



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Personnel Management

Section: 308

Subject: Uniforms and Equipment/Personal Appearance and Grooming

Topic:

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I. PURPOSE

This uniform policy of the Loudoun County Sheriff's Office ("LCSO") is established to ensure that all employees present themselves in a professional manner, and that uniformed deputies are readily identifiable to the public through the proper use and wearing of agency uniforms. Sworn personnel wear uniforms to be identified as the law enforcement authority in the community. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis, or other time of need.

II. POLICY

Respect for law enforcement is of paramount importance and may be predicated upon the appearance and personal grooming of a deputy. Therefore, it is the policy of the LCSO that all personnel will be clean, neat, and well-groomed always. In addition, it is the policy of the Sheriff's Office to issue or provide funds to each sworn member of the agency for the purchase of clothing and equipment necessary to perform law enforcement duties. This policy also sets forth the responsibilities of both the agency and the employee for the maintenance and upkeep of issued property and equipment.

III. REGULATIONS

A. Issued Uniforms and Personal Items

1. Upon commencing employment, all sworn members of the LCSO shall be issued a prescribed number of complete uniforms, leather gear, service weapon(s), ammunition, and other accessories as deemed appropriate and necessary by the Sheriff to perform the functions and duties of a Deputy Sheriff.
2. Sworn employees shall maintain uniforms in neat/well-fitting order and in good repair. They shall wear uniforms in such a manner as to convey uniformity and in accordance with agency policy.

B. Authorized Uniforms for Sworn Personnel

1. Class "A" - This uniform shall be worn during official functions or as directed by a command staff officer.
 - a. Black uniform pants (dress style)
 - b. Long sleeve tan shirt with black tie, name plate, badge, rank insignia (shoulder boards), ribbons, pins
 - c. Black leather duty belt
 - d. Footwear: black leather or high gloss shoes, or boots
 - e. The following uniform may be worn in conjunction with the class "A" when authorized:
 - i. Rank insignia (metal)
 - ii. Dress blouse
 - iii. Black dress uniform pants with gold stripe
 - iv. Campaign style hat
 - v. Admin style holster
 - vi. Authorized agency uniform pins
2. Class "B" - This uniform shall be worn for Circuit Court or Grand Jury appearances and is optional for other court proceedings.
 - a. Black uniform pants (dress style)
 - b. Tan long sleeve uniform shirt with black tie or short sleeve uniform shirt with name plate, badge, rank insignia (shoulder boards)
 - c. Issued duty holster and gun belt
 - d. Footwear: black leather or high gloss shoes, or black leather boots

- e. Black crew neck t-shirt or black turtleneck (or mock)
 - f. Optional Items:
 - i. Concealed ballistic vest (exterior vest prohibited) for Circuit Court or Grand Jury appearances
 - ii. Admin style holster and garrison belt
 - iii. Authorized agency uniform ribbons, pins
 - iv. Sweater
 - v. Issued hat (campaign or baseball style)
 - vi. Black knit winter hat
3. Class "C" - This uniform may be worn to General District Court or Juvenile/Domestic Relations District Court.
- a. Black Uniform pants (BDU style)
 - b. Long or short sleeve tan shirt with name plate, badge, rank insignia
 - c. Black leather duty belt
 - d. Footwear: black leather boots
 - e. Black crew neck t-shirt or black turtleneck (or mock turtleneck)
 - f. Optional:
 - i. Ballistic vest (concealed carrier or tan uniform style exterior carrier)
 - ii. Sweater
 - iii. Authorized agency uniform ribbons and pins
 - iv. Issued hat (campaign or baseball style)

- v. Black knit winter hat
4. Class "D" - This uniform may be worn to General District Court or Juvenile /Domestic Relations District Court.
- a. Black Uniform pants (BDU style)
 - b. Black long or short sleeve utility shirt
 - c. Black duty belt or assignment specific equipment
 - d. Footwear: Black boots
 - e. Optional:
 - i. Ballistic vest (concealed or external black nylon vest)
 - ii. Black leather or nylon garrison belt with an optional attached compatible tactical belt, including MOLLE compatible belts.
 - iii. Issued black baseball style hat
5. Class "E" - This uniform may be worn for executing search warrants, during training either as a student or instructor, during summer camps, and at specific, non-operational events as approved by the division commander. The Class 'E' uniform is not to be worn for normal routine operations in place of Class 'A' through 'D' uniforms unless it is for a specified event designated by a division commander.
- a. Tan, black or green BDU (5.11 style)
 - b. Polo shirt with embroidered badge, red polo for firearms instructors
 - c. Black duty belt or admin style holster
 - d. Clip on metal badge
 - e. Optional: Black holster (leather or synthetic) off-duty style

