

Office of the Macomb County Sheriff



GENERAL ORDER		Number 3.05
Subject Personal Grooming		
This Policy Supersedes All Previously Issued Correspondence Relative To This Topic		
Effective Date December 1, 2023	Approved <i>Robert Dufay</i>	Sheriff <i>Anthony M. Wicks</i>
Distribution All Personnel		No. of Pages 6

POLICY:

It is the policy of the Office of Macomb County Sheriff to establish grooming standards for its members in order to present a professional image. As such, employees of the Sheriff's Office shall adhere to the guidelines set forth herein.

PURPOSE:

The confidence that the community has in its Sheriff's Office is an important consideration, and, from the public perspective, appearance is closely associated with competence. A clean and neat appearance is consistent with the discipline needed to accomplish department objectives. The purpose of this policy is for officer safety as well as to establish personal grooming standards for all department employees.

ALL PERSONNEL

A. Body Cleanliness

1. Personnel shall display a clean appearance when reporting for duty and be free from offensive odors.
2. Hands and fingernails shall be maintained in a clean condition.

B. Attire

1. Personnel shall be neat and clean in their manner of dress when reporting for duty. Uniforms or other articles of clothing shall be clean, well pressed, and free of rips, frays, or worn spots. Equipment shall be maintained in a serviceable condition. All leather goods shall be clean and polished, including hat brims and shoes. All uniform articles shall be in compliance with the standards set forth in **General Order 3.06 Uniform Requirements**.
2. Non-uniformed civilian members of the department shall wear attire appropriate to their duties and responsibilities and in accordance with the following standards:

C. Sideburns

Sideburns shall extend no more than ½" above the lowest part of the ear. They shall be neatly trimmed and must end in a clean-cut, horizontal line at the bottom. Excessive thickness, unkempt or flared style sideburns are not permitted.

Attire of non-uniformed civilian members	Monday – Thursday (Non-Casual Day)	Casual Day
Macomb County Sheriff's Logo Wear	Acceptable	Acceptable
Baseball Caps	Not Acceptable	Not Acceptable
Facial Piercing	Not Acceptable	Not Acceptable
Jeans	Not Acceptable	Acceptable
Capri's	Acceptable (no five pocket or casual). Must be mid-calf length	Acceptable Must be mid-calf length
Shorts/Skort	Not Acceptable	Not Acceptable
Sweat Pants	Not Acceptable	Not Acceptable
Jog Suit	Not Acceptable	Not Acceptable
Polo/Golf Shirts	Acceptable	Acceptable
Sleeveless	Acceptable	Acceptable
Halter Tops	Not Acceptable	Not Acceptable
Tank Tops	Not Acceptable	Not Acceptable
Sheer Tops without tank underneath	Not Acceptable	Not Acceptable
T-shirts (with acceptable words, characters, pictures, i.e. team logos)	Not Acceptable	Acceptable
Hoodies (Sweat material)	Not Acceptable	Acceptable
Sweatshirts	Not Acceptable	Acceptable
Crocs	Not Acceptable	Acceptable
Flip Flops	Not Acceptable	Not Acceptable
Sandals	Acceptable	Acceptable
Tennis Shoes	Not Acceptable	Acceptable

GUIDELINES:	
Jeans	No holes, no hem fray
Skirts	Minimum length must be 2" from the kneecap
Leggings	Acceptable with a top over leggings that must be 2" from the kneecap
Hose	Optional
Low-cut/form fitting tops	Not Acceptable

D. Mustaches

Mustaches may be worn with the pattern neatly trimmed. The growth shall not extend beyond one-quarter (1/4) inch of the corners of the mouth. The growth shall not exceed one-half (1/2) inch in depth and not appear bushy. The ends may not be waxed or twisted.

E. Beards

Employees will be permitted to wear a natural beard that is maintained at a length and pattern so as not to detract from the employee's professional appearance.

Beards must remain neatly trimmed and will not exceed more than one-quarter (1/4) inch in length. Facial hair shall not be kept so short that it would be considered stubble. Patchy or spotty clumps of facial hair are not considered beards and, as such, are not permitted. It is the responsibility of command officers to ensure that an employee's facial hair is within policy.

Under no circumstances will facial hair be sculpted or otherwise trimmed to show a design. Facial hair may be lined only to the extent necessary to present a neat, symmetrical appearance.

Beards must be trimmed on the neck and will not be permitted below the laryngeal prominence (Adam's Apple).

Goatees or similar styles of partial facial hair are prohibited.

Employees whose job duties may require the use of respirators shall ensure facial hair does not inhibit the proper fitting of respirators and their equipment passes fit testing requirements.

F. Cosmetics

Skin tone or natural cosmetics may be worn on duty. False eyelashes, fingernails, or cosmetics, which present other than a natural appearance, shall not be worn on duty.

