

1022 Personal Appearance and Clothing Standards

PURPOSE AND SCOPE

The Washoe County Sheriff's Office aims to project uniformity and neutrality toward the public and other members of the Office. Employees shall present a neat, clean, professional appearance while on duty, recognizing that their appearance represents and enhances the image of the Sheriff's Office. Employees, whether in or out of uniform, shall maintain high standards of personal hygiene, grooming, and appearance appropriate for this Office and their assignment.

1022.1

GROOMING STANDARDS

It is the policy of this Office to ensure all employees are properly groomed and dressed appropriately for their assignment and the environment in which they work. Although the manner of dress may vary with the type of work performed, all employees shall present a neat, well-groomed appearance, clean, and professional while representing the office. The Sheriff or his designee may grant exceptions to the grooming standard for commissioned members whose current assignments may warrant an exception to the standard.

1022.2

Uniformed Male Personnel (Head Hair and Facial Hair)

1. Hair shall be cut at sufficiently frequent intervals to always present a neat appearance.
2. Hair will not present a ragged, unkempt, or outrageous appearance. Hair will be neat, clean, trimmed, and present a well-groomed appearance.
3. Hair will be worn in conservative styles and shall not extend below the top of the shirt collar at the back of the neck when standing with the head in a normal posture. Hair must not extend more than one and one-half inches (1 ½") from the sides of the head and must be no longer than the middle of the ear.
4. Extreme hairstyles, e.g., "Mohawk" style, pattern shaving, pattern streaking, etc., or styles that give a windblown, shaggy, choppy, ragged, or unkempt appearance, will not be worn. Disputes, misunderstandings, or questions of interpretation will be resolved by the Division Captain or designee.
5. If hair dyes, tints, or bleaches are used on the hair, the dye/tint color will be limited to a natural color, e.g., auburn, black, blonde, brown, etc.
6. Wigs or hairpieces may be worn but must conform to the preceding standards for hair. Sideburns are allowed to extend to the bottom of the ear lobe.

Document ID	Revision	Approval	Date Published
28773	7	Chief Deputy - Detention	6/13/2025 12:06:50 PM



1022 Personal Appearance and Clothing Standards

7. Sideburns will not connect with the mustache, extend past the lower edge of the ear lobe, be any wider than one inch (1") at the bottom, or be conspicuous in manner and styling. Sideburns will be neatly trimmed, rectangular in shape, and not excessively heavy or bushy.
8. Mustaches may extend one-half inch (1/2") below and beyond the corner of the mouth but will not hang over the upper lip. Mustaches will not be waxed, twisted, excessively heavy, or bushy.
9. Beards shall be worn neatly trimmed in a conventional style not to exceed one-half (1/2") in length and shall not include designs, letters, numbers, or artwork. Hair on the neck and "soul patch" styles are prohibited.
10. Beards are **not** authorized for Honor Guard Members during formal events, or Academy Staff Officers while the Academy is in session.
11. Patchy and/or spotty clumps of facial hair are not permitted. Employees not actively attempting to grow facial hair must report to work with a cleanly shaven face.

1022.3

Uniformed Female Personnel

1. Hair shall be cut at sufficiently frequent intervals to always present a neat appearance.
2. Hair will not present a ragged, unkempt, or outrageous appearance. Hair will be neat, clean, trimmed, and present a well-groomed appearance.
3. Hair will be worn in conservative styles and shall not extend below the cross seam on the back of the uniform shirt or below the top of the "Sheriff" patch on the back of the outer carrier vest when standing with the head in a normal posture. (For a photo demonstration refer to the uniform manual).
4. Extreme hairstyles, e.g., "Mohawk" style, pattern shaving, pattern streaking, etc., or styles that give a windblown, shaggy, choppy, ragged, or unkempt appearance, will not be worn. Disputes, misunderstandings, or questions of interpretation will be resolved by the Division Captain or designee.
5. Barrettes or hair ties may be worn to keep hair in place but must be plain in color. Only items necessary to hold hair in place are permitted. Decorative accessories are not allowed. Hair ornamentation such as beads, fabric, pins, sticks, combs, jewelry, and similar items are not authorized in uniform.
6. If hair dyes, tints, or bleaches are used on the hair, the dye/tint color will be limited to a natural color. e.g., auburn, black, blonde, brown, etc.

Document ID	Revision	Approval	Date Published
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1022 Personal Appearance and Clothing Standards

7. Wigs or hairpieces may be worn but must conform to the preceding standards for hair.

1022.4

JEWELRY AND ACCESSORIES

1. No jewelry or personal ornaments shall be worn by deputies on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the shirt collar.
2. Gauge styles earrings are not allowed. No more than two earrings per ear may be worn. Uniformed members may wear small post earrings, hoop and dangling styles of earrings are not allowed.
3. Only one ring may be worn on each employee's hand while on duty.
4. Other than earrings, all Washoe County Sheriff's Office staff shall not wear any facial piercing.
5. Makeup, when worn, shall be professional in appearance.

