



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Personnel	SOP: 2.15
Subject: Grooming Standards	Executed: May 21, 2012 Revised:
Approved:  Scott Cullers, Fire Chief	

PURPOSE

To provide for safety of operational personnel by establishing criteria for grooming and personal appearance for all uniformed operational career members of the department, while on-duty or when representing the Winchester Fire and Rescue Department in an official capacity.

RESPONSIBILITY

It is the responsibility of all Winchester Fire and Rescue Department personnel to understand and comply with this Standard Operating Procedure and follow the City of Winchester Comprehensive Employee Management System 7.15 Dress Code which reads *“The City’s public image is affected by its employees’ personal appearance and hygiene. People judge the City’s services partially based on the image projected by the employees. Therefore, all employees shall dress appropriately for the job and maintain good personal hygiene in a manner that creates a positive impression on the people they serve as well as their co-workers. Office employees shall wear business-like attire. Employees furnished uniforms by the City shall wear the complete uniform while on the job. Employees are referred to the City Manager’s Administrative Order (See Appendix T) for further guidance on appropriate dress.”*

STANDARDS

1. All employees of the City of Winchester Fire and Rescue Department shall be required to conform to the provisions of this policy except as expressly stated herein. Employees having a permanent condition at the time of adoption of this policy such as a pre-existing tattoo that is not conformance with the policy shall not be subject to personal action solely by virtue of the pre-existing condition, but shall be required to make reasonable efforts to conform to the requirements of this policy including but not limited to compliance with Section 8(b) of this policy.

2. Hair and Sideburns
 - a. All personnel shall maintain their hair so as to present a neat appearance.

b. Operational personnel:

- i. On-duty uniformed operational personnel shall keep their hair properly trimmed. The hair shall be at least moderately tapered, shall not extend below the bottom of the shirt collar, nor extend below the bottom of the ear, and shall not interfere with the proper wearing of the personal protective ensemble. Haircut extremes such as Mohawks or hedgehogs will not be permitted.
- ii. Sideburns, if worn, may extend to the base of the ear. Sideburns shall be neatly trimmed, not flared, and should end with a clean shaven, horizontal line.
- iii. Wigs and hairpieces are permitted if they conform to the standards for natural hair.
- iv. Hair, if dyed, should conform to a closely related natural shade.

3. Facial Hair

- a. *OSHA regulation 1910.134(g)(1)(i) states "The employer shall not permit respirators with tight-fitting facepieces to be worn by employees who have:*
- b. *1910.134(g)(1)(i)(A) Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function; or*
- c. *1910.134(g)(1)(i)(B) Any condition that interferes with the face-to-facepiece seal or valve function.*

2.1 Therefore, operational personnel will not wear beards, goatees or any other facial hair below the bottom lip with the exception of a mustache which may be worn if neatly trimmed and extending no more than one quarter (1/4) inch past the corners of the mouth as long as it does not come between the sealing surface of the facepiece.

2.2 Except as otherwise provided under this section, all personnel shall be clean shaven while on duty.

4. Jewelry and Piercings

- a. Operational personnel shall not wear any type of necklace or lanyard for hanging their glasses or department ID around the neck while on duty.
- b. Exposed necklaces outside of the shirt collar, shall not be worn while in uniform. Only one (1) necklace, maximum width of one quarter (1/4) inch, may be worn, and then only if it is within the collar of the shirt.
- c. While the wearing of rings is not encouraged while on-duty, operational personnel are permitted to wear rings on their little or ring fingers between the knuckle and first joint.

- d. The wearing of more than one (1) bracelet while in uniform, excluding "Medic Alert" bracelets, is prohibited. Bracelets shall not be loose fitting or dangle creating a snag hazard (safety risk). However, operational personnel may wear a wristwatch in addition to the bracelet.
- e. Operational personnel may wear one (1) pair of post-type or stud earrings, one (1) in each ear only. The head of the earring shall not exceed one eighth (1/8) inch in diameter. No other visible body piercing jewelry shall be worn.

5. Cosmetics

- a. When conservatively applied, cosmetics are allowed for operational personnel; however, false eyelashes are prohibited.
- b. All uniformed personnel shall keep their fingernails trimmed so as not to interfere with their assigned duties.
- c. If uniformed operational personnel desire to wear nail polish, it shall be clear.

6. Mutilation

- a. Intentional body mutilation, piercing, branding and/or intentional scarring that is excessive or eccentric is prohibited. Some examples are:
 - i. Split or forked tongue;
 - ii. Foreign objects inserted under the skin to create a design or pattern;
 - iii. Enlarged or stretched holes in the ears (other than a normal piercing); or
 - iv. Intentional scarring that appears on the neck, face, or scalp.

7. Dental Ornamentation

Teeth, whether natural, capped, or veneer, will not be ornamented with designs, jewels, initials, etc.

8. Unauthorized Tattoos or Brands

- a. The public display of any tattoo or brand anywhere on the body that is obscene, advocates sexual, racial, ethnic, or religious discrimination is prohibited in accordance with the Comprehensive Employee Management System section 7.16 Code of Ethics.

- b. Excessive tattoos or brands will not be exposed or visible (includes visible through clothing) while on duty. "Excessive" is defined as any tattoo or brand or combination of them that exceeds one quarter ($\frac{1}{4}$) of the exposed body part surface and those above the collar bone and readily visible when wearing an open collar shirt. Department personnel will not be allowed to display excessive tattoos that would detract from an appropriate professional image while on duty. Department personnel with existing tattoos not in compliance with this directive are required to:
 - i. Maintain complete coverage of the tattoos or brands using current uniform or clothing items such as long sleeved shirt, pants, etc; or
 - ii. Volunteer to remove the tattoos or brands.

9. Personal Cleanliness

- a. Personnel are expected to keep themselves clean. Good health habits shall be observed.

10. Exceptions

- a. Personnel on light duty can wear "business like attire" or department uniform. All other standards in this SOP remain in effect.