6. Black socks shall be worn with the uniform when the deputy is wearing low quarter shoes or ankle high boots. If the deputy wears boots, he/she may wear white socks if they are not visible under the pants leg. Deputies in uniform shall wear either shoes (leather or high gloss) or boots (leather or nylon). Black tennis style shoes shall only be worn with the bicycle patrol uniform or when required for training.
7. The deputy has the option to wear [business attire](#) in lieu of a uniform for court appearances.
8. If the deputy chooses to wear a sweater, it may be worn over a uniform shirt with a tie, black crew neck t-shirt, or black turtleneck (or mock turtleneck).
 - a. The items to be worn on the sweater:
 - i. Badge (cloth or metal)
 - ii. Nametag (cloth or metal)
 - iii. Rank insignia (shoulder boards or metal)
 - iv. Unit insignia (Optional)
9. The only two holsters that are authorized to wear with the agency uniform are the issued duty and admin style holster. If there is a need because of operational demands of a particular unit, a variance may be authorized with the approval of the unit's Division Commander in consultation with the Training Section supervisor.
10. Deputies are encouraged to wear their ballistic vests while performing law enforcement functions. The agency provides two options for the wearing of the ballistic vest, concealed or external. If the deputy decides to wear the ballistic vest in the external carrier, only the following items are authorized to be attached thereto:
 - a. Required
 - i. Cloth badge upper left portion of the ballistic vest
 - ii. Cloth name tag upper right portion of the ballistic vest
 - iii. Sheriff ID tag worn on front and back of the ballistic vest

b. Optional:

- i. Black nylon pistol magazine pouches
- ii. Black nylon handcuff case
- iii. Black nylon OC spray pouch
- iv. Black ASP holder
- v. Black TASER holster (worn support side)
- vi. Black nylon radio pouch
- vii. American flag worn above nametag (colored/subdued)
- viii. FTO Patch
- ix. CIT Patch
- x. Cell phone pouch or holder
- xi. Black nylon flashlight pouch
- xii. Black key holder
- xiii. Trauma kit
- xiv. Black nylon pouch (small)
- xv. Black nylon glove pouch
- xvi. Knives
 1. Fixed blade knives are prohibited
 2. Blade length shall not exceed 3"

3. Folding knives must be carried closed, and in a manner that is not visible to the public

xvii. Writing instruments

11. While wearing the external vest carrier, the rank insignia (metal) shall be worn on the collar of the black vest shirt. There shall be no medals or awards worn on the external vest cover.
12. The issued duty belt shall consist of the following equipment:
 - a. Black leather 2 ¾ inch belt
 - b. Black leather pistol magazine pouch (worn support side)
 - c. Black leather handcuff case
 - d. Black leather OC pouch
 - e. Black ASP holder
 - f. Black belt keepers with brass or silver snaps, rank-appropriate
 - g. Optional:
 - i. Cell phone holder/pouch
 - ii. Black flashlight holder/pouch
 - iii. Black leather handcuff case (additional single or double case)
 - iv. Black key holder
 - v. Black folding knife pouch
 - vi. Black glove pouch
 - vii. Black radio holder/pouch
 - viii. Black nylon equipment pouch

13. Deputies working the following assignments may vary their operational uniform needs to ensure that they can complete their missions safely. The Division Commander shall approve any uniform variances in writing:
 - a. ADC personnel
 - b. Courthouse personnel
 - c. Tactical units
 - d. Search and Rescue
 - e. CID/CSU
 - f. K-9
 - g. Traffic Section
 - h. Training Staff
14. While attending training, a deputy shall wear the appropriate clothing to convey a professional image. The deputy may wear any of the above-described uniforms. If the deputy elects to wear civilian attire and his/her firearm is visible, he/she must display a metal Sheriff's badge, or the shirt must have the embroidered or silk-screened badge. When the training involves physical skills, driving, or firearms, the deputy shall wear the appropriate clothing to safely perform the skills.
15. Black T-shirts and black sweatshirts with the Sheriff's badge and name displayed on them may be worn by deputies for training and specific operations if authorized by the supervisor. These items are the responsibility of the deputy to purchase.
16. During extreme weather events, the supervisor may authorize the wearing of additional weather appropriate clothing if it does not cover the uniform patch or badge and it is black in color.

