

# Standard Operating Procedures Manual

## **City of Poquoson Fire and Rescue**



### **City of Poquoson Fire and Rescue**

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### **GENERAL ADMINISTRATION**

**SOP#:** GA 8.00

**Title:** Grooming and Appearance

**Effective Date:** 01/01/2009

**Revised Date:** 01/01/2009

Dan J. Wallenay  
Fire Chief's Signature

James H. Wheel  
City Manager's Signature

### **GROOMING AND APPEARANCE**

#### **I. PURPOSE**

To establish a standard for the personal appearance of personnel in the Poquoson Fire/Rescue Department.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

#### **II. POLICY**

It is the policy of the Poquoson Fire/Rescue Department that all personnel representing the Poquoson Fire/Rescue Department will appear neat and professionally groomed at all times while on duty, when reporting to and from duty and while operating at incidents. Individual officers are responsible for the professional appearance of members under their direct supervision.

Much of our work takes place in highly toxic, heated, poorly illuminated, and unsanitary conditions. Heat prostration, lacerations, burns and falls are common consequences of firefighting. Exposures to airborne and blood borne pathogens are a common consequence of providing pre-hospital emergency medical care. Hair of excessive length on the head, and hair on the face of any length will increase the probabilities of the situations mentioned above.

Occupational Safety and Health Administration Standards (OSHA) Law 29 CFR 1910.134, Respiratory Protection, Section (e) (5) (i) states that respirators shall not be worn when conditions prevent a good face seal. Such conditions may be a growth of a beard, sideburns and excessive hair.

Accordingly, safety standards for personal grooming and procedures for implementation are hereby established within the following guidelines. Responsibilities for compliance at all times shall be the individual responsibility of all members performing fire duty.

### **III. STANDARDS**

#### **A. Uniforms**

Uniforms must be clean and wrinkle-free (Refer to SOP GA 7.00 for specific uniform guidelines)

#### **B. Hair**

Females:

- At any time an employee is in department uniform, hair shall be arranged in such a way so it does not extend past the bottom of the uniform collar (hard collar and polo shirt). Hair may be pinned securely up against the head to meet this requirement.
- No ribbons or ornaments shall be worn in the hair. Non-decorative inconspicuous bobby pins,

barrettes, clips, or hair bands may be used to meet this standard.

- At all times the employee must maintain the ability to properly wear the fire helmet to manufacturer's specification; properly wear the Self Contained Breathing Apparatus (SCBA) and maintain a seal in accord with Occupational Safety and Health Administration Standards (OSHA) Law 29 CFR 1910.134, Respiratory Protection , Section (e) (5) (I) and department testing standards.
- Hair must be clean and styled conservatively. Hair may be dyed, tinted, or frosted any color which could naturally occur in human hair. Any striped, spots, or color other than natural is prohibited.
- Hairstyles that preclude the wearing of the uniform cap and safety helmet in the accepted manner are not permitted.
- Ponytails of any design are prohibited. Long hair will not hang freely when in uniform and must be pinned securely and above the bottom of the collar throughout their tour of duty and whenever in uniform.

Men:

- The hair on the top and sides of the head will be neatly groomed.
- Hair will not extend past the top of the ears.
- Maximum extension from the scalp shall not exceed two inches.
- Hair must be clean and styled conservatively. Hair may be dyed, tinted, or frosted any color which could naturally occur in human hair. Any striped, spots, or color other than natural is prohibited.
- Hairstyles that preclude the wearing of the uniform cap and safety helmet in the accepted manner are not permitted.

- At all times the employee must maintain the ability to properly wear the fire helmet to manufacturer's specification; properly wear the Self Contained Breathing Apparatus (SCBA) and maintain a seal in accord with Occupational Safety and Health Administration Standards (OSHA) Law 29 CFR 1910.134, Respiratory Protection , Section (e) (5) (I) and department testing standards.

**C. Sideburns**

- Shall be kept neatly trimmed and close to the face to avoid any possibility of an improper seal with the mask face piece.
- They shall not extend below the middle of the ear.

**D. Facial Hair**

Mustaches are permitted but shall conform to the following:

- They must be closely trimmed.
- They must not extend beyond the corners of the mouth.
- Beards or goatees are not permitted.
- Cases where employees are unable to shave due to a medical condition shall require medical documentation.
- To continue to work in a suppression/field assignment, the employee must be able to properly wear the SCBA and maintain a seal in accord with OSHA 1910.134 and department testing standards.

**All members shall be otherwise freshly shaven when reporting for duty.**

**E. Hairpieces and Wigs**

Hairpieces or wigs shall fit well, be natural in appearance, not interfere with the performance of duty, and conform to the grooming standards set forth in Sections B and C.

**F. Cosmetics**

Cosmetics shall be conservatively colored and moderately applied.

**G. Fingernails**

Fingernail polish shall be neutral or conservative in color. Appliquéd ornamentation on fingernails is prohibited. The length of the fingernail shall not extend past the fingertips so as not to interfere with the use of safety gloves.

**H. Earrings/Necklaces**

- Uniform personnel shall not be permitted to wear earrings of any type while on duty.
- Necklaces shall not be visible to the public.
- Rings may be worn, but limited to one per hand (wedding/engagement ring set is considered one ring).
- Bracelets are permitted, but limited to one per wrist and not to exceed 1/2 in width.
- Wristwatches are encouraged due to the need for them on medical calls.
- Any other jewelry must not be visible.

**V. PROCEDURES**

Company Officers shall inspect members for the compliance with these safety standards.

- When the member's violation of safety standards might impair the full effectiveness of the facepiece command discipline or formal charges shall be preferred against the violator. The member shall then be given a direct order to conform to the grooming standards set forth in this document.
- If the member refuses the direct order, additional charges shall be preferred against the violator, and the officer shall be relieve such member from duty. In all cases, entries shall be made in the company log of all the facts, including the exact nature of the violation. This information will be forwarded to the Fire Chief.

Chief and Company Officers are responsible for the enforcement of these regulations. Where violators are detected and investigation reveals that subordinate officers have tolerated violations of these standards, disciplinary actions including charges shall be taken for failure to properly supervise.