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|  | GENERAL ORDER | Effective: 03-24-2023 | # 02-02 |
| | Section: Conduct and Appearance | Replaces or Modifies: GO 5 11-15-2021 | |
| | Title: Personal Appearance and Uniforms Issued by: Sheriff Eric Fagan | | |

Purpose:

To establish standards regulating personal appearance, grooming, and attire for all employees while on-duty or at any time when representing the Fort Bend County Sheriff’s Office (FBCSO).

Policy:

All Agency employees shall maintain high standards of personal appearance while representing the FBCSO. All employees should be aware that when they are in uniform, they are representing the FBCSO.

Definitions:

County owned property – Includes vehicles (as defined in General Order 05-03) and properties/buildings owned or leased or used for conducting official business of Fort Bend County.

Uniform – Attire that is defined under this General Order (Section III) as an official uniform of the FBCSO.

Details and Procedure:

I. Personal Appearance and Grooming

- A. Employees are to maintain good hygiene, including clean teeth, body, fingernails, and hair.
- B. Hair and Fingernails
 - 1. All employees will keep their hair neatly maintained in a manner that is consistent with a professional appearance. Hairstyles that do not serve the professional interests of a law enforcement agency are prohibited (examples include but are not limited to Mohawks, manipulating hair to create messages with hair or lack of hair, manipulating hair color with extreme variations from naturally occurring hair colors).
 - 2. General Standards specific to Male Employees
 - a. Sideburns will be neatly trimmed and will not extend below the bottom of earlobes. Muttonchops are prohibited.
 - b. **Mustache** – Hair below the nose and above the upper lip, not extending below the upper line of the upper lip, and trimmed. If worn alone, may not extend below the corners of the mouth, and extreme styles, such as handlebar mustaches, are prohibited.

1. Facial hair must meet the grooming standards described here and beards/goatees of less than ¼” and over ½” in length are not permitted. The following are examples of the APPROVED facial hair styles:
 - a) **Clean Shaven** – no facial hair
 - b) **Goatee** - A mustache that extends down around the side of the mouth and joins hair on the chin; also referred to as a circle beard. This style shall be worn with a mustache, and the cheeks, jawline, and neck shall remain clean shaven.
 - c) **Natural Beard** – This style is also referenced as a full set. This style of facial hair shall be worn with a mustache, shall cover the complete jaw line horizontally, the cheeks shall be shaved on and above the cheekbone, the neck shall be no more than one inch (1 ") below the jaw line and not extend to any part of the neck but end before the downward curve of the neck at a clean shave line.

The following figures depict approved facial hair styles for male classified employees as described in this General Order.

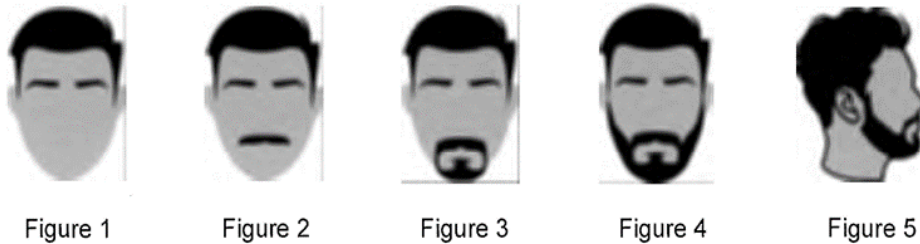


Figure 1: Clean Shaven

Figure 2: Mustache

Figure 3: Goatee with adjoining mustache

Figures 4 and 5: Beard with adjoining mustache

2. The following are NOT permitted:
 - a) **Chin strap beards** – beards that are trimmed to a thin line along the jaw without a mustache.
 - b) **Patchy beards** – beards of uneven or patchy growth.
 - c) **Stubble** - beards shorter than one-quarter inch in length; also referred to as “five o’clock shadow.”
3. In keeping with professional appearance standards, the following are NOT authorized to wear and maintain a beard or goatee:
 - a) Sworn members of the Command Staff (captains and above)
 - b) Deputy trainees or probationary deputies
 - c) Full-time SWAT personnel
 - d) Honor Guard
4. The final restriction applies to personnel who have a need to don personal protective equipment (respirator mask, for example). Since the safety and effect of a respirator used during biohazards or chemical/hazardous material spills requires a tight seal between the respirator and the skin of the first responder, when donning of a

respirator is needed, the deputy shall shave to ensure there is a safe seal and the respirator is effective at reducing exposure.

