

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE March 5, 2024	EFFECTIVE DATE March 5, 2024	NO. 035-24
SUBJECT: GENERAL ORDER Personal Appearance		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 14.1, 41.3 NYSSA Jail 37, Civil 37			RESCINDS 035-20

Purpose: To establish standardized grooming and appearance guidelines for employees of the Monroe County Sheriff's Office (MCSO) and convey a clean, well-groomed appearance reflecting a positive and professional image.

Policy: All employees will conform to the following standards regarding personal appearance while on-duty. Due to the nature of our work and frequent contact with the public, it is essential that Sheriff's Office personnel present a professional, well-groomed appearance at all times. Proper appearance commands respect, builds pride, esprit de corps, and creates a professional public image. Special assignments may require departure from the stated policy (vice, surveillance, etc.).

I. All Employees

- A. Employees will observe general rules of personal hygiene (clean fingernails, body free from offensive odor, clean-shaven and hair combed). Fingernails should be of a length appropriate for duty assignment. Employees should maintain a physically fit standard to effectively perform their daily duties.
- * B. Employees are prohibited from wearing offensive, inappropriate and/or unprofessional articles of clothing while on Monroe County Sheriff's Office property.

II. Uniformed Personnel

A. Hair Grooming:

- 1. Member's hair must be neatly groomed, clean, and trimmed. The bulk and/or length of the hair will not present an unkempt or ragged appearance, regardless of the style in which members choose to wear their hair.
- * 2. Male member's hair may touch, but not fall more than one inch below the top of the ear or more than one-half of an inch below the top of the collar.
- 3. Hair will be of a naturally appearing color.
- 4. Front portion of hair will be groomed so that it does not fall below the band of properly worn uniform headgear.
- 5. The bulk and/or length of the hair will not interfere with the wearing of any uniform headgear, including emergency equipment.
- 6. Female members will wear their hair so as to comply with these regulations:

- a. Hair should be neatly upswept and contained without the use of headgear, such as a hat.
- b. Hair ornaments or ribbons will not be worn, but hair-pins, or barrettes similar in color to the member's hair may be worn and will be concealed as much as possible.
- c. Female members who are not required to wear uniform headgear because of their assignment will be exempt from sub-sections a. and b. above. They will, however, wear their hair in a neat, well-groomed manner and at no time will the hair extend more than three (3) inches below the collar.

B. Facial Hair:

1. Beards and goatees are not considered uniform grooming and are not permissible.
2. Mustaches must be neatly trimmed and may not extend over the top of the upper lip, or more than one-quarter of an inch beyond the corners of the mouth, nor may they extend below a line horizontal with the corners of the mouth.
3. Sideburns may be worn and must:
 - a. Not extend beyond the lowest tip of the ear lobe and will end in a clean-shaven, horizontal line. At no time will it connect with a mustache.
 - b. Not exceed one inch in width and shall not flare more than one-quarter of an inch from the top to the bottom.

Exception: The Sheriff or their designee may authorize the growth of facial hair. Documentation will be made in the employee's incident file of approval (i.e., No shave November).

C. Jewelry & Cosmetics:

1. Jewelry or personal ornaments will not be affixed to the uniform or personal equipment of a staff member. Any jewelry that represents a safety hazard or interferes with the performance of one's job is not allowed.
2. Exposed necklaces, pendant watches, nose pins, or other garish jewelry (i.e., lip piercings, eyelid piercings) will not be worn. However, religious medals and other bona fide expressions of religious affiliations may be worn around the neck, provided that the item is concealed and does not interfere with the performance of one's job.
3. Female deputies may wear earrings (one pair of small button type). Male employees may not wear earrings of any kind.
4. Rings may be worn on the fingers (no more than three (3) total at a time). For the safety of the member, it is recommended that rings, which sit high and could potentially be caught or entangled, should not be worn on-duty.

Note: This agency will not accept liability for jewelry lost and/or damaged while on-duty.

5. Cosmetics, including fragrances when worn, shall be used in moderation, conservatively, be of neutral shades and not exaggerated.

6. A bracelet may be worn if desired.

D. Exceptions: Sworn staff members assigned to specialized units will wear appropriate business attire if not in uniform. Bureau Chiefs may waive these regulations for any employee designated for a special assignment (i.e., vice).

III. Civilian Personnel

A. Work Attire Guidelines:

1. All non-uniform employees are expected to wear business attire that is appropriate for the position they hold.

* 2. Civilian Business Casual will be accepted with the approval of the Bureau Chief.

3. Business attire is a suit, sport coat, MCSO uniform polo shirts, dress shirt and tie, dress slacks, blouse, women may wear a skirt or dress, or other semi-formal wear.

