



Explorer Post #117

Bonneville County

Sheriff's Office

Idaho Falls, Idaho

Program Information Sheet

Mission

The Bonneville County Law Enforcement Explorer Post 117 was organized in May of 1981 and is a Learning for Life program from the Boy Scouts of America. Each member is registered with the Grand Teton Council of the Boy Scouts of America. The program offers young men and women an insight into the field of Law Enforcement. The Post provides an opportunity for interested persons to work closely with Law Enforcement, Detention, and non-certified Deputies both in the classroom and at their work stations.

Lectures

Meetings are held on the 2nd and 4th Mondays of each month during the school months. The Post conducts a regular business meeting and is given lectures in areas of Law Enforcement.

Training

Training is provided to familiarize the Explorer with essential police tools and does not qualify or allow them to be used in the field. The exception is First Aid and CPR certifications.

Firearms – Air Pistol and Duty Handgun Bicycle Rodeos Marine Patrol & Boat Inspections
Learning for Life Awards in the areas of Law Enforcement Honor Guard

Activities

Post activities cover many areas of Law Enforcement and assist the Bonneville County Sheriff's Office in fulfilling its missions to the community. A few examples are as follows:

DARE Graduations & Haunted House Boat Inspections KinderVision Shop With a Cop
Traffic and Crowd Control Community Display Booths National Night Out
Halloween Patrol Dive Rescue/K-9 Search & Rescue Training
District and National Conventions and Competitions

Special Programs and Activities

The Sheriff's Office offers Explorers a ride-a-long program approved by the Boy Scouts. Explorers that are over 18 years of age can observe in the Jail and help out with the 911 Business Update Program. The Honor Guard is for highly motivated Explorers to represent the Sheriff's Office and assist with the Deputies Honor Guard at special events and functions.

Persons interested in becoming members of the Law Enforcement Explorers Post 117 can contact the Bonneville County Sheriff's Office at 529-1350 extension 1310. The contact Deputies are Justin Cornelson at 317-8440 and Sgt. Doug Metcalf at 317-8433.



Explorer Post #117

Bonneville County

Sheriff's Office

Idaho Falls, Idaho

Bonneville Sheriff's Explorer Post 117

Program Waiver of Liability Form

I, Understand and Agree to the following Provisions

1. I may be exposed to danger, unpredictable circumstances and disturbing activity. I may be at risk of physical and mental harm.
2. The Sheriff's Deputies are under "**NO**" special obligation to protect me.
3. I agree to immediately follow all of the Deputy's orders.
4. If I am injured or become involved in a civil suit, I will not be covered in any way, with Bonneville County, Bonneville County Sheriff's Office, ICRMP, or the State Insurance Fund.
5. I must follow the Bonneville Sheriff's Explorer Program's Policies and Procedures.

Acknowledgement and Waiver of Liability

My signature demonstrates that I understand and agree with the above provisions and the Policies and Procedures of the Bonneville Sheriff's Explorer Program. I have a copy of the Policies and Procedures in my possession. I release and hold harmless, Bonneville County, Bonneville County Sheriff's Office, and the Deputies from any liability that may arise from any act or failure to act, that may result in physical or mental harm, damage to my property, etc.

Agreement

I understand and agree with these guidelines. I give my permission for law enforcement, emergency medical and medical personnel to make life-saving decisions in my behalf, if I cannot demonstrate the ability to make decisions for myself.

Name _____ DOB _____ Age _____

Address _____

City _____ Telephone _____

Cell Phone _____

Signature _____ Date _____

Parental or Legal Guardian Consent for Minors Under the Age of 18

I, _____, am the parent and/or legal guardian of the above juvenile. I understand and agree with all the conditions of the Bonneville Sheriff's Office Explorer Program's Policies and Procedures. I give my unconditional consent for the above juvenile to participate in the Explorer Program.

