

I. PURPOSE

To establish standards of personal appearance and grooming for employees of the Fairfax County Sheriff's Office.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that personnel will be clean, neat, and well-groomed at all times.

III. PROCEDURE

A. The following rules are established for all uniformed personnel:

1. Hair styles shall not prevent a uniform hat from resting on the head, nor interfere with the wearing of emergency equipment such as a helmet, gas mask, or self-contained breathing apparatus. Ponytails and pig-tails are not permitted. All hairstyles must be conservative in nature. Any hair style deemed by the Division Commander to pose a potential safety hazard to the deputy may be prohibited, with concurrence of the Sheriff.
2. Hair will be a natural color. Highlights are permitted and if worn must be in the same color spectrum as the base color.
3. Wigs or hair pieces and extensions meeting the grooming standards are authorized for wear while in uniform.
4. No beards or goatees of any type are permitted except for deputies with bona fide medical problems. Deputies unable to shave because of medical reasons must submit a letter signed by the treating physician to their Division Commander stating the nature of the problem and whether the condition may be treated with medication. The letter will also indicate a specific period of time that the deputy will be unable to shave, during which time the beard length will not exceed one-quarter inch. At the end of the period specified, the deputy is required to resume shaving or submit a new letter from the treating physician. At the discretion of the Division Commander, the deputy may be ordered to report to a County contracted physician for verification.
5. Necklaces may be worn, but shall not be visible to the public. One watch, one bracelet, and rings, conservative in nature, may also be worn.
6. Deputy Sheriff's may not have visible tattoos or brands on the neck and head. On other areas of the body, visible tattoos or brands that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the Sheriff's Office are also prohibited. Deputy Sheriffs' with visible tattoos of such nature will be required to wear the class A uniform while on duty. Determinations will be made by the individual's supervisor or, when in question, by Command Group.
7. No facial jewelry (nose rings, tongue rings etc.) may be worn while on duty or while participating in agency activities.

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 019
SUBJECT: PERSONAL APPEARANCE AND
GROOMING**

- B. The following rules are established for uniformed and non-uniformed male personnel:
1. Length of hair will not extend beyond the top of the shirt collar in the rear, or side growth beyond 1/2 inch over the ears, or fall below the eyebrows in the front of the head.
 2. Sideburns are permitted with limitations. The length will not extend beyond the bottom of the ear opening. The width may be no more than 1 inch, with edges parallel to prevent being flared. Sideburns are to be kept neatly trimmed at all times, and shall not be bushy or shaggy in appearance.
 3. Mustaches are acceptable and may be worn. The mustache must be neatly trimmed, and will not extend beyond the lip width more than a quarter of an inch, nor below the lowest part of the upper lip. The mustache will not cover or rest upon any part of the upper lip. The ends of the mustache shall not be waxed or twisted.
 4. No earring of any style or design shall be worn on duty.
 5. Fingernails shall not extend past the fingertip. The only nail polish authorized will be clear in color.
- C. The following rules are established for uniformed female personnel:
1. Hair shall be arranged to prevent it from extending below the lowest part of the back of the uniform shirt collar, or below the eyebrows in the front. Hair, which is too long to meet this requirement, must be pinned or fastened up against the head in a business-like fashion. If hair accessories are worn, they must be conservative in nature and not present a safety hazard.
 2. Earrings are restricted to one per earlobe. Only small, plain button or post-type earrings of gold color, silver color, clear stone or pearl may be worn.
 3. Fingernails may not exceed more than a quarter inch past the fingertip. Nail polish may be worn but shall be conservative in nature.
 4. Make up must be conservative if applied.
- D. The following rule is established for non-uniformed female personnel:
1. Hair styles shall be consistent with those worn by General County employees who work in a business office environment.

01/01/00
APPROVED DATE

06/12/18
EFFECTIVE DATE

Revised: May 2003, May 2008, March 2018, May 2018, June 2018


STACEY KINCAID
SHERIFF