C. Display of Medals, Pins and Ribbons

1. Only medals, ribbons and/or pins authorized by the Sheriff may be displayed on Sheriff's Office uniforms. Authorization may be distributed via memorandum or as an addendum to this General Order.

2. The display of such decorations shall be in accordance with this directive and in compliance with other agency directives, as appropriate.
3. Only sworn supervisory staff are authorized to wear a gold badge, name plate with gold border, and gold uniform accessories. All sworn non-supervisory staff shall wear a silver badge, name plate with silver border, and silver uniform accessories.
4. Medals shall only be worn on full dress uniforms for ceremonial functions or as directed by the Sheriff.
5. Medals shall be worn above the nametag on the right side of the wearer's uniform shirt.
6. Medals shall be arranged in order of prominence, from right to left, if multiple medals are authorized.
7. The Administrative and Technical Services Division shall maintain an approved list of all pins authorized to be worn. Ribbons shall be arranged in the following order of prominence, from top to bottom, if multiple ribbons are displayed:
 - a. Gold Medal of Valor
 - b. Silver Medal of Valor
 - c. Bronze Medal of Valor
 - d. Lifesaving Award
 - e. Certificate of Valor
 - f. Meritorious Action Award
 - g. Unit Citation
 - h. Meritorious Service Award
 - i. Sheriff's Excellence Award
 - j. Commendation
 - k. Distinguished Training Officer

- l. Master Deputy Sheriff Achievement Award
 - m. Agency Issued Awards (e.g., Derecho 2012, Auxiliary of the Year, etc.)
 - n. Approved External Awards (e.g., PELS, FBI-LEEDA, Smooth Operator, VFW Officer of the Year, etc.)
8. Medals shall only be worn by civilian recipients at an awards ceremony or at special ceremonial functions as directed by the Sheriff.
 9. Deputies or Auxiliary members authorized to do so shall wear valor ribbons on dress uniforms (mandatory) or on duty uniforms (optional). (See attachment A)
 10. Ribbons shall be worn centered, one-quarter inch (¼") above the wearer's nametag. Multiple ribbons shall be arranged in a vertical row above the nametag spaced one-quarter inch (¼") apart.
 11. Deputies and Auxiliary members authorized to do so shall wear only one ribbon for each level of award. Subsequent ribbons awarded for the same level or recognition will be re-issued as follows (applies to all ribbons):
 - a. One gold star will designate two awards of the same level
 - b. Two gold stars will designate three awards of the same level
 - c. Three gold stars will designate four awards of the same level
 - d. While only one valor ribbon may be displayed for each level of recognition, a separate medal will be issued for each such award.
 12. Lapel pins shall be awarded to civilian employees in lieu of valor ribbons and in accordance with the provisions of this order. Award pins may be worn on civilian clothing at the discretion of the employee, provided pins are worn in a tasteful manner.
 13. Nametags shall be always displayed on LCSO uniforms and jackets/coats and shall be worn centered ¼" above the right breast pocket.
 14. Agency Firearms Proficiency Pins shall be worn centered on the pocket underneath the Sheriff's Office badge.

15. Agency Safe Driving Pins, instructor pins, and recruiter pins shall be worn centered on the pocket underneath the Sheriff's Office badge and one quarter inch (1/4") beneath a firearms proficiency pin.
16. Miscellaneous Ribbons:
 - a. Motorcycle Operator, Canine Unit, SOS or SOT Member, Bomb Squad, Honor Guard, Firearms Instructor, Dive Team, CDU, etc.
 - b. Those deputies assigned to a specialized unit or participating in a specialized squad will be awarded a pin that recognizes the deputy for his/her current duty and certification.
 - i. The Honor Guard unit bar issued by the National Law Enforcement Officer Memorial (NLEOM) will be displayed directly above the nametag.
 - c. If a deputy has transferred out of the squad or no longer participates in the specialized unit, the applicable pin shall no longer be worn.
17. Specialty Pins shall be worn on the right side of the uniform shirt, one quarter inch (1/4") below the nametag, and as described in the attachment. If deputies participate in more than one specialty, up to three pins may be displayed symmetrically with the mid-line of the pocket. This includes an American Flag Pin or Military Service Pin. Deputies who received a ribbon for September 11, 2001, service may wear the ribbon on the right side of the uniform shirt, directly above the nametag, and as shown in the attached diagram.
18. A deputy who has received a Smooth Operator award will wear an agency-issued ribbon one quarter inch (1/4") directly above any 9/11 pin and one quarter inch (1/4") below any valor award pin.
 - a. A deputy who has previously received a Smooth Operator ribbon and receives another award for the same traffic enforcement achievement will only wear one ribbon. A subsequent ribbon will be re-issued as follows:
 - i. One gold star will designate two separate awards
 - ii. Two gold stars will designate three separate awards: and
 - iii. Three gold stars will designate four separate awards

