

# PERSONAL GROOMING AND APPEARANCE POLICY

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Effective January, 2010

## **Purpose:**

The purpose of this policy is to provide the provisions for the personal grooming and appearance of all fire department staff.

## **Responsibility:**

- A. The Division Chief of Training is responsible for ensuring that all new department members receive a copy of this and all policies at the time of their recruit training.
- B. All officers are responsible for ensuring department members adhere to the provisions of this policy.
- C. All department members have the responsibility to learn and adhere to this policy.
- D. All department members shall exercise reasonable judgment in adhering to this policy.

## **Guidelines:**

- A. **Hair:** Hair is to be neatly groomed and clean. It shall be cut, styled and worn in a conservative manner. Hair may be in a bun, ponytail or braided. The bulk or length of the hair shall not interfere with the proper wearing of any department head gear or equipment. Hair pins, combs, or barrettes, may be worn to meet the requirement of this standard, but may not interfere with the proper wearing of any department apparel or gear.

Both male and female department members must conceal all hair within a protective hood and still maintain a proper fit of headgear and self-contained breathing apparatus face piece. Additionally, hair length must not interfere with providing emergency medical services. Caution must be taken to prevent member's hair from becoming contaminated by patient's bodily fluids or from contaminating patient's injuries.

- B. **Hair Coloring:** Hair coloring must be of a natural color. Unnatural hair coloring, such as green, purple, blue, bright red, etc. are not permitted. Hair pins, combs, or barrettes, must be neutral in color.

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- C. Wigs and Hair Pieces: Wigs or hair pieces may be worn while on duty or in uniform for cosmetic reasons to cover natural baldness or physical disfigurement. If a wig or hair piece is worn, it must conform to this policy for natural hair and must not cause a safety hazard.
- D. Facial Hair: No person shall report for work or be on duty with facial hair of sufficient length to potentially interfere with an individuals' ability to maintain a safe SCBA face piece seal with/while wearing a self contained breathing apparatus.
- E. Beards and Goatees: Beards and goatees are not permitted if they extend below the jaw line and interfere with the proper fitting of protective gear.
- F. Sideburns: Sideburns must be neatly trimmed, not extend below the bottom of the ear lobe and must end with a clean shaven horizontal line. Sideburns shall not extend into the portion of the face which provides for the seal of the SCBA face piece. "Muttonchops", Ships Captain" or similar grooming styles are not permitted.
- G. Mustaches: Mustaches may be word provided they are maintained in a neat manner which presents a groomed appearance. Mustaches must not be longer on the sides than the bottom of the lip. The mustache must not interfere with the wearing of any fire equipment or SCBA face piece seal and shall not expose the wearer to undue risk hazard. Mustaches commonly known as "Fu Manchu" or "Handlebar" are prohibited if any part of the loose facial hair extends below the normal jaw line or interferes with the SCBA face piece seal.
- H. Jewelry: A limited amount of jewelry may be worn while in uniform provided the items are discrete, do not expose the wearer to undue risk or hazard, and comply with this policy.
  - (1) Jewelry in the nose, eyebrow, lip or any place other than in the ear lobes are not permitted.
  - (2) Ear jewelry is limited to no more than two post style earrings worn in the ear lobe. Post style earrings shall be simple without any dangles or exhibiting offensive emblems.

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(3) Necklaces or chains worn about the neck are permitted as long as they are concealed beneath an approved uniform shirt, t-shirt or sweatshirt.

(4) Hand jewelry (rings) which are loose or protrudes and may catch in machinery or equipment may not be work while in uniform.

- I. Cosmetics: Cosmetics such as eye shadow, rouge, or powder may be worn as long as they are used in moderate amounts and worn in conservative style.
- J. Tattoos: All tattoos that depict explicit content or other offensive implications must be covered at all times while on duty.
- K. Personal Clothing: Because paid-on-call firefighters may be responding from home to a fire or medical call they are expected to be aware of the condition of their clothes or their appearance to the public. Clothing that is excessively dirty or ragged should be covered or changed prior to responding for a call for service. Fire Department members shall not dress in suggestive apparel when they are available for response.

This policy does not cover all potential appearances and grooming issues and any extreme clothes, hairstyles, facial hair or jewelry are not permitted. Department members are expected to use discretion in maintaining the professional image of the Fire Department.