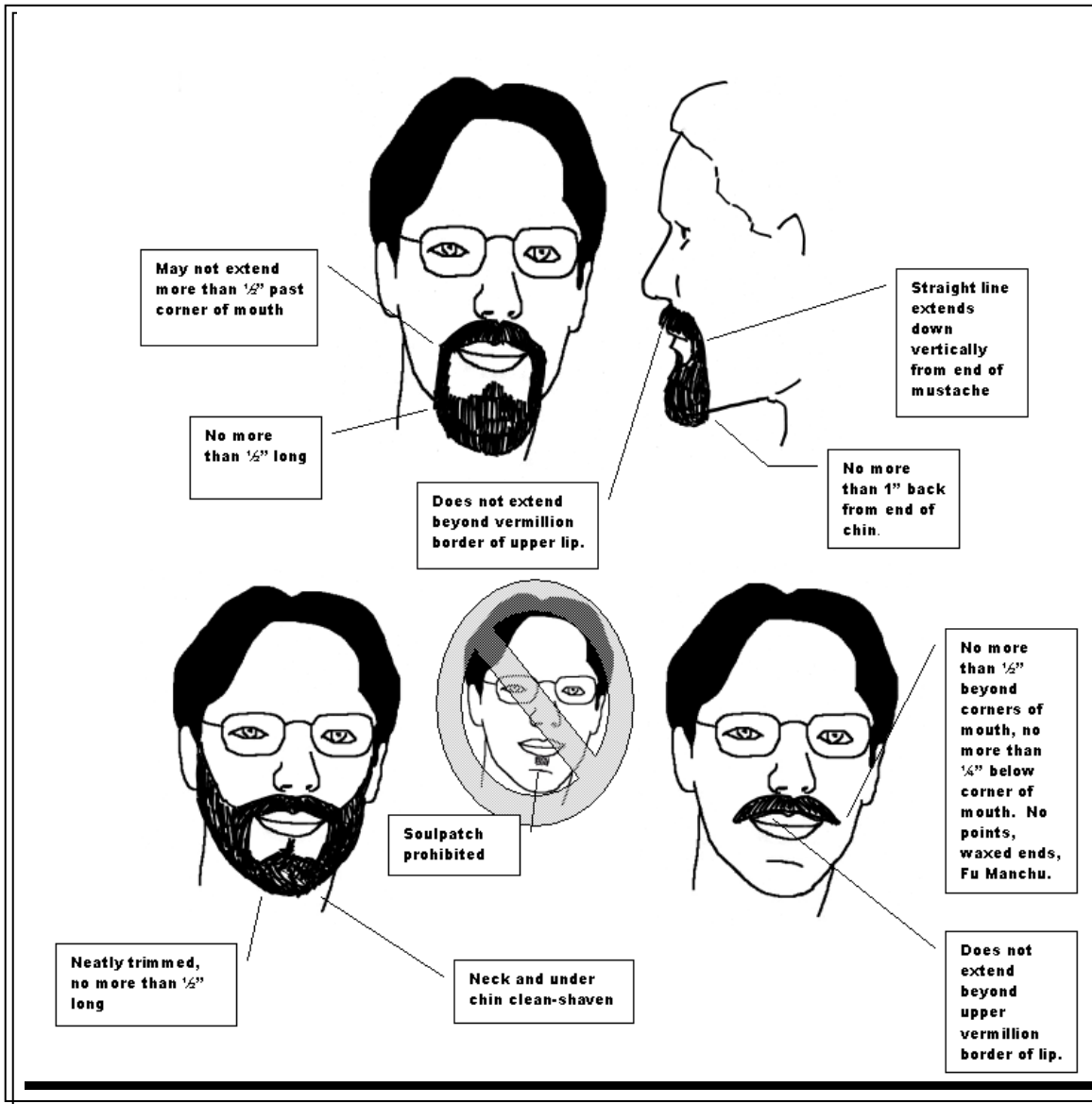


Figure K-200- 1: Facial hair regulations

FINGERNAILS

- Shall be clean and trimmed.
- Nail length for sworn and uniformed civilian personnel shall not extend past the fingertip in excess of 1/8 inch. Nails in excess of this length can become a safety hazard and interfere with the performance of the member's particular function.