19. Only American Flag pins issued by the agency may be worn on uniforms. The pins shall be worn on the nametag side of the uniform shirt in the same manner as specialty unit pins. Up to three pins may be worn in this manner, at the employee's discretion (Specialty Pin, American Flag Pin, Military Service Pin).
20. Those deputies who graduated from the FBI National Academy, the Professional Executive Leadership School, or completed the FBI Law Enforcement Executive Development Association Trilogy Program, while employed with the LCSO, may wear the issued pin from that organization. This pin shall be worn on the nametag side of the uniform shirt as depicted on the attached diagram.
21. Military Branch of Service Pin
- a. Eligible employees, both sworn and civilian, who have served in the Army, Navy, Air Force, Marine Corps, Coast Guard, Reserves, Space Force, or National Guard, will be issued a pin that designates their branch of service.
 - b. Sworn employees will be presented with the applicable military pin by the Sheriff or his designee upon the employee's graduation from a basic training academy.
 - c. Civilian employees, or previously certified Virginia law enforcement officers who would not attend an additional academy graduation, will be presented with the applicable pin by their Division Commander or his/her designee.
 - d. The pin shall only be issued as specified above and will not be available from the Property Room.
 - e. The pin shall be worn on the right side of the uniform shirt, below the nametag and above the pocket button, in the same manner as specialty unit pins. Up to three pins may be worn in this manner, at the employee's discretion (Specialty Pin, American Flag Pin, Military Service Pin).
 - f. The pin may be worn on civilian clothing at the discretion of the employee, provided pins are worn in approximately the same location and in the same manner as a deputy's uniform.

22. Hash Marks

- a. Hash marks may be sewn on to the left sleeve of winter jackets or long sleeve uniform shirts of Second Lieutenants and below.

- b. One hash mark may be applied for each three years of law enforcement service.

D. Grooming Standards for LCSO employees

Grooming standards are to promote professionalism and demonstrate neutral government authority.

1. Standards for Deputies:

- a. Hairstyles must be neat, clean, and well groomed. Hairstyles for deputies shall not extend below the midpoint of the shirt collar in the rear, or side growth beyond or covering any part of the ears. The style shall not be bulky at any point or prevent the hat from resting on the head. Unless otherwise approved by the Sheriff, eccentric, unconventional, or other uncommon hairstyles are prohibited. If combed or parted, only one cut, clipped, or shaved natural, narrow, front-to-back part (i.e. shaved part) is authorized. Deputies shall not dye, color, or streak their hair in any unnatural shade, or style their hair in any way to detract from the uniform, as determined by the Sheriff or his/her designee. Wigs or hairpieces are permitted only if they conform to the standards set forth herein for natural hair.
- b. The hair of non-uniformed deputies shall be styled to permit compliance with the above paragraph in the event a deputy may be required to perform uniformed duties.
- c. Sideburns with limitations are permitted. The length may extend down to a point straight and level with the lowest point of the ear lobe. The width of the sideburns shall be no more than one and one-half (1-1/2) inches, with the edges parallel to prevent being flared. Sideburns are to be kept neatly always trimmed and shall not be bushy or shaggy in appearance.
- d. Mustaches must be neatly trimmed, with the growth limited to one-quarter (1/4) inch beyond the corner of the mouth. The ends of the mustache shall not be waxed or twisted.
- e. Male deputies shall be clean-shaven when reporting for duty. In cases where deputies have a documented medical condition, they may request a medical waiver.
 - i. Medical waivers shall be requested by submitting the [Beard Waiver form](#) to Sheriff's Office Occupational Health Coordinator (OHC) through the deputy's chain of command which describes the medical condition. A memo from the requestor describing the medical

condition must be attached to the form. A physician's note from a licensed medical provider specializing in dermatology describing the medical condition, any proposed treatment or job-related restrictions, and the expected period that the deputy will be unable to shave must also be included with the submission.

