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## PERSONAL APPEARANCE

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**Effective Date:** January 1, 2000  
**Section:** 706

**Revised:** February 14, 2017

### **Apparel/Wardrobe**

The following general parameters define appropriate attire for employees of Springfield Township:

#### **Uniformed Personnel**

Employees to whom uniforms are provided are expected to wear those uniforms in accordance with departmental guidelines. Only items issued by the department shall be permitted to be worn.

#### **Non-Uniformed Personnel**

Non-uniformed personnel are expected to wear appropriate business attire, e.g. sport coats, dresses, skirts, suits, pantsuits, slacks. Examples of inappropriate dress include, but are not limited to: shorts, sweat suits, t-shirts, tank tops, tube tops. Discretion must be used in regard to length of all dresses, skirts or shorts.

### **Personal Grooming**

The grooming of employees must be consistent with the conditions under which the individual is employed. The following standards shall apply:

#### **Uniformed Personnel**

1. Hair
  - a. In all cases, the bulk or length of hair will not interfere with the wearing of the uniform hat, safety equipment or helmet.
  - b. Hair will be neatly groomed. The length and/or bulk of the hair will not be excessive or present an unkempt, ragged or extreme appearance.
  - c. Hair cuts, hair styles or hair color of a faddish or unnatural appearance will not be permitted.
  - d. Sideburns and facial hair shall be neatly trimmed and not excessive as to interfere with safety equipment.
2. Jewelry
  - a. The wearing of jewelry is limited to a wristwatch and one band-type finger ring.
  - b. The wearing of necklaces, pendants, bracelets, chains, earrings and any