1022.5

TATTOOS

1. Tattoos, body art and brands shall not be visible anywhere on the body that are or can be perceived as extremist, indecent, sexist, racist, political or imply or promote criminal activity.
2. Visible tattoos are permitted while on-duty for those in a Sheriff's Office uniform or wearing Sheriff's Office insignia, so long as they are not visible on the head, face, neck, or hands. (Exception: no more than two ring tattoos may be visible on the fingers.) Employees, while at work, may be directed by the Sheriff or designee, to cover any areas of the body not otherwise prohibited that may distract from professional appearance or interfere with the functions and mission of the department.
3. Cosmetic tattooing, such as eyebrows are authorized so long as they present a natural color and shape.
4. Personnel, not in a Sheriff's Office uniform or wearing Sheriff's Office insignia, shall not make visible any facial, hand (exception: no more than two ring tattoos may be visible on fingers is permissible) or large neck tattoos. Supervisors have the discretion to implement more restrictive guidelines in response to job duties and/or assignment.
5. Duty assignments or divisions can increase restrictions on a case-by-case basis.
6. The Sheriff retains the ultimate decision making in the event of a dispute.

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28773	7	Chief Deputy - Detention	6/13/2025 12:06:50 PM



1022 Personal Appearance and Clothing Standards

1022.6

BODY PIERCING OR ALTERATION

1. Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features, and which is not medically required is prohibited for all employees. Such body alteration includes, but is not limited to:
 - A. Tongue splitting or piercing.
 - B. The complete or transdermal implantation of any material other than hair replacement.
 - C. Abnormal shaping of the ears, eyes, nose or teeth.
 - D. Branding or scarification.
 - E. Sharpening or re-shaping teeth, affixing any jewelry or unnatural coloration to the teeth.

1022.7

CIVILIAN ATTIRE

1. Sheriff's Office employees shall wear clothing and accessories that are appropriate for their work setting. All personnel shall present a professional appearance reflecting the highest Sheriff's Office standards of personal appearance and hygiene.
2. All supervisors will monitor their subordinate's compliance with this policy. They may challenge the condition or appropriateness of any attire worn and may direct personnel to bring his/her attire into compliance with this policy.
3. Employees should ensure clothing does not create a distraction or cause a safety hazard.
4. Personnel working within the secured portion of the facility (i.e. the jail) must wear closed-toed shoes with a low to moderate heel.

1022.7.1

BUSINESS ATTIRE

1. All members shall wear clothing that fits properly, is clean and free of stains, wrinkle free, not damaged, or excessively worn, faded. Patched, or unkempt.
2. The following items shall not be worn on duty:
 - A. Undershirt style T-shirts alone. T-shirts with advertisements of a business, gaming industry, slogan or message.
 - B. Footwear: Beach-style footwear (i.e. flip flops.) All footwear will be kept in good repair.

Document ID	Revision	Approval	Date Published
28773	7	Chief Deputy - Detention	6/13/2025 12:06:50 PM



1022 Personal Appearance and Clothing Standards

- C. Swimsuit, tube tops, halter-tops, strapless, open back, off the shoulder tops or spaghetti straps. Attire must provide full coverage of the midsection and shoulder straps must be 2" in width or greater. Crop tops, cut-off shirts, and other clothing that expose the midriff are not permitted.
 - D. Leisure wear: sleepwear or pajama style clothes, exercise attire, jogging suits, sweatpants, spandex, lycra, elastane, yoga, and /or other form fitting type pants. Leggings may be worn under a dress or a tunic no shorter than mid-thigh.
 - E. See-through clothing of any kind.
 - F. Distasteful printed slogans, buttons, or pins
 - G. Dresses and skirts that are shorter than two (2) inches above the knee including slits.
 - H. Shorts and overalls of any kind. Calf-length Capri pants are acceptable.
 - I. Jewelry or non-natural colored hair that detracts from the professional appearance i.e. gauges, septum piercing and/or which could be safety hazard
 - J. Sunglasses worn inside a Sheriff's Office facility at the member's workstation.
 - K. Exposed undergarments and excessive cleavage
 - L. Pants, shirts, sweaters, jackets, hats or caps with an advertisement of a business, gaming industry, slogan or message. This does not include clothing manufactures trademark, trade name or Sheriff logo items.
 - M. Attire must align with professional dress standards. Denim clothing, including jeans, jackets, and skirts, is not permitted.
3. Authority to modify variations from this order are allowed at the discretion of Executive Staff when the member's assignment or current task is not conducive to the wearing of such clothing.
 4. No item of civilian attire may be worn on duty that would adversely affect the reputation of the Washoe County Sheriff's Office or the morale of the members.

1022.8

EXCEPTIONS TO STANDARDS

1. Division chief deputy's or above may allow exceptions to the standards established by this policy when necessary.

Civilian members assigned to areas where garments are issued (smocks, cook outfits) may choose to wear sweatshirts, undershirts, tank tops or shirts with messages or advertisements, provided these items are concealed by the issued outer garment.

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28773	7	Chief Deputy - Detention	6/13/2025 12:06:50 PM