5. Supervisors are responsible for holding routine inspections and this responsibility includes ensuring that employees conform to an approved style of facial hair. Commanders shall conduct routine line inspections and ensure all FBCSO policies are followed.
6. In order to maintain professional appearance standards, note that there will be 2 hair growth periods when approved facial hair may be grown:
 - a) **SPRING growth period – March 1st through April 15th**
 - b) **FALL growth period – November 1st through December 15th**
- c. Head hair will not extend past the top of the collar.
 - (1.) Nails will be kept clean and neatly trimmed. Nail length may not exceed ¼” from the end of the finger.

3. General Standards specific to Female Employees

- a. While in uniform - Shall arrange hair so it does not extend below the “yoke” (horizontal seam across back of shirt, approximately at the top of the shoulders). Further, hair will not interfere with the proper wearing of the uniform hat or the prompt and proper placement of protective head and/or face gear. Hair may be braided or pinned as long it comply with the length requirements but may not be worn in an exaggerated style. Hair clasps, barrettes or hair band/restraints may be worn but must correspond with the colors of the uniform or employee’s hair. Ribbons, bead or other decorative items will not be worn in the hair.
- b. Nails must be kept clean and neatly trimmed. Nails may only be colored using colors that do not tend to draw specific attention to the color and are complementary to the uniform color (or when not in uniform to the attire being worn). No manipulation of nails to create any message that is visible to the public is allowed. Nail length may not exceed ¼” from the end of the finger.
- c. All facial makeup shall be limited to a natural, neutral tone and shall be used conservatively. No dark, metallic, or extreme-colored makeup is allowed. Eye makeup shall be confined to the upper and lower eyelid and the use of any shiny or fluorescent eye shadow is prohibited. Lipstick or lip gloss shall be of light or natural colors, and neon, bright, or other extreme shades of lipstick or lip gloss are prohibited.

C. Body Piercing

1. Piercing of the ears - Male employees are not authorized to wear earrings. No more than one “stud” type earring may be worn in each ear by female employees. No “loop” style earrings may be worn by female officers. These provisions apply to employees while on-duty.
2. Non ear piercing – Implements placed into body piercing of the face, head, tongue, mouth, or any other body part which is not concealed from public view (public includes other employees) while on duty, on [or in] County owned property, or at any other time an employee’s activities are involved in a matter where the Fort Bend County Sheriff’s Office (FBCSO) is being represented is prohibited.

D. Tattoos/Brands/Body Art

1. No employee may have an offensive tattoo or body art visible. Examples of offensive tattoos include, but are not limited to, those that are racial, sexual, discriminatory, gang-related, or

obscene in nature. If an employee has visible tattoos or body art that may be considered offensive, such employee shall properly utilize an approved black cover-up tattoo sleeve to conceal such tattoos or body art.

2. Regardless of content, no tattoo or body art located on the hands or on or above the neck shall be visible on any employee.

E. Other Jewelry

1. While in Uniform necklaces shall be worn as to not be readily visible to the public. While not in Uniform necklaces that are visible to the public shall be professional in appearance and shall not be offensive to the public or fellow employees. In all cases only one necklace chain may be worn at any time with no more than two items attached to said chain. Further, chain length shall not be excessively long or short.
2. A maximum of two rings may be worn. Rings may not be worn on the thumbs.
3. A single wrist watch may be worn that is professional in appearance.
4. While in Uniform (male employees are not to wear bracelets, except for medical ID type bracelet). Female employees not in uniform, but on duty, may wear up to two bracelets that are professional in appearance and do not hang too loosely from the wrist.