4. The following types and styles of clothing are examples of attire that will not be worn on-duty:

- a. shorts
- b. sweat pants
- c. sweat shirts
- d. cut-offs
- e. tube/halter tops
- f. tank tops/T-shirts
- g. stretch pants
- h. jeans

B. Hair Grooming:

The hair shall present a neat and clean appearance at all times.

C. Facial Hair:

1. Beards and goatees will be permitted, kept symmetrically trimmed, and all hair will be trimmed so as not to protrude more than one-half of an inch from the skin surface of the face.

2. Mustaches must be neatly trimmed and may not extend over the top of the upper lip or more than one-quarter of an inch beyond the corners of the mouth.

3. Sideburns may be worn and must:

a. Not extend beyond the lowest tip of the ear lobe and will end in a clean-shaven, horizontal line. At no time will it connect with a mustache.

b. Not exceed one inch in width and shall not flare more than one-quarter of an inch from the top to the bottom.

IV. Tattoos, Brandings and Body Piercings

* A. Tattoos, brandings and/or body piercings will not be visible below the shirt sleeve or above the collar of an MCSO employee's uniform shirt. This restriction applies to any MCSO employee

when on-duty or representing the MCSO in an official capacity.

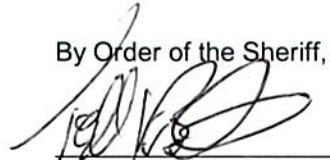
- B. At the Sheriff or their designee's discretion, the terms inappropriate, offensive and/or unprofessional may include, but are not limited to, the following; sexual images or depictions, racist images or depictions, images or depictions of ethnic or religious discrimination, obscene images or depictions, symbols of evil and/or death, images or depictions of nudity, images or depictions which may reveal body parts in a way that may be perceived as inappropriate, offensive and/or unprofessional, or which may detract from the professional image of the MCSO.
1. If the tattoo, branding and/or body piercing is considered inappropriate, offensive or unprofessional by the Sheriff or their designee, they may order the tattoo, branding and/or body piercing covered while on-duty. MCSO employees who are employed on or before the effective date of this general order (**MBGO-035-16 Personal Appearance** issued August 15, 2016) who have tattoos, brandings and/or body piercings will be permitted to wear them in an exposed manner, as long as they are not perceived as inappropriate, offensive or unprofessional by the Sheriff or his designee.
 2. It will be the responsibility of the employee's supervisor to notify the Sheriff or their designee through the chain-of-command of any new or potentially inappropriate, offensive or unprofessional tattoos, brandings and/or piercings.
- C. On-duty MCSO employees who have tattoos brandings and/or body piercings displayed on a visible portion(s) of their anatomy shall adhere to the following requirements:
1. Existing tattoos, brandings and/or body piercings are permitted but must be covered in public, if they are deemed inappropriate, offensive or unprofessional by the Sheriff or his designee.
 2. Employees are prohibited from obtaining new and/or additional tattoos, brandings and/or body piercings that are visible to the public without the approval of the Sheriff or their designee. This includes completion of tattoos, brandings and/or body piercings. An employee requesting to obtain new and/or additional tattoos, brandings and/or body piercings visible to the public shall forward an Inter-Departmental Correspondence through the chain-of-command describing the work, a photograph/drawing of the intended tattoo and the location on the body. The Bureau Chief will forward the Inter-Departmental Correspondence to the Undersheriff for a final determination. Upon decision by the Undersheriff, a copy of the Inter-Departmental Correspondence with the decision will be returned to the employee and the original will be added to the Employee's Personnel Record. All reasonable efforts will be made to complete this process within thirty (30) days of the supervisor receiving the original request.
 3. Employees with existing tattoos, brandings and/or body piercings that are determined by the Sheriff or their designee to be inappropriate for public view will be required to have them removed at the employee's own expense or to keep them covered through the use of clothing or accessories approved by the Sheriff or his designee. Such accessories include, but are not limited to, a skin patch/bandage that is natural color (e.g. skin tone ACE Bandage or Band-Aid)
 4. Employees working undercover assignments may be exempt from the requirement to cover tattoos, brandings and/or body piercings at the discretion of the Sheriff or their designee.
 5. All employees are prohibited from visible mutilation of their body or any body part. This includes, but is not limited to, foreign object(s) inserted under the skin, pierced/split

tongue; and or stretched out holes in the ear lobes.

* D. New Employees

Candidates for employment must disclose any current tattoos and body piercings and document such in their Personal History Questionnaire. Candidates must also sign and date the affirmation noting their tattoos and piercings meet the current requirements set forth in section IV of this order. Affirmation will be attached and submitted with the background investigation.

By Order of the Sheriff,

A handwritten signature in black ink, appearing to read 'TK Baxter', written over a horizontal line.

Todd K. Baxter