K-200-3

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JEWELRY

Jewelry may be worn but should be of a conservative nature in keeping with contemporary standards of good taste.

Only the following items of jewelry may be worn by on duty sworn, detention deputy/officer and uniformed civilian personnel:

- Bracelets worn for medical purposes.
- A total of two conservative rings including a wedding band.
- A watch.
- No visible body piercing, earrings, eyebrow, nose, or tongue studs.
- Teeth: No dental art, decals, inlaid rings, stones, or other adornment/designs are permitted.

TATTOOS, BRANDING, SCARIFICATION, BODY IMPLANTS:

- Employees while on-duty shall not display any tattoos, branding, scarification, dermal punching, or body implants.
 - For purposes of this regulation, body implants mean objects inserted beneath the skin of the hands, arms, head, face, neck, upper chest, or ears resulting in a visible protrusion of the skin outlining the object.
 - For purposes of this regulation, dermal punching is the removal of tissue for the insertion of jewelry or other objects.
- Any visible tattoos, brandings, scarification, or implants, will be covered by wearing an approved uniform, appropriate non-uniform clothing, or a neutral skin patch or bandage (e.g. ace bandage or Band-Aid) that covers the tattoos, brandings, scarification, or implants.
- Facial tattoos whether covered or not are prohibited.

K-200-4

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FEMALE PERSONNEL (All except Civilian Non-Uniform)

All sworn female personnel in non-uniformed line positions (i.e. Administrative and Detective assignments) shall adhere to the same grooming standards as those in uniformed assignments, unless otherwise noted.

HAIR

- Will be kept clean, neat, and well-groomed at all times while on duty.
- The hairstyle and/or color shall not be unusual or bizarre. Hair shall not be worn in a manner which will jeopardize the safety to the employee, cause a hindrance in the performance of their duties, or interfere with the use of standard headgear. The style shall allow quick placement of and ensure proper seal of emergency headgear, i.e. helmet, gas mask, SCBA mask.
 - Bouffant, braided, or casual hairstyles are permitted. Hair shall not extend over the collar in front of the ears and may not extend below shoulder level behind the ears while on duty. The hair length shall not extend below the bottom portion of the shirt yoke (the yoke is that portion of the uniform shirt that runs horizontally from shoulder to shoulder with a horizontal seam across the back approximately 3 inches below the collar). Hair worn forward may not extend below the eyebrow line and in no instances, restrict the field of vision.
 - Hair devices worn to hold longer hair in place shall be concealed as much as possible and shall be of a color and style that blends with the hair.
- A single ponytail may be permitted for all sworn female personnel in non-uniformed line positions (i.e. Administrative and Detective assignments).
 - Hair length extending below the bottom portion of the shirt yoke shall be neatly and securely pinned (i.e. ponytail, bun, etc.).
 - Hair length extending below the mid-back is considered a safety hazard and is prohibited. Hair shall be neatly and inconspicuously fastened or pinned.
 - All other hair grooming standards shall be adhered to.
 - Female personnel on special assignments or specialized duties may be so exempted when approved by the division commander.

K-200-5

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- However, all sworn female personnel shall adhere to the grooming standards as those in uniformed assignments, when in uniform, with an understanding that the need to conform to the uniformed personnel grooming standards may arise suddenly and without notice.

FINGERNAILS

- Shall be clean and trimmed.
- Nail length for sworn, detention officer and uniformed civilian personnel shall not extend past the fingertip in excess of 1/8 inch. Nails in excess of this length can become a safety hazard and interfere with the performance of the member's particular function. Fingernail polish, if worn, shall be clear, French-nails, pale-neutral, subdued soft tone colors. No nail art, decals, inlaid rings, stones, or other adornment/designs are permitted.
- The wearing of ceramic or gel overlays on the fingernails are permitted if they conform to the above described standards.