F. Prohibited Images / Messages - No item may be worn or affixed to an employee that is visible to the public or fellow employees that carries an image or message generally associated with criminal elements of society (including but not limited to skull and crossbones, numbers / combinations of numbers images associate with drug or neo nazi /supremacist / fascist / communist movements).

G. Religious / Political Messages

1. Employees will not affix any form of religious or unauthorized political message / image to Uniforms in a manner that is visible to the public or fellow employees.
2. Employees will not display on or about their person an unauthorized political message / image in a manner that is visible to the public or fellow employees.
3. Exceptions
 - (a) Only the Sheriff or Chief Deputy may make a determination that a political message is authorized for display under this subsection.
 - (b) A ring worn in compliance with this General Order may display a religious symbol (if the symbol is professional in appearance).
 - (c) A necklace worn in compliance with the General Order may display a religious symbol (if the symbol is professional in appearance).
 - (d) An employee who contends that a reasonable accommodation should be made concerning his/her particular religious requirements should present this through his/her chain of command to the Chief Deputy for resolution.

H. Upon approval by the Chief Deputy employees may vary from certain aspects of Section I of this General Order (including but not limited to employees performing authorized undercover activities).

II. Non Uniform Attire

- A. Business Attire Standards will be followed by personnel when not in an approved Uniform except when the Sheriff or Chief Deputy has designated a day or days on which

non uniform personnel may wear Casual Attire or a particular order to wear Casual Attire for a specific duty/function has been issued by a Bureau Chief or higher authority [these orders are by nature specific and of a particular duration].

B. Business attire will be the standard dress for the following positions and functions:

1. Criminal Investigations (CID) Personnel. CID personnel appearing in court shall wear business attire (including the tie and jacket) or a Class A Uniform.
2. Personnel not on full duty status and not in an approved uniform.
3. Civilian Employees not in an approved uniform.
4. Employees performing administrative assignments as approved by Supervisory authority.
5. Any employee attending training classes and not in an approved uniform - unless the instructor has directed other clothing due to a specific reason, such as physical activity.
6. When an employee is not in an approved uniform and is conducting FBCSO business (including but not limited to meetings with citizen groups or professional organizations, on-camera interviews, court appearances).

C. Business Attire Standards

1. Suits, dresses or other outfits (female)- these should be fashionable and professional appearance. The choice in design, attire and style should conform to standards normally subscribed to by office personnel in the private sector. The following items are prohibited:
 - a) Skirts or dresses shorter than two inches above the knees;
 - b) Miniskirts, sundresses, or spaghetti strap dresses;
 - c) Pullover shirts and shirts with no collars;
 - d) Jeans or shorts;
 - e) Leggings or spandex; and
 - f) Sleeveless dresses and tops will not be worn unless they are covered with an outer garment
2. Suits, or slacks and sport coat (male) - The basic colors should include, but not limited to navy, charcoal, gray and black. Other colors can be worn as long as they are professional. A long sleeve shirt and tie as described below are to be worn to complete the attire.
3. Shirts- Any colored long sleeve dress shirts that are professional
4. Ties- Ties should be professional. The tie should coordinate with and enhance the attire.
5. Socks- Socks should coordinate with the pants. White socks are prohibited unless worn with boots in which the socks are hidden.
6. Footwear- Footwear should be clean and well maintained, with heels and toes in good repair. Normal business shoes include dress slip-ons (loafers), or lace-ups. Boots are acceptable, provided they are professional and are fashionable. Tennis/Athletic shoes and open toed shoes such as “flip-flops” or beach type sandals are prohibited. Females may wear dress/casual sandals that or not “flip-flops” or beach type.

D. Personnel in a Modified Duty Assignment (Temporary Transitional Assignment [per worker’s comp] and Light Duty Assignment) will wear business attire with

reasonable accommodation made that allows for performance of duties assigned and maintenance of a professional appearance. Variances from business attire must have prior approval of the Chief Deputy.

E. Casual Attire Standards

1. Shirts: Collars are required. Pull over and button up styles (short or long sleeves) are appropriate. The color and style should be fashionable, tasteful and professional.
2. Pants: Slacks are preferred. Denim pants must be pressed and professional in appearance.
3. Socks and footwear: Same parameters as Business attire.