- ii. The documentation will be provided to INOVA Occupational Health (INOVA OH) for review and consultation by the Sheriff's Office OHC. INOVA OH will contact the employee to schedule an in-person exam. INOVA OH will provide their findings to the Sheriff's Office OHC.
 - iii. Upon receipt of the findings from INOVA OH, the Sheriff's Office OHC shall forward the form to the deputy's Division Commander. The Division Commander will assess the request and forward it to the appropriate Bureau Commander. The Sheriff or their designee shall have final approval.
 - iv. Approval or denial of the waiver shall be included in the employee's Personnel File and the Sheriff's Office Human Resources OHC shall notify the deputy and their supervisor of the decision in writing.
 - v. 30 days following the approval of the waiver, the Sheriff's Office Human Resources OHC shall schedule a gas mask fit test for proper fitting with facial hair present.
 - vi. Deputies who are approved for a waiver shall submit a new request once yearly. The Sheriff's Office OHC is responsible for tracking waiver expirations and notifying the employee to submit an updated request prior to the expiration date.
- f. Deputies assigned to specialized or covert units may, when the nature of the assignment dictates, be exempt from these grooming standards. Authorization of such exemption shall be at the discretion of the Sheriff or his designee, based on operational requirements.
- g. Deputies who are approved by the Sheriff or his designee for a medical waiver of the requirement that deputies be clean-shaven when on duty shall comply with the following requirements:
- i. Deputies shall keep facial hair neatly groomed, as short as possible, and exceeding no more than one-eighth (1/8) inch or three millimeters. Facial hair is not permitted on the neck and the beard

shall be trimmed along the jaw line. This allows deputies to successfully complete fit testing for gas masks.

- ii. A full beard must be worn. Other styles of facial hair are not permitted (e.g., goatees, chinstraps, etc.).
 - iii. Upon approval of a medical waiver, the deputy shall notify the fit testing coordinator and schedule a fit test to ensure his currently issued mask will continue to function properly.
- h. Male deputies may not wear earrings of any style or design while on duty. No other visible jewelry piercings may be worn while on duty.
- i. Female deputies may wear one pair (one earring in each earlobe) of small, plain, button or post-type earrings of gold, silver, or pearl. Loop, ring, or other dangle-type earrings shall not be worn while on duty. No other visible jewelry piercings may be worn while on duty.

2. Appearance Standards for Civilian Personnel

- a. Civilian employees are expected to report to work in appropriate business clothing such as pants, suits, skirts, or dresses.
- b. Inappropriate attire shall not be worn to work. Inappropriate attire includes, but is not limited to, provocative clothing such as plunging necklines, short shirts that reveal the stomach and/or navel area, short skirts or dresses, skirts, or dresses with excessive slits; or blue jeans, tank tops, etc. Civilian employees should use good judgment when selecting clothing to wear to work as they reflect the standards of a paramilitary organization.
- c. Civilian staff shall wear their hair styles in a professional manner. Civilian staff shall not dye, color, or streak their hair in any unnatural shade, e.g., orange, blue, green, etc., or style their hair in any way to detract from the office setting, as determined by the Sheriff or his/her designee.
- d. Civilian employees who are issued a uniform are expected to wear all parts of their uniform daily and maintain the clothing in an appropriate manner.

E. Body Art

- 1. Body Art is defined as any tattoo, implant, branding, mutilation, skin coloring, piercing, or other like skin alteration. This definition does not include practices that are considered

medical procedures by a medical board of the Commonwealth of Virginia and conducted by licensed medical personnel, to correct medical conditions.

2. Purpose – the rational basis for prohibiting visible body art is to maintain public confidence, respect, and trust in law enforcement, and to demonstrate neutral government authority.
3. All employment applicants are required to successfully complete a body art screening during the employment application process. Using the Body Art Waiver Form ([LCSO Form 6.65](#)), applicants shall provide visual documentation of all body art that may be visible while in uniform. Employment applicants who bear inappropriate, offensive, or excessive body art, as determined by the Sheriff or designee, may be disqualified.
 - a. The Sheriff's Office will not accept employment applications from individuals with body art on the head, face, neck (above the collarbone in the front; above the first cervical vertebrae in the back), ears, scalp, or hands; however, a wedding ring tattoo on one finger no wider than 1/3 inch is acceptable. All other visible body art must be approved by the Sheriff prior to hire.
4. Any employee who has visible body art may be required by the Sheriff to conceal it while the employee is on duty or representing the Sheriff's Office in an official capacity. All unapproved body art documented on [LCSO Form 6.65](#) will be included in the employee's offer letter and in his/her personnel folder maintained in the Administrative and Technical Services Division.
 - a. Sworn personnel shall conceal visible body art with a standard issue uniform (e.g., long sleeve uniform shirt). Civilian personnel shall conceal visible body art with appropriate business attire.
 - b. For concealment requirements, visible body art shall be defined as any body art that is visible on the arm and not covered by a sleeve.
5. Any Sheriff's Office employee (civilian or sworn) seeking new body art must secure an approved body art waiver ([LCSO Form 6.65](#)) before obtaining any new visible body art.
6. If the Sheriff or designee approves a body art waiver, the employee shall comply with the waiver requirements and maintain compliance. This policy applies while the employee is on duty or representing the Sheriff's Office.
7. Current employees are encouraged to evaluate the necessity of body art and the effect

