

**STANDARDS OF APPEARANCE ACKNOWLEDGEMENT  
FORM**

I, \_\_\_\_\_ hereby acknowledge receipt of this memorandum. I fully understand and will abide by the regulations set forth in this policy. I also understand that I may be subject to disciplinary action for any violation of this policy.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Witnessed:**

\_\_\_\_\_  
**Appointing Authority or  
Designee Signature**

\_\_\_\_\_  
**Date**