



SUBJECT: PERSONAL APPEARANCE	POLICY NO: 210.1 - 210.5
DISTRIBUTION: Patrol, Detention, and Administration	NO. PAGES: 3
EFFECTIVE DATE: July 1, 2003 REVISION DATE: August 22, 2011 REVISION DATE: December 18, 2020 REVISION DATE: February 12, 2024	
SPECIAL INSTRUCTIONS: None	

210.1 PURPOSE

The purpose of this policy is to provide guidelines for the personal appearance of all employees of the Yuma County Sheriff's Office ("Office"), to ensure that all employees know and appreciate that their personal appearance reflects their personal pride and pride in the Office and to project uniformity and neutrality toward the public. All Office employees are representatives of law enforcement. Their appearance helps to establish the presence and purpose of law enforcement in Arizona.

210.2 POLICY:

It is the policy of the Yuma County Sheriff's Office to ensure that all employees be properly groomed and dressed for their assignment and the environment in which they work. Although the manner of dress may vary with the type of work performed, the Office requires all employees to maintain their personal appearance so that it is consistent with Office Policy and Yuma County Personnel Policy. The Office will address all violations of this policy.

210.3 DEFINITIONS:

Body Modification: Means, but is not limited to complete or trans-dermal implantation of any object (s) to the body.

210.4 PROCEDURES:

I. Uniformed Employees:

1. **Uniforms:** Employees shall wear the complete authorized uniform and equipment while on duty. Employees shall keep their uniforms and equipment clean and serviceable, appropriate to the duty to which they are assigned.

Approved by: 
Leon N. Wilmot, Sheriff
Date: February 12, 2024

Employees shall not wear partial uniforms while on duty. The uniforms shall comply with Yuma County Sheriff's Office Policy Number 211. Full or partial uniforms shall not be worn by employees when off duty unless authorized, by the Sheriff or his designate, for special events and details.

2. Watches, bracelets, necklaces and rings of modest size and design are authorized.
3. Body jewelry, including nose posts/studs, tongue post, eyebrow rings, ear gauges and ear cuffs are not authorized.

II. Non Uniformed Employees

Employees of the Administration Bureau, civilian employees, and officers assigned to non-uniformed positions, shall wear authorized civilian attire as outlined in **Yuma County Sheriff's Office Policy Number 212.**

III. Grooming

A. Male Employees

1. Hair must be clean, neat and combed, and of a natural or conservative color and style that creates a professional appearance. The hair shall not be worn longer than the top of the shirt collar at the back of the neck.
2. Sideburns may be worn provided that they are neatly trimmed and rectangular. The sideburns shall not extend below the bottom of the ear lobe. The sideburns shall not exceed one-half inch ($\frac{1}{2}$ " in depth.
3. Officers must be clean shaven except that they may wear neatly-trimmed moustaches.
4. Faddish, eccentric and/or exaggerated hairstyles, to include shaved portions of the scalp designs cut in the hair, unnatural colors, and styles which are distinctly unbalanced or lopsided are prohibited.
5. Earrings are not authorized.

B. Female Employees

1. Hair must be clean, neat and combed, and of a natural or conservative color and style that creates a professional appearance.
2. For Officers the hair may touch the top of the shirt collar but will not fall below the collar's lower edge. Hair falling below the collar's edge will be neatly fastened or pinned. Hair will be styled so as not to interfere with the proper wear of the uniform headgear. **Unsecured ponytails are prohibited.**

Approved by: 

Leon N. Wilmot, Sheriff

Date:

February 12, 2024

3. Faddish, eccentric and/or exaggerated hairstyles, to include shaved portions of the scalp designs cut in the hair, unnatural colors, and styles which are distinctly unbalanced or lopsided are prohibited.
4. Hair extensions are authorized, the extension must have the same general appearance as the natural hair or conservative color and style that creates a professional appearance.
5. Barrettes and hair bands are authorized. Hair combs and clips are not authorized.
6. For Officers one set of stud type earrings no larger than 1/4" in diameter may be worn in both ears while in uniform. Earrings must be one solid color.

IV. Body Art

A. Tattoos

The display of any unprofessional or offensive tattoo or brand, regardless of location, while the employee is working and/or representing the office is prohibited. The final authority for deciding the appropriateness of tattoos or brands rests with the Sheriff or his designate. Prohibited tattoos and brands include but are not limited to:

- a) Depictions of nudity or violence
 - b) Sexually explicit, profane, or vulgar art, words, or phrases
 - c) Symbols likely to incite a strong negative reaction in any group
 - d) Initials or acronyms that represent criminal or historically oppressive organizations.
1. Visible facial, neck, hands and head tattoos and brands are considered unprofessional and are prohibited.
 2. Tattoos and body markings may be displayed on the arms, and legs, no other visible tattoos are authorized.
 3. Permanent facial make-up such as eyeliner or lipstick, is acceptable as long as those tattoos maintain a professional appearance.

B. Body Modifications

1. Visible body modifications are not authorized. Body modifications shall not include those procedures medically necessitated by deformity or injury, or generally accepted cosmetic changes/augmentations performed by a licensed medical professional.
2. Facial piercings such as but not limited to lip, nose, brow and/or tongue piercings, while on duty are prohibited.

Approved by: 
Leon N. Wilmot, Sheriff
Date: February 12, 2024

210.2 AMENDMENT:

This Policy is subject to amendment, revision and/or rescission, as required.

Approved by: 
Leon N. Wilmot, Sheriff
Date: February 12, 2024