such may have on the public's perception of the employee and the agency. Deputies shall not tattoo Sheriff's Office logos or insignias on their bodies. Deputies with law enforcement logo tattoos may not participate in undercover operations due to the risk of exposure.

F. Patrol Vehicles

1. All agency marked vehicles used for general patrol must:
 - a. Be conspicuously marked
 - b. Be equipped with a siren, in operational order
 - c. Be equipped with emergency lights, in operational order
 - d. Be equipped with a communication device (radio and/or MDC)
2. All agency unmarked vehicles used for general patrol must:
 - a. Be equipped with a siren, in operational order
 - b. Be equipped with emergency lights, in operational order
 - c. Be equipped with a communication device (radio and/or MDC)

G. Title to Uniforms and Equipment

1. The Quartermaster Section shall arrange for ordering equipment and uniforms as needed, with written approval of the Administrative and Technical Services Division Commander. Deputies shall be responsible for providing accurate measurements for uniforms and notifying the Quartermaster Section when replacement or additional items are required and approved.
2. Title to all uniforms and equipment purchased for and/or issued to employees of the Sheriff shall be vested in the County of Loudoun. Uniforms and equipment shall only be worn and/or used in accordance with this General Order and other applicable policies of the Sheriff.
3. Each deputy shall be held strictly accountable for the proper care, security, use, maintenance and operational readiness of all uniforms, equipment and accessories issued to him/her by the agency.
 - a. Any defective, damaged, lost and/or stolen property shall be immediately reported to the deputy's immediate supervisor and the Quartermaster Section. If property is lost through negligence or intentionally damaged, the employee

responsible may be subject to disciplinary action and/or required to reimburse the County for the cost of the property.

- b. Upon notification and investigation of the surrounding circumstances, the responsible supervisor, via a memo through the chain-of-command, shall notify the Sheriff of the defective, damaged, lost and/or stolen property, as appropriate.
 - i. Any lost, stolen, or misplaced weapon, to include a handgun, shotgun, rifle, etc., whether issued by the Loudoun County Sheriff's Office or personally owned, shall be immediately reported to the deputy's immediate supervisor and documented in an administrative investigation that shall be routed through the employee's chain-of-command. An IBR shall be submitted, and the weapon shall be entered into NCIC if stolen. If located, notification shall be made by phone and documented in a memorandum and supplemental IBR. If entered in NCIC, the weapon shall be removed from the database.

H. Uniform Exemptions for Religious Purposes

Deputies who practice a religion that requires the head/hair to be covered shall be permitted to do so except where it would impede their ability to perform their assigned duties (e.g., when wearing a riot helmet, gas mask, etc.).

1. Deputies who wish to exercise this exemption shall comply with the following procedures:
 - a. Submit a request for an exemption through the deputy's chain of command, along with a stated reason for the exemption, a description of the head/hair covering to be worn, and an acknowledgement that the covering will comply with this General Order and not impede the deputy's assigned duties.
 - b. Final approval rests with the Sheriff or designee.
2. Deputies approved for an exemption under this section shall adhere to the following guidelines:
 - a. Head/hair coverings shall be solid black in color unless another color is expressly requested in writing by the deputy and approved by the Sheriff or designee.
 - b. Head/hair coverings shall be of a design that fits as closely to the head as is practical. The design shall also be similar in manner to other individuals using the same form of head/hair coverings.

- c. Head/hair coverings shall be worn in a manner to limit the visibility of any brand name, logo, emblem, or similar manufacturer marking. Such markings, if visible, shall be subdued.
- d. Head/hair coverings shall be worn in such a way as to ensure that no part of the deputy's facial features, except the ears, are obstructed.

Attachment A