G. Body Piercing

No employees are permitted to wear visible body piercing jewelry or ornaments other than earrings, (see jewelry) while on duty. (Ornaments include, but are not limited to tongue studs, eyebrow rings, or studs, and nose studs or rings.)

H. Tattoos and Similar Body Modifications1. Content:

While on duty, members shall not display visible tattoos, body art, branding, intentional scarification, or dental ornamentation that is offensive, promotes racism/discrimination (That which exhibits or advocates discrimination against sex, race, religion, ethnicity, national origin, sexual orientation, age, physical or mental disability, medical condition, or marital status), advocates or symbolizes gang affiliation, indecency, extremist or supremacist philosophies, lawlessness, violence, drug use, are political in nature, undermine department values or contain sexually explicit material. The

Sheriff or his designee will have the final determination as to whether or not the tattoo may be visibly displayed.

2. Placement:

Acceptable visible locations of tattoos are the arms and legs only. Disqualifying locations include below the wrist, head (including the inside of the mouth), face, scalp, or neck above the collar of a short sleeve uniform or dress shirt. Medical alert, natural cosmetic tattooing, or a wedding band tattoo on a single ring finger are exempt.

3. Documentation:

All tattoos that will be visible to the public while in uniform or working in an official capacity as a Macomb County Sheriff's Office employee shall be documented. The documentation form will be stored in the staff member's personnel file. It is the staff member's responsibility to complete the tattoo documentation form, and have it approved by the staff member's lieutenant or dispatch operations manager depending on classification. Tattoos shall not be visible to the public until approved.

A tattoo/branding that is considered inappropriate by a supervisor or co-worker shall be brought to the attention of the member's immediate supervisor. Upon the determination of the immediate supervisor, the member shall be directed to cover up the tattoo/branding in question until it is reviewed by the captain or dispatch director.

To have the tattoo/branding reviewed, the member shall submit an email with a photograph of the tattoo/branding in question to the captain or dispatch director to determine if it follows this policy. The Sheriff or designee shall have final determination as to the appropriateness of the tattoo/branding in question.

I. Waiver

There may be assignments where the waiver of these regulations may be necessary for the effective performance of duties. Such assignments shall be specifically designed by the Sheriff.

J. Inspections

All command officers of the Office of Macomb County Sheriff shall be responsible for assuring compliance with these grooming standards through the application of inspections.

UNIFORM PERSONNEL

A. Hair (Males)

1. Hair shall be kept neat and clean. Hair shall be maintained so that it does not cover the eyebrows, fall over any portion of the ear, extend past the collar and unsupported when in a normal standing position, or extend out from the sides of the hat band beyond one-half (1/2") inch. Hairpieces or

wigs may be worn as long as they are in compliance with these standards. Grooming of hair must be adhered to due to officer safety.

2. Hair coloring (dyed hair), if used, must appear natural.
3. The length and/or bulk of the hair will not be excessive nor present a ragged, shabby, unkempt, or extreme appearance.
4. Hair should be maintained in a conservative style and neatly groomed. A length of one inch is permitted on a properly groomed afro-style haircut.
5. Dispatch employees shall maintain neat and professional hair grooming standards in keeping with their duties and responsibilities and in accordance with standards established by their supervisors.

B. Hair (Females)

1. Hair shall be kept neat and clean. Hair may not be worn longer than the bottom of the collar on the back of the head, and to the bottom of the earlobe on the sides. The total length will not interfere with the normal wearing of departmental headgear. Hairpieces of wigs may be worn as long as they are in compliance with these standards. Grooming of hair must be adhered to due to officer safety.
2. A bun or twist will be permitted on the top or back of the head, provided it is worn in a neat manner and does not interfere with the wearing of departmental headgear.
3. Hair coloring (dyed hair), if used, must appear natural.
4. No ribbons or ornaments shall be worn in the hair except for neat, inconspicuous bobby pins or conservative barrettes that blend with the hair color.
5. Dispatch employees shall maintain neat and professional hair grooming standards in keeping with their duties and responsibilities and in accordance with standards established by their supervisors.

C. Jewelry

1. No item of jewelry, other than a wristwatch, bracelet, or a finger ring shall be worn in a manner so that it is visible to the public.
2. Females may wear only one pair of earrings. Earrings shall be either post style or hoops no larger than $\frac{3}{4}$ " in diameter. No other type earrings shall be worn. Males are prohibited from wearing earrings. All jewelry should be conservative in nature.

NON-UNIFORM CIVILIAN EMPLOYEES

Hair (Male-Female)

Civilian employees shall maintain neat and professional hair grooming standards in keeping with their duties and responsibilities and in accordance with standards established by their supervisors.