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**Department of Emergency Services  
Fire-EMS Division  
Standard Operating Procedures**

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## General Policies

Subject: Grooming Standards  
Revised: 8-21-02  
Section: 202.00

### 202.01 Purpose

To establish guidelines concerning personal appearance standards which will enable Fire-EMS Division members to present a neat and professional appearance at all times.

### 202.02 Policy

- A. Fire-EMS Division members shall maintain a high standard of dress and personal appearance.
- B. Members (while on duty) shall abide by division grooming standards.

### 202.03 Scope

All members of the Fire-EMS Division (while on duty) shall abide by the standards contained within this policy.

### 202.04 Responsibility

- A. Fire-EMS Division Officers are responsible for the appearance of members under their direct supervision.
- B. All members are responsible to abide by departmental grooming standards and maintain a neat and professional appearance while on duty or in uniform.

### 202.05 Hair

- A. Hair shall be maintained clean and neat in appearance and at a length so as to not allow a helmet to not be form fitting and fit secure on the individual's head and neatly and inconspicuously pinned, fastened or otherwise secured to the head to prohibit it from dangling free at any point.
- B. Sideburns shall be maintained at a length and or configuration which will not come into contact with a breathing apparatus face piece (inner seal) at any point.
- C. The wearing of a wig or hairpiece while in uniform is allowed for the purpose of covering natural baldness or disfiguration. When worn, it shall conform to the

haircut criteria specified in this policy.

D. Facial hair:

1. Mustaches may be worn, but must be neat in appearance.
2. Facial hair must in no way restrict the positive inner seal of the breathing apparatus face piece.
3. Beards and goatees are not permitted.

## 202.06 Jewelry

Jewelry shall be restricted to:

1. snug fitting wrist watches
2. medical alert bracelet/necklace
3. conservative tie tack
4. one ring, conservative style and in good taste on each hand, a wedding set shall be considered as one ring.
5. A conservative necklace, such as a religious medal however, the necklace shall not be visible while wearing any uniform.

## 202.07 Uniforms

- A. Uniforms must be kept neat, clean and in good condition.
- B. Shoes shall be kept clean and polished.

## 202.08 Personal Cleanliness

- A. Members shall keep themselves clean. Good health habits shall be observed.
- B. Individuals are expected to shower prior to coming to work and use deodorant.
- C. Individuals are expected to bathe when necessary, be clean shaven and well groomed.
- D. Cologne and perfume shall not be worn as these may worsen allergy symptoms in some patients.