Name _____

Address _____

City _____

Signature _____ Date _____
Father/Guardian

Signature _____ Date _____
Mother/Guardian

Father/Guardian
Phone: _____

Mother/Guardian
Phone: _____

Cell: _____

Cell: _____

Witness _____ Date _____

This wavier expires on January 1 of next year



Explorer Post #117
Bonneville County
Sheriff's Office
Idaho Falls, Idaho

MEDICAL RELEASE FORM

I/We know of no health or fitness restriction that precludes the participation of Explorer _____ in the Explorer Ride-a-long Program for Explorer Post 117 sponsored by the Bonneville County Sheriff's Office.

In the event of serious illness or injury to _____ while involved in this activity, I/we consent to emergency medical treatment, x-ray examination, anesthesia, medical or surgical diagnostic procedures or treatment that is considered necessary in the best judgment of the emergency medical technician/paramedic and the attending physician, and is performed under the supervision of a member of the medical staff of the hospital furnishing the medical services.

It is understood that in the event of a serious illness or injury, reasonable efforts to reach me/us will be attempted.

Parent(s)/Guardian(s) Name _____

Parent(s)/Guardian(s) Signature _____

EMERGENCY PHONE NUMBERS

Home () _____ Work () _____ Message () _____

NOTARY PUBLIC _____ DATE _____

ADVISOR APPROVAL _____ DATE _____

EXPIRATION DATE _____



Explorer Post #117
Bonneville County
Sheriff's Office
Idaho Falls, Idaho

Hepatitis B Vaccine Declination for POST 117 Youth/Adult Volunteers

I understand that due to my voluntary participation in the Explorer Post 117 Program or activities, I may be exposed to blood and other potentially infectious materials and may therefore be at risk of acquiring the Hepatitis B (HBV) infection.

I understand that I may contact a medical facility of my own choosing and be vaccinated or have my dependent vaccinated at my own expense.

My signature demonstrates that I understand and agree with the above provisions of this declination. I release and hold harmless, Bonneville County, Bonneville County Sheriff, and his deputies from any liability that may arise from any act, or failure to act, that may result in physical harm to me.

Print Name _____ **DOB** _____

Signature _____ **Date** _____

Parental or Legal Guardian Consent for Minors Under the Age of 18

Signature _____ **Date** _____
Father/Guardian

Signature _____ **Date** _____
Mother/Guardian

Father/Guardian
Telephone _____

Mother/Guardian
Telephone _____

Cell Phone _____

Cell Phone _____

BONNEVILLE COUNTY SHERIFF'S OFFICE

SHERIFF'S DIRECTIVE 500-28-2001

Sheriff Paul J. Wilde

This directive defines my policy as it relates to vehicle safety belt use for all Deputies.

I have considered Idaho Codes 49-672 and 49-673, Bonneville County Travel Policies, and enforcement efforts relative to the above Idaho Codes. I want Deputies to use existing vehicle safety belts to protect themselves, citizens, and inmates. I do not want to jeopardize insurance coverage for my Deputies or passengers who may not comply with Bonneville County policy. In addition to compliance with County policy, I want my Deputies to comply with the intent and spirit of the laws we are obligated to enforce.

Absent exigent circumstance, Deputies and any passengers who drive or ride in a Bonneville County Sheriff's Office vehicle will wear the provided safety belt while the vehicle is moving. Deputies and passengers who conduct Sheriff's Office business in a private vehicle must also wear the safety belt while the vehicle is moving.

Absent exigent circumstance, if a seat belt is broken or not accessible in a County or private vehicle, Deputies are required to get the seat belt fixed before driving or riding in the vehicle.

Violation of this directive can result in disciplinary action up to and including termination. Violation of this directive and County policy may preclude insurance coverage for injuries sustained in a vehicle accident.

I have read the above directive. I am familiar with the provisions of this directive.

