

MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 19-B		TITLE: Issued Equipment/Uniforms/Grooming-Body Ornamentation
EFFECTIVE DATE: March 14, 2011	REVIEWED/REVISED: September 9, 2014	RESCINDS:
NO. PAGES: 4	REFERENCE:	

PURPOSE:

It is the policy of the Sheriff's Office to govern the appearance of its members. The purpose of this General Order is to establish official agency appearance, grooming and uniform standards for uniformed and non-uniformed members.

DISCUSSION: This General Order will apply to all Sheriff's Office members. All members of the Monroe County Sheriff's Office must present a professional image both on and off duty. While on duty members must dress in a professional manner and present a neat and well groomed image.

DEFINITIONS:

- Body ornamentation: includes but is not limited to – tattoos, brands, intentional body mutilation, and body and tongue piercing. Body ornamentation does not include the normal piercing of the lower ear lobe.
- Visible: defined as seen while wearing a uniform or other approved clothing while standing in an upright position.

POLICY:

Effective **March 14, 2011**, members are not permitted to obtain body ornamentation that will be visible.

Members who were hired with existing body ornamentation prior to **March 14, 2011** are not required to cover them unless the Sheriff deems that they detract from the professional appearance of the member in uniform and/or are deemed to be racist, sexist, offensive, obscene, or excessive. These members will be required to cover visible body ornamentation added after **March 14, 2011**. For example, the additions that are visible while dressed in a Class B uniform must be covered by a Class A uniform, other approved clothing, or through other means approved by the Sheriff.

Members hired after **March 14, 2011**, shall not have visible body ornamentation while in uniform. If covering the body ornamentation is not possible with Class B uniform, Class A uniform, other approved clothing, or through other means approved by the Sheriff, the person will not be eligible for hire.

All members hired prior to **March 14, 2011** will be required to sign a **Body Ornamentation Declaration Form** that will document any existing body ornamentation that could be visible.

All new applicants will be required to sign an **Acknowledgement of Compliance Form** that will attest to their understanding of this policy.

MONROE COUNTY SHERIFF'S OFFICE

Body Ornamentation Declaration

(For members hired prior to March 14, 2011)

Name

ID #

- Does **not** have body ornamentation as defined in chapter 19-B of the Monroe County Sheriff's Office General Orders.
- Does have body ornamentation as defined in Chapter 19-B of the Monroe County Sheriff's Office General Orders.

Are any visible with Class B Uniform Yes No

Are any visible with Class A uniform Yes No

Are any visible with Appropriate Civilian Attire Yes No

(Photographs of any body ornamentation visible with a Class B uniform (to include Bike/Boat Shorts) are to be submitted with this form.)

Location

Description

_____	_____
_____	_____
_____	_____
_____	_____

I understand that if I obtain any body ornamentation, other than those declared above, that are not coverable with **Class B** uniform I am required to wear **Class A** uniform at all times for work. If any new tattoos are not coverable by **Class A** uniform I am subject to disciplinary action, up to and including termination. Civilian members will be required to cover new tattoos with appropriate civilian attire.

(Original form and photos will be filed with members personnel file in Human Resources)

Member Signature

Supervisor Signature

Date

MONROE COUNTY SHERIFF'S OFFICE

Acknowledgement of Compliance of General Orders 19-B and 9-D

I have received, read and understand the Monroe County Sheriff's Office policy on Grooming – Body Ornamentation (Chapter 19-B General Orders)

and

I have received, read and understand the Monroe County Sheriff's Office policy on Nicotine/Tobacco Product use. (Chapter 9-D General Orders)

I understand a violation of this policy can result in adverse employment action, up to and including termination.

(Original form will be filed with members personnel file in Human Resources)

Name

ID#

For Members hired after March 14, 2011