
Ocean City Fire Department
Standard Operating Guidelines

General Policies

Subject: General Appearance Standards
Revised: 4-24-2012
Effective: 9-01-2012
Approved: 4-24-2012
Section: 202.00

202.01 Purpose

To establish a standard concerning personal appearance, which will enable personnel to present a neat and professional appearance at all times.

202.02 Policy

- A. All personnel shall maintain a high standard of dress and personal appearance.
- B. Personnel shall abide by all appearance standards while on duty or in uniform.

202.03 Responsibility

All officers are responsible for the appearance of personnel under their supervision.

- A. The individual person is ultimately responsible for adherence to departmental appearance standards while on duty or in uniform.

202.04 Uniforms

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

202.05 Personal Cleanliness

- A. Personnel are expected to shower or bath prior to the beginning of the assigned shift.
- B. Individuals will be clean-shaven and well groomed.
- C. Personal deodorant use is required, unless a physician letter directs otherwise. Cologne, perfumes and aftershaves shall not be used as these may exacerbate respiratory symptoms of some patients.
- D. Personnel shall keep themselves clean while on duty; therefore, as necessary, personnel will shower and redress in a clean uniform.

202.06 Hair

- A. Hair shall be maintained so as not to cover the ears or lay upon the shoulder. Hair that exceeds the level of the shoulders must be kept in a braided style that will not encumber the wearing of a helmet.

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- B. No decorative items may be worn in the hair. Hair coloring, if used, must appear natural.
- C. Facial hair shall be neatly trimmed so as to leave the upper lip visible, and not extend onto the jaw line. At no time shall facial hair be allowed to a length that will interfere with a proper facemask seal.
- D. Sideburns shall be neatly trimmed to equal width, shall not extend below the middle of the ear, and shall end on a horizontal line (no flaring).

202.07 Cosmetics

- A. Cosmetics may be used if in good taste and natural in appearance. Eye shadow, false eyelashes, and excessive lipstick are prohibited.

202.08 Jewelry

- A. Jewelry shall be restricted to the following:
 - 1. Snug fitting wristwatch
 - 2. One ring, conservative style, per ring finger (4th digit). Examples are: class ring, fraternal organization ring, engagement ring or wedding ring. The last two, as a set, shall be considered as one ring.
 - 3. One conservative necklace, such as a simple chain, religious or fraternal medallion. If worn, the necklace shall not be visible outside of the uniform.
 - 4. Medical alert bracelets and/or necklaces are exempt.
 - 5. Conservative tie tack when in Class A uniform.