



Pierce Township Fire Department

General Orders – Policies – Guidelines – Procedures

Section : 100.27 Grooming, Hygiene, Personal and Professional Appearance

Policy

Purpose:

To establish, define and illustrate the acceptable standard of grooming and personal appearance for all members of the Department.

Policy:

It is the policy of the Pierce Township Fire Department, that all members maintain a neat, well-groomed and professional appearance and adhere to the following standards at all times while on duty or anytime while in uniform.

STANDARDS

Male,

1. Hair

- A. Hair must be neatly groomed and cleaned.
- B. The length and bulk of the hair must not be excessive or present a ragged or unkempt appearance, with or without uniform hat or helmet. Hair must not exceed two (2) inches in bulk, regardless of length and style.
- C. The hair on the sides and back of the head must present a tapered or blocked appearance and must not touch the shirt or coat collar. Hair should not extend over the top of the ear but must be tapered around the ear or blended naturally behind the ear and into the hair at the back of the head at all times while in uniform.
- D. Hair in front must be groomed so that it does not fall below the band of uniform hat or helmet.
- E. Designing or lettering in hair is prohibited.
- F. Hair coloring or lightening shall not be harsh or unnatural.

- 2. Sideburns must be neatly trimmed and not bulky, with the base clean-shaven in a horizontal line and width no more than 1 ½ inches. The sideburns must not extend downward below the bottom of the ear.



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3. Mustache must be neatly trimmed, not bulky and not extend over the upper lip or beyond ¼ inch below the corners of the mouth.

1. All facial hair, excluding mustaches and eyebrows is strictly prohibited.
2. All members shall be clean shaven prior to the start of their shift.

Female,

1. Hair
 - a. Hair must be neatly groomed and cleaned.

 - b. The length and bulk of the hair must not be excessive or present a ragged or unkempt appearance, with or without uniform hat or helmet. Hair must not exceed two (2) inches in bulk, regardless of length and style.

 - c. The hair on the sides and back of the head must present a tapered or blocked appearance and must not touch the shirt or coat collar. Hair should not extend over the top of the ear but must be tapered around the ear or blended naturally behind the ear and into the hair at the back of the head at all times while in uniform.

 - d. Hair in front must be groomed so that it does not fall below the band of uniform hat or helmet.

 - e. In order to comply with items b. and c., braiding, twisting or binding is permissible but only if using bands, pins or clips which blend with the natural hair color and remain inconspicuous. Ribbons or scarves may not be worn while on duty.

 - f. Hair coloring or lightening shall not be harsh or unnatural.

2. Cosmetics may be worn that harmonize with and enhance the natural coloring of skin but shall not be excessive or conspicuous.

Personal Hygiene,

1. Regular bathing is expected in order to eliminate dirt, debris, and contaminants from normal operational activities and to control normal body odors.



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2. Personnel requiring dentures shall have dentures in place at all times while interacting with the public, either on or off station.

Jewelry,

Personal jewelry may be worn in accordance with the following:

1. Ear, tongue, lip, eyebrow, nose or other facial ornamentation shall not be worn while on duty or in uniform as it may get caught on PPE or clothing or may be pulled by a patient.
2. Necklaces and chains worn around the neck are strongly discouraged. If worn, must be inside the t-shirt at all times and not visible while in uniform. Only one (1) necklace or chain will be worn at a time.
3. Wedding rings, class rings, fraternal rings and birthstone rings are authorized, but are limited to one modest sized ring per hand.
4. Medical identification bracelets are permitted.
5. Conservative tie tacks or clasps are permitted.
6. Religious articles that are not visible are permitted.
7. Glasses worn while on duty shall be made of safety lenses.

Uniforms and Clothing,

1. Articles of clothing shall be free of excessive wrinkles and obvious stains, dirt, fading or discoloration.
2. Articles of clothing shall be laundered at intervals sufficient to prevent offensive odors.
3. Articles of clothing shall be free of holes, rips or tears.
4. All uniform articles such as boots, belts, shall be kept clean and free of rips, holes or tears.
5. All sworn personnel shall present a neat, clean, professional appearance while on duty.

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6. Physical fitness apparel shall consist of department issued or approved shorts and T-shirts.
7. Shirts are to be tucked in.
8. Boots or approved footwear must be polished and presentable.
9. FD issued hats must be worn the traditional way and are not to be worn backward.
10. Tattoos that may be viewed as offensive, inappropriate, or unprofessional must be covered.

Certain emergency incidents and routine work activities will prevent an employee from projecting a neat, clean, well groomed appearance and will be considered the only justification for deviation from these policies.