F. An employee performing peace officer duties in non-uniform attire shall insure that he/she takes steps to avoid danger due to any person not being able to readily identify the employee as a peace officer. These steps include but are not limited to actions such as: wearing a badge that is readily made visible (example on belt underneath jacket coat) and/or wearing approved jackets (raid type, etc...) that readily identify the employee as a peace officer.

G. Employees performing undercover operations are governed by unit SOPs (as in the case of the Fort Bend County Narcotics Task Force) subject to approval of the Chief Deputy. Other variances concerning these employees must have prior approval of the Chief Deputy.

H. Upon approval by Division Commander or higher authority - personnel listed in this Non Uniform Attire Section may be authorized to wear an appropriate soft uniform as detailed in this General Order.

III. Uniforms

A. All personnel of the FBCSO shall maintain issued regulation uniforms in accordance with this General Order. Employees shall wear only the prescribed regulation uniforms, personal equipment, personal accessories, and insignia of rank, buttons, or decorations, as approved under this General Order. Specifications of uniforms, personal equipment, accessories, and patches will be subject to the approval of the Chief Deputy. Uniforms will be kept cleaned, neatly pressed, and in good repair. Any alterations, other than hemming of the pants, must be approved through Division Commander or higher authority.

B. When wearing the uniform, employees will be in full uniform, including all items that are designated as part of the uniform in this General Order. Administrative personnel while performing office duties may be in partial uniform at the discretion of Division Commander and higher authority.

C. Class A Uniforms (Formal Uniform)

1. The Class "A" uniform will be worn by officers attending funerals, court, or other designated special events, and will consist of the following:
 - a. Black dress shoes / boots
 - b. Black socks
 - c. Uniform pants
 - d. Long sleeve uniform shirt
 - e. Dark blue tie (Clip on/breakaway)

- f. Grey felt hat (optional)
 - g. Standard belt gear
- D. Class B Uniform (Standard Uniform)
1. The uniform shirt of the department will be dark blue in either short or long sleeve. With short sleeve shirts, either a black crew neck undershirt or a v-neck shirt (white or black) will be worn. With long sleeve shirts, the under shirt may be replaced by a black turtleneck or mock turtleneck which may have “sheriff” in gold letters embroidered in the center. The undershirt shall not show past the sleeve of the short or long sleeve uniform shirt.
 2. The uniform pant will be an approved dark blue trouser or dark blue relaxed utility style.
 3. Hat- optional but if worn it must be regulation-issue and will be worn in accordance with policy. All uniformed personnel, who have been issued a hat(s), are to maintain said hat(s) for occasions when a uniform hat is worn.
 4. Footwear will be solid black and well maintained. Certain boots, military style shoes, athletic shoes and other dress shoes are generally acceptable.
 5. Socks will be black if the footwear is low quartered.
 6. Standard belt gear will be worn as described in this General Order.
- E. Class C Uniform (Soft Uniform – Peace Officer Positions)
1. Will consist of the following:
 - a. Black polo style shirt embroidered with the Sheriff’s Office badge (with rank) on the left side and on the right side the employees name (Last Name only) and the following:
 1. Lieutenant and higher rank will have no division assignment – on these the rank will be embroidered on the collar.
 - b. Relaxed utility style pants (in a color approved by the Chief Deputy)
 2. The department will not automatically supply Class C Uniforms. These will be issued on an as-needed basis with approval at the Bureau Commander level or higher.
- F. Class C Uniform (Soft Uniform - Non Peace Officer Positions)
1. Will consist of the following:
 - a. Polo style shirt in a color and with wording / logo approved by the Chief Deputy on the left side and the employee’s name (Last name only) on the right side.
 - b. Black crew neck undershirt or black/white v-neck undershirt
 - c. Black belt
 - d. Relaxed utility style pants (in a color approved by the Chief Deputy)
 - e. Foot wear and socks that comply with Class B uniform
 2. Emergency Communications Dispatch personnel will wear a uniform approved by the Chief Deputy.
 3. The department will not automatically supply Class C Uniforms. These will be issued on an as-needed basis with approval at the Bureau Commander level or higher.
- G. Class D Uniforms (Special Duty)
1. Motor Officer - FBCSO approved Black Leather motorcycle boots, pants, shirt, standard belt gear, helmet, coat, and rain suit

