

RULES & REGULATIONS

Grooming

CHAPTER 7.4

Issued: June 1, 2002

Revised: Apr 07, Oct 18

Submitted by: Deputy Chief

Approved by: Chief

PURPOSE

To set minimum standards for personal grooming and appearance for all personnel

POLICY

All personnel must present themselves in such a way as to generate trust, confidence, and respect from the public and the citizens the fire department serves. It is not the goal of this directive to regulate or dictate matters of personal style and taste, except to the degree that individual appearance decisions would lessen public confidence in the organization or affect the safety of employees.

Generally accepted personal appearance standards are important in portraying the professional image of the Fire Service and serve to ensure the safety of the individual and fellow Firefighters. A neat, clean, and well-groomed Firefighter is fundamental to the Fire Service.

This policy pertains to all fire certified positions while representing the Fire Department. Administrative, Fire Prevention, Public Education, Peak Load Division, and Support Staff shall comply at the discretion of the Fire Chief and shall be appropriate for the position/assignment. In all cases, members representing Alachua County Fire Department shall portray the professional image expected of the Fire Service.

HYGIENE

- Due to the nature of close working relationships with co-workers and the public, a high level of personal hygiene practices shall be adhered to throughout the tour of duty.
- Fragrances and cosmetics shall be worn conservatively. Consideration shall be given to other employees regarding allergies or known medical conditions that may impact the working conditions of other employees. A doctor's note may be required in these instances.

HAIR STANDARDS

- Hair shall be neat, trimmed, and appropriately groomed as not to present a ragged or unkempt appearance.
- In no case shall the bulk or length of the hair interfere with the wearing of safety equipment or the performance of duties.

Hair shall not be dyed in a color not naturally occurring in the human species and shall not be worn in an extreme fad or style.

- Hair shall not cover more than $\frac{3}{4}$ of the ear, nor exceed 2" in depth on top and around all sides.
- Hair shall not extend below the bottom edge of the collar while standing at attention with the top button of the uniform shirt buttoned. Hair that exceeds the length standards in any other fashion must be pinned up or secured at all times while at work or on duty. Braiding is considered to be an acceptable means of securing hair.
- Secured hair may not reach below the shoulder blades while standing at attention.

FACIAL HAIR

- Shall not interfere with personal protective equipment including SCBA mask and N95 style masks.
- Firefighters shall be cleanly shaven.
- Beards, goatees, and hair directly below the lower lip are prohibited.
- Mustaches shall be well groomed and neatly trimmed. The lower lip shall be clearly visible with the mouth closed. Mustaches may not extend below or beyond $\frac{1}{2}$ inch from the corner of the mouth.
- Sideburns may extend to the bottom of the ear with $\frac{1}{4}$ inch flair as long as they do not interfere with the SCBA mask or N95 style mask.

FINGERNAILS

- Fingernails shall be neat and well-manicured. The length of the fingernails shall not exceed $\frac{1}{4}$ inch from the fingertip and shall not cause interference with safe handling of equipment or patient care procedures. Nail polish may be worn.

JEWELRY

- One (1) small post earring per ear may be worn. The earring shall not be larger than the earlobe and shall not interfere with PPE (Personal Protective Equipment).
- Hanging earrings and facial jewelry are prohibited.
- Necklaces, pendants, and medallions shall not be exposed while wearing any fire department uniform.
- One (1) ring per hand is permitted. The ring shall not be a style that would permit a safety hazard and shall not interfere with the wearing of emergency apparel (engagement ring and wedding band shall be considered as one (1) ring).

PIERCINGS

- “Gauges” or earrings that could interfere with performing assigned duties are prohibited.
- Visible body piercings, to include nose, eyebrows, and tongues shall have all jewelry and adornments removed while at work or on duty. Piercing holes larger than those used to accommodate a small post earring must be closed or covered while at work or on duty.

TATTOOS

- Tattoos that are visible while wearing the fire department uniform shall comply with the policy listed below:
- Tattoos are prohibited on the head, neck and hands except if written approval is received from the Fire Chief or designee.
- Employees are prohibited from showing tattoos or body art that are prejudicial to good order, discipline, and morale, or bring discredit to Alachua County Fire Rescue. Examples of prohibited markings include those that are considered by Alachua County Fire Rescue to be sexist, racist, vulgar, anti-social, violent, or discriminate against any protected class by virtue of including words, symbols, or pictures in the tattoo or body art.
- An employee shall cover or conceal a tattoo or body art while at work or on duty when it is found to violate this policy.

PERSONAL ITEMS (I.E., EYEGLASSES, WATCHES, SUNGLASSES)

- Sunglasses/neck straps, eyeglasses, and wrist watches may be worn while on-duty but shall be of a color that blends with the Department uniform (example: black, brown, navy, silver, gold, etc.).