JEWELRY

Jewelry may be worn but should be of a conservative nature in keeping with contemporary standards of good taste.

Only the following items of jewelry may be worn by on duty sworn, detention deputy/officer and uniformed civilian personnel:

- Bracelets worn for medical purposes.
- A total of two conservative rings (for the purpose of this order, a set of wedding and engagement rings will be considered one ring).
- A watch.
- The wearing of pierced stud earrings only limited to two earrings per ear, stud-type not to exceed 1/4-inch diameter conservative in appearance.
- No visible body piercing, eyebrow, nose, or tongue studs.
- Teeth: No dental art, decals, inlaid rings, stones, or other adornment/designs are permitted.

K-200-6

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TATTOOS, BRANDING, SCARIFICATION, BODY IMPLANTS:

- Employees while on-duty shall not display any tattoos, branding, scarification, dermal punching, or body implants.
 - For purposes of this regulation, body implants mean objects inserted beneath the skin of the hands, arms, head, face, neck, upper chest, or ears resulting in a visible protrusion of the skin outlining the object.
 - For purposes of this regulation, dermal punching is the removal of tissue for the insertion of jewelry or other objects.
- Any visible tattoos, brandings, scarification, or implants, will be covered by wearing an approved uniform, appropriate non-uniform clothing, or a neutral skin patch or bandage (e.g. ace bandage or Band-Aid) that covers the tattoos, brandings, scarification, or implants.
- Facial tattoos whether covered or not are prohibited.

Permanent, conservative eyebrow and lip liner cosmetic tattoos are acceptable.

COSMETICS

- If worn, cosmetics shall be subdued and blended to match the natural skin color of the individual.
- Unusual or bizarre false eyelashes and/or longer than ½” are prohibited.

FEMALE PERSONNEL (Civilian Non-Uniformed)

HAIR

- Non-uniformed civilian personnel shall have their hair neatly styled, trimmed, and well groomed. It shall not be of a style, length, or artificial color which is offensive to the general public. Wigs or hairpieces are permitted if they conform to these standards.

K-200-7

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JEWELRY

Jewelry may be worn but should be of a conservative nature in keeping with contemporary standards of good taste.

Only the following items of jewelry may be worn:

- A bracelet.
- A total of two conservative rings (for the purpose of this order, a set or wedding and engagement rings will be considered one ring).
- Earrings.
 - Only one conservative clip-on earring per ear.
 - No more than two conservative pierced earrings per ear.
- A watch.
- A necklace.
- No visible body piercing, eyebrow, nose, or tongue studs.
- Teeth: No dental art, decals, inlaid rings, stones, or other adornment/designs are permitted.

TATTOOS, BRANDING, SCARIFICATION, BODY IMPLANTS:

- Employees while on-duty shall not display any tattoos, branding, scarification, dermal punching, or body implants.
 - For purposes of this regulation, body implants mean objects inserted beneath the skin of the hands, arms, head, face, neck, upper chest, or ears resulting in a visible protrusion of the skin outlining the object.
 - For purposes of this regulation, dermal punching is the removal of tissue for the insertion of jewelry or other objects.
- Any visible tattoos, brandings, scarification, or implants, will be covered by wearing an approved uniform, appropriate non-uniform clothing, or a neutral skin patch or bandage (e.g. ace bandage or Band-Aid) that covers the tattoos, brandings, scarification, or implants.

K-200-8

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- Facial tattoos whether covered or not are prohibited.
- Permanent, conservative eyebrow and lip liner cosmetic tattoos are acceptable.

COSMETICS

- If worn, cosmetics shall be subdued and blended to match the natural skin color of the individual.
- Unusual or bizarre false eyelashes and/or longer than ½” are prohibited.

FINGERNAILS

- Shall be clean and trimmed. Nails shall not be so long as to become a safety hazard or interfere with the performance of the member's particular function.
- Fingernail polish, if worn, shall be of a conservative color.
- The wearing of ceramic or gel overlays on the fingernails are permitted if they conform to the above described standards.

K-200-9

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