2. Livestock / Mounted Patrol - Standard class B uniform shirt, tan denim pants or utility style pants, alternate footwear may be approved by the division commander
3. Honor Guard – Listed in the Honor Guard SOP
4. S.W.A.T. / Negotiators – As directed by the West Fort Bend County Regional S.W.A.T. Commander and approved by the Chief Deputy.
5. Firearms Training Positions – While engaged in firearms training those persons approved by the Chief Deputy as range officers / firearms trainers / firearms proficiency officer may wear red colored shirts.
6. ID Techs and other special duty positions – As approved by the Chief Deputy.
7. Detention Division outside work crew Deputies – As approved by the Chief Deputy.

H. Accessories

1. Jackets (style, material, color as approved by the Chief Deputy).
 - a. Peace Officer positions - Will have agency patch on each sleeve, a badge patch on the front left chest and “Sheriff” on the back. Lieutenants and above will display rank insignia on the epaulets of the jackets. Sergeants will display rank insignia on the arms.
 - b. Civilian Detention Officers – May wear the same type jacket as Peace Officer Positions, but badge patch will indicate Correctional Officer.
 - c. Other Non-Peace Officer positions - Will have wording / logo approved by the Chief Deputy on the left side and nothing on the back of the jacket.
 - d. Upon approval by the Chief Deputy certain Administrative positions may have jackets that vary from these standards.
 - e. Any raid type jackets will have design approved by the Chief Deputy.
 2. The standard duty hat will be of western style straw. Straw hats may be worn year round with long or short sleeve shirts.
 3. In cold weather, Officers may wear head coverings such as knit head/ear covers, provided they are black or dark blue in color and are professional in appearance. Head coverings shall not have any insignia or logos on it with the exception of “Sheriff” embroidered in gold lettering, or “Sheriff” patch
 4. Rain gear design will be approved by the Chief Deputy.
 5. For the purpose of protecting officers from injury or the elements, black gloves are authorized year round. Gloves should be of a type that have a professional look and do not restrict the use of the hand and/or fingers.
 6. Officers who wish to provide their own accessories must meet the above criteria and have approval from Division Commander or higher authority.
 7. Baseball type caps may be worn with Class B or Class C uniforms; however, at funerals, court hearings, and formal events, the Class A uniform hat is appropriate.
 8. Sunglasses will not be mirrored, will be of a neutral or black color, will not have a gaudy appearance, and shall be worn in a professional manner.
- #### I. Badge and Rank Insignia for Uniforms (except Class C [Soft Uniforms])
1. Badge- The approved badge for the employee’s position will be worn over the left shirt pocket.