Deputy Printed Name and Signature

Date



Explorer Post #117

Bonneville County Sheriff's Office

Idaho Falls, Idaho

Bonneville Sheriff's Explorer Waiver of Liability Form

Bonneville Sheriff's Explorer Ride-Along Program

Name _____ DOB _____ DL# _____

Address _____ Telephone _____

City _____ Cell Phone _____

I, Understand and agree to the following Provisions:

1. I may be exposed to danger, unpredictable circumstances and disturbing activity. I may be at risk of physical and mental harm.
2. The Sheriff's Deputies are under **no** special obligation to protect me.
3. I agree to immediately follow all of the Deputies' orders.
4. I will not be compensated in any way for my observation time.
5. If I am injured or become involved in a civil suit, relative to my observation time, I will not be covered in any way, with Bonneville County, Bonneville County Sheriff's Office, ICRMP, or State Insurance Fund.
6. I must follow the Bonneville Sheriff's Explorer Program's Rules and Guidelines.
7. I must follow the Bonneville Sheriff's Explorer Ride-Along Program's Rules and Guidelines.
8. The Sheriff's Deputies can cancel my opportunity to observe at any time.

Acknowledgement and Wavier of Liability

My signature demonstrates that I understand and agree with the above provisions and the guidelines of the Bonneville Sheriff's Explorer Ride-Along Program. I have a copy of these rules in my possession. I release and hold harmless, Bonneville County, the Bonneville County Sheriff and his Deputies from any liability that may arise from any act or failure to act, that may result in physical or mental harm, damage to my property, etc.

Agreement

I understand and agree with these guidelines. I give my permission for law enforcement, emergency medical and medical personnel to make life saving decisions in my behalf, if I cannot demonstrate the ability to make decisions for myself.

Signature _____ Date _____

Parental or Legal Guardian Consent for Minors Under the Age of 18

I, _____ am the parent and/or legal guardian of the above juvenile. I understand and agree with all the conditions of the Bonneville County Sheriff's Explorer Program's Rules and Guidelines. I give my unconditional consent for the above juvenile to participate in the Explorer Program.

Signature _____ Date _____
Father/Guardian

Signature _____ Date _____
Mother/Guardian

Father/Guardian
Telephone _____

Mother/Guardian
Telephone _____

Cell Phone _____

Cell Phone _____

Witness _____ Date _____

This waiver expires on January 1 of next year.



Explorer Post #117

Bonneville County

Sheriff's Office

Idaho Falls, Idaho

Bonneville Sheriff Explorer Ride-Along Program

Mission: The Bonneville Sheriff's Ride-Along Program allows Explorers to observe some realistic work situations that Sheriff's Deputies may encounter while on duty. The program includes classroom instruction and training concerning Law Enforcement duties. The objective is to safely give the Explorer an opportunity to better understand the Deputy's function in Law Enforcement and broaden the Explorer's knowledge of the Law Enforcement profession. The following are guidelines for the Explorer ride-along program.

Guidelines

1. The Explorer Post advisor or an associate advisor must approve each Explorer before he/she participates in the program. The Ride-Along Program is not a required component to belong to the Post and not every Explorer is required or allowed to participate in the Program. This is an observation program. Participants are not covered by the State of Idaho Workman's Compensation Fund.
2. Required forms:
 - a. All Explorers must submit a completed Program Waiver of Liability form.
 - b. The parents or legal guardians of any Explorer under the age of eighteen (18) must sign the completed "Program Waiver of Liability" form.
 - c. All Explorers must submit a completed Ride-Along Acknowledgement and Waiver of Liability form.
 - d. The parents or legal guardians of any Explorer under the age of eighteen (18) must sign the completed Ride-Along Acknowledgement and Waiver of Liability form
 - e. Each Explorer must sign a Sheriff's Directive 500-28-2001 form. This original is kept and filed by the Sheriff's Office.
 - f. The original Program and Ride-Along Waiver of Liability forms will be kept by the advisor.
 - g. The Ride-Along Acknowledgement and Waiver of Liability forms are valid until the end of the calendar year. New forms must be completed and signed at the start of each New Year.
 - h. A Medical Release Form filled out and signed by the Explorer or the parents or guardians of Explorers under the age of eighteen (18). This form will be kept in a separate file.
 - i. The Sheriff reserves the right to disqualify any applicant or Explorer from the program.

3. The Explorer is prohibited from sleeping during the ride-along program.
4. Explorers may be required to testify as a witness if they observe a criminal activity.

5. Explorers will not, under any circumstances, be allowed to carry a firearm, chemical spray, baton, or handcuffs.
6. The Explorer must successfully complete the classroom and review of the ride-along program guidelines and pass that test before participating in the program.
7. Explorers will only ride with Deputies or the advisor to whom he or she is assigned.
8. The Explorer will contact their assigned Deputy to schedule a time to ride. This will be done several days before the ride is to occur. Explorers will arrange with the Deputy on pickup and drop off times. Deputies will notify dispatch when the Explorer is in service and out of service.
9. The Deputy will inform the shift supervisor that an Explorer is riding with them at any shift change in which the Deputy will remain in service.
10. The Explorer will be in complete uniform without rank or awards and dressed for the weather.
11. The riding uniform will be used. It will be different in color and style than the patrol uniform.
12. Fill out an inventory form for ride-along uniform.
13. Expected conduct of any Explorer:
 - a. Follow directions of the assigned Deputy
 - b. Explorer will not carry on a conversation with any prisoner, witness or complainant, unless specifically directed by the Deputy.
 - c. Carry cell phone, meal money, and money to call home.
 - d. Patrol car etiquette.
14. The Explorer must follow the supervising Deputy's directions regardless of their personal feelings. Any disagreement or argument must be reported to the shift supervisor and in writing to the advisor as soon as possible. No Explorer will be required to obey an order that is illegal.
15. The Post advisor will maintain a log of times, dates, and activities for each Explorer when they complete a ride-along.
16. The Sheriff reserves the right to decline sponsorship of the riding program of the Explorer Post at any time.

Calls For Service in Which Explorers May Participate

Explorers participate in the ride-along program as observers. Explorers may fulfill various duties as determined by the ride-along Deputy. Explorers may be assigned to help in the following areas.

1. Traffic/crowd control
2. Radio operation
3. Motorist assistance
4. Completion of routine paperwork that will not be used in any court action
5. Crime scene protection
6. Interpretation, as directed by the assigned Deputy
7. First Aid, CPR, and AED (certification required)
8. Location of lost persons

Calls in Which Explorers May Not Participate

Deputies will make reasonable efforts to keep the Explorers safe. Explorers cannot be used in the following areas:

1. Interviews/interrogations of suspects or witnesses
2. Participating in an arrest or being left in control of any prisoner
3. Leaving the patrol vehicle, unless instructed to do so by the assigned Deputy

4. Assisting at any scene, unless directed by the assigned Deputy
5. Surveillance
6. Signing any arrest, offense, accident report, traffic citation, or legal documentation
7. Assisting or providing cover for any possible crime in progress
8. Sobriety and breathalyzer tests
9. Frisks
10. Impounds
11. Searches of persons
12. Seizures
13. Stops (investigative detention)
14. Use of lethal and nonlethal force
15. Driving a vehicle
16. Pursuits
17. Undercover assignments

Pursuits

Deputies may have Explorers with them when they start a pursuit in an attempt to stop a vehicle. Options on getting the Explorer out of the vehicle safely will be left to the decision of the Deputy. A Deputy who begins a response to assist another Officer involved in a pursuit and has an Explorer with them may, as soon as can be done safely, have the Explorer exit the vehicle. The location of the Explorer will be radioed to dispatch. The Explorer has two options: (1) The Explorer can stay where they are left and wait for a ride to pick them; (2) The Explorer may call home or an adult friend and return home. If the Explorer changes locations, they must as soon as possible contact dispatch and advise them of their status. Dispatch phone number is 529-1200.

1. Waiting to be picked up (give address)
2. Gone home or out of service

Driving Policy

Explorers are prohibited from driving a Sheriff's Office vehicle.

Blood Borne Pathogens

Explorers may be exposed to blood and body fluids.

1. All Explorers will have completed and signed the Hepatitis B Vaccination Declination form and have it on file.

High-Risk Call Procedures

The Explorer must follow the ride-along procedure for high-risk calls:

1. In case of a high-risk call for service and if circumstances allow, the Deputy will attempt to return the Explorer to the office. The Deputy may stop at the first convenient location and radio the position of the Explorer so that another unit can pick up the Explorer while the dispatched Deputy proceeds to the assignment. (Refer to pursuit options above)
2. In case of an immediate emergency, the Explorer must remain in the patrol vehicle and observe until the Deputy advises the situation is safe.

Explorer's Training

The Explorer is permitted to participate in the ride-along program when he/she has completed the review of the Ride-Along Guidelines and the Youth Protection Guidelines and complete those tests. The Explorer is then required to successfully complete the listed training exercises and tests to receive a certification. That training includes the following:

1. Daily operations of a Deputy Sheriff
2. Post guidelines (Revised January 2007)
3. Familiarization with the patrol vehicle and equipment
4. Proper dress required when participating in the ride-along
 - a. Assignment of the riding uniform
5. Training Topics from BSA Ride A-Long Certification Program
 - a. The history of law enforcement
 - b. Patrol procedures
 - c. Traffic Control and Accident Investigation
 - d. Crime Prevention Techniques
 - e. Crime Scene Search Techniques
 - f. Community and Public Relations
 - g. Causes and effects of juvenile delinquency
6. Code of Conduct for Deputies
7. Additional training to include:
 - a. Note taking/report writing
 - b. Geographic orientation of assigned beats/Bonneville County
 - c. Communications and radio procedures

Explorer Ride-Along Certification includes competition of the following:

To be completed before riding

- a. Review of Training Guidelines and Youth Protection, tests and sign off

To be completed before issuance of a certificate

- b. Competition of Training Topics, tests and sign off
- c. Code of Conduct for Deputies, test and sign off
- d. Additional training topics, test and sign off
- e. Daily operations, vehicle and equipment familiarization
- f. Radio procedures, Patrol and Dispatch sign off
- g. Complete 100 hours of riding time, sign off

Additional Awards for riding time are awarded at 250, 500, 750 and 1,000 hrs.

Schedule of Riding Time

Explorers will be divided into age groups for approved riding time.

1. Explorers in the age group of 14 and 15 will be allowed to ride once a quarter on a Saturday between the hours of 0900 and 1600 hours. This time will only be with the Post advisor or an associate advisor.
2. Explorers in the age group of 16 and 17 will be allowed to ride once a month. This time can be on weekends and days off from school. This time will be arranged with the assigned Deputy. This monthly ride time is limited to eight (8) hours per month.
3. Explorers in the age group of 18 to 20 will be allowed to ride twice a month. This time is to be arranged with the assigned Deputy. This Explorer may have more than one assigned Deputy.
4. Explorers under the age of 18 are prohibited from riding after midnight.
5. Sign-in logs will be filled out and given to the advisor or Post secretary to file.

6. Explorers may not ride more than eight (8) hours per day.

Assigned Deputy Criteria

1. Be an Idaho POST certified Deputy with at least one (1) year experience.
2. The Deputy must be off probation and not under any current disciplinary action.
3. The consenting Deputy must receive an orientation to the Explorer program rules and guidelines and have them in their possession before participating in the ride-along program.
4. Debrief the Explorer upon completion of each ride-along.
5. The assigned Deputy must accept a reasonable amount of responsibility and accountability of the Explorer.
6. The Deputy's immediate supervisor must approve of the Deputy's participation in the program.
7. The shift supervisor retains authority to cancel the ride-along at any time.



Explorer Post #117

Bonneville County

Sheriff's Office

Idaho Falls, Idaho

BCSO Explorer Policy Probationary Period

Probationary Period

While an Explorer is on probation they are prohibited from participating in certain activities including but not limited to: Observation programs (ride-alongs & jail observation).

- **New Member Probationary Period** – every member of the Post must successfully complete a (6) month probationary period. Such member may be dismissed from the Post at any time during this period. The dismissal to be decided by the Post advisor or the Sheriff.
- **Disciplinary Probation Period** – a period of probation given to a member as a disciplinary measure. Violations of any of the policy and procedures while the member is on disciplinary probation are sufficient cause for immediate dismissal from the Post.
- **Academic Probation Period** – Post members are to maintain a “C” average if still in high school. Any Post member who’s GPA falls below a “C” average will only be allowed to attend the bi-weekly Post meetings. The parents may contact the Post advisor concerning the member continuing with other Post activities. The parents must give consent to the advisor to obtain the Explorer’s GPA records.

I have read and understand the following Explorer Probationary Period Policies.

	While an Explorer is on probation they are prohibited from participating in certain activities including but not limited to: Observation programs (ride-alongs & jail observation).
	New Member Probationary Period – every member of the Post must successfully complete a (6) month probationary period. Such member may be dismissed from the Post at any time during this period. The dismissal to be decided by the Post advisor or the Sheriff.
	Disciplinary Probation Period – a period of probation given to a member as a disciplinary measure. Violations of any of the policies and procedures while the member is on disciplinary probation are sufficient cause for immediate dismissal from the Post.
	Academic Probation Period – Post members are to maintain a “C” average if still in high school. Any Post member who’s GPA falls below a “C” average will only be allowed to attend the bi-weekly Post meetings. The parents may contact the Post advisor concerning the member continuing with other Post activities. The parents must give consent to the advisor to obtain the Explorer’s GPA records.

Date: _____

Signed: _____

Print Name: _____



Explorer Post #117

Bonneville County

Sheriff's Office

Idaho Falls, Idaho

BCSO Explorer Policy

Post Property

- All property issued to the members shall remain the property of the Bonneville Sheriff's Office, or the Explorer Post 117.
- Explorers and their parents will sign an inventory form listing all Post Property assigned to the Explorer.
- Any member who loses his/her issued equipment shall pay the replacement cost for each items lost. Such loss must be reported immediately, in writing, to the post advisor explaining the circumstances under which such equipment was lost.
- Any member who breaks equipment shall be assessed the actual cost of the repair. Such damage must be reported to the Post advisor, in writing, explaining how such damage occurred.
- Repair or replacement cost may be waived by the Post advisor if the loss or damage occurred in the performance of duty and the loss or damage did not occur as a result of carelessness or neglect by the member.

I have read and understand the following Explorer POST Property Policies.

	All property issued to the members shall remain the property of the Bonneville Sheriff's Office, or the Explorer Post 117.
	Explorers and their parents will sign an inventory form listing all Post Property assigned to the Explorer.
	Any member who loses his/her issued equipment shall pay the replacement cost for each items lost. Such loss must be reported immediately, <u>in writing</u> , to the Post advisor explaining the circumstances under which such equipment was lost.
	Any member who breaks equipment shall be assessed the actual cost of the repair. Such damage must be reported to the Post advisor, <u>in writing</u> , explaining how such damage occurred.
	Repair or replacement cost maybe waived by the Post advisor if the loss or damage occurred in the performance of duty and the loss or damage did not occur as a result of carelessness or neglect by the member.

Date: _____

Signed: _____

Print Name: _____



Explorer Post #117

Bonneville County

Sheriff's Office

Idaho Falls, Idaho

BCSO Explorer Policy Grooming Standards

1044.2 GROOMING STANDARDS

Unless otherwise stated, and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all members, unless the Sheriff has given a written exception based on the member's current assignment. These requirements are not intended to unlawfully discriminate against any member.