2. Name Plate- The name plate will be worn over the right shirt pocket and will correspond with the color of the deputy's badge. The name plate will indicate Last Name only. For common surnames, the employee's first name initial will follow the last name (e.g. Martinez, T.; Jones, R.; Johnson, Q.; etc.)
 3. S.O. Pins- A single S.O. pin shall be worn on each side of the collar, 1.5 inches from the collar tip. The lower edge of the S.O. pin shall be horizontal and parallel to the collar seam. The collar brass color should correspond with the badge and name plate.
 4. Any Law Enforcement Achievement Awards, Unit Assignment pins, or other items that have been approved by General Order and/or the Chief Deputy may be worn above the name plate – unless other direction is given in the authorizing document (General Order or order from the Chief Deputy).
 5. Buttons- Metal buttons will be affixed to the chest pockets and the epaulets. Their color will correspond with the color of the badge, name plate and rank insignia. Except for the honor guard uniform, metal buttons should not be worn anywhere else.
 6. The rank insignia for Sergeant will be the 3-stripe chevron patch, yellow in color, and will be worn on the sleeves below the department's patch.
 7. The rank insignia for Lieutenant will be a single gold bar worn on each side of the epaulets.
 8. The rank insignia for Captain will be a double gold bar on each side of the epaulets.
 9. The rank insignia for Major will be a gold Oak Leaf on each side of the epaulets.
 10. The rank insignia for Assistant Chief Deputy will be 2 gold stars worn on each side of the epaulet
 11. The rank insignia for Chief Deputy and Sheriff is designated and approved by the Sheriff.
 12. With prior approval by the Chief Deputy – badge, rank insignia, and/or name may also be embroidered or similarly sewn on.
- J. Standard Belt Gear
1. The standard belt gear for the Fort Bend County Sheriff's Office is black Clarino River Style or Sam Browne Style belt (as approved by the Chief Deputy). Any gear to be worn on the outer belt should not detract from the uniform's appearance.
 2. The following is the minimum required belt gear to be worn by uniformed Deputies.
 - a. Outer belt
 - b. Holster (with weapon)
 - c. Double Magazine pouch (with a magazine in each compartment); FBCSO personnel may carry up to 3 magazines in an approved pouch or holder
 - d. Handcuff case (with a minimum of one pair of handcuffs)
 - e. Radio holder (if required)
- K. Service Time
1. On Class A & B Uniforms an employee may display service time on the left

sleeve of long sleeve shirts. Service time will be one diagonal stripe (with the lower end towards the front) for each completed 5 years of cumulative service as a Peace Officer and/or Jailer [as indicated by TCOLE records]. The bottom of the stripes will be approximately ¼” above the cuff of the sleeve.

2. Service Time stripes may also be worn on Class D Uniforms, but only on a uniform shirt that is similar to that of Class A & B Uniforms.

IV. Other Provisions

- A. Variances to this General Order shall have approval of the Chief Deputy.
- B. When not on active duty - weapons and items including but not limited to handcuffs should be carried in a manner that is generally concealed from public view.
- C. All articles of clothing/accessories purchased by the FBCSO shall be approved by the Chief Deputy.
- D. Articles of clothing/accessories that are not purchased by the FBCSO are subject to the provisions of this General Order in cases where an employee uses them in association with any official duty concerning his/her employment or in any manner that serves to identify the employee as a member of the FBCSO.
- E. Body Armor
 1. FBCSO may purchase body armor for certain positions / personnel in the Agency. The type and style will be approved by the Chief Deputy.
 2. If body armor is purchased and supplied to an employee then the employee is to adhere to the following –
 - a. Will wear the body armor when the employee is performing duties on police patrol, bailiff / courthouse security, during transportation of prisoners or persons potentially in mental health crisis outside of a secure facility, during any type of raid or situation where there is a reasonable expectation of heightened danger, and any other time ordered to do so by supervisory personnel (this may be on a case by case basis or in compliance to a Bureau Manual / SOP).
 - b. Sergeants and higher ranking employees have the authority to waive the wearing requirements on a case by case basis for temporary situations including but not limited to an employee directing traffic at a major crash scene in the summer.
 - c. The Patrol Division Commander may issue orders specific to periods of time during seasons of hot weather exempting motorcycle units from wearing body armor during routine police patrol activities.
 - d. Employees of Lieutenant rank and higher wear body armor at their own discretion.
 - e. Body armor will only be worn with a cover system approved by the Chief Deputy.
 - f. Employees wearing body armor that serves as an outer garment shall insure that at all times they are readily identifiable as a peace officer (including but not limited to the wearing of any tactical armor).
 - g. FBCSO personnel are responsible for proper care of assigned body armor. Body

armor shall not remain in a vehicle during seasons of high temperature.

- F. Items of clothing/accessories purchased prior to the effective date of this General Order that are not in compliance with this General Order may still be worn unless an order to discontinue use is given by a Division Commander or higher authority.
- G. Nothing in this General Order is to be construed as to create a duty on the part of the FBCSO to provide any particular item of clothing or accessory. Items and accessories are purchased solely at the discretion of the FBCSO.