1044.2.1 HAIR

Hairstyles of all members shall be neat and orderly in appearance. Male member's hair must be off the ears and above the edge of the uniform or shirt collar while assuming a normal stance. Female members with long hair will wear their hair pulled back or in a bun when in uniform.

1044.2.2 MUSTACHES

Members may wear a neatly trimmed mustache.

1044.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1044.2.4 FACIAL HAIR

Facial hair other than approved sideburns, mustaches, and eyebrows shall not be worn, unless authorized in writing by the Sheriff for special events or assignment.

1044.2.5 FINGERNAILS

Long fingernails that extending beyond the tip of the finger can pose a safety hazard to Deputies or others. The Sheriff recommends fingernails are trimmed so that no point of the nail extends beyond the tip of the finger.

1044.2.6 JEWELRY AND ACCESSORIES

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, should not be visible above the shirt collar.

For member's safety and to minimize the loss, damage or theft of jewelry, the Sheriff recommends members do not wear jewelry while on duty. If a member wants to voluntarily wear jewelry on their person, the Sheriff requires members follow these guidelines:

- Earrings are limited to one small single post in each ear. The earring should not dangle or hang from the post
- Necklaces worn around the neck should be able to break free from the neck and should be worn under the shirt
- A functional wrist watch may be worn
- A ring may be worn on either hand
- Authorized Medical Alert necklaces or bracelets may be worn

1044.3 TATTOOS

Members shall not wear tattoos that are visible on the face or neck. Members may not wear tattoos that are of an offensive, racial, or discriminatory nature.

1044.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body that is visible while wearing an authorized uniform or plain clothes attire, that is a deviation from normal anatomical features and which is not medically required, is prohibited except with prior authorization of the Sheriff. Such body alterations includes but are not limited to:

- Tongue splitting or piercing.
- The complete or transdermal implantation of any material other than hair replacement or other reasonable cosmetic alterations.
- Abnormal shaping of the ears, eyes, nose, or teeth.
- Visible branding or scarification.

If there is any question about a body piercing or alteration being in violation of this policy, the member shall request review by the Sheriff prior to obtaining the procedure.

I have read and understand the following Sheriff’s Office Grooming Standards Policies.

	Hairstyles of all members shall be neat and orderly in appearance.
	Members may wear a neatly trimmed mustache. Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat. Facial hair other than approved sideburns, mustaches, and eyebrows shall not be worn, unless authorized in writing by the Sheriff for special events or assignment.
	Long fingernails that extending beyond the tip of the finger can pose a safety hazard to deputies or others. The Sheriff recommends fingernails are trimmed so that no point of the nail extends beyond the tip of the finger.
	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, should not be visible above the shirt collar. For member’s safety and to minimize the loss, damage or theft of jewelry, the Sheriff recommends members do not wear jewelry while on duty. If I choose to wear jewelry I will adhere to the Sheriff’s guidelines for appropriate jewelry.
	Members shall not wear tattoos that are visible on the face or neck. Members may not wear tattoos that are of an offensive, racial, or discriminatory nature.
	<p>Body piercing or alteration to any area of the body that is visible while wearing an authorized uniform or plain clothes attire, that is a deviation from normal anatomical features and which is not medically required, is prohibited except with prior authorization of the Sheriff. Such body alterations include, but are not limited to:</p> <ul style="list-style-type: none"> • Tongue splitting or piercing. • The complete or transdermal implantation of any material other than hair replacement or other reasonable cosmetic alterations. • Abnormal shaping of the ears, eyes, nose, or teeth. • Visible branding or scarification. <p>If there is any question about a body piercing or alteration being in violation of this policy, the member shall request review by the Sheriff prior to obtaining the procedure.</p>

Date: _____

Signed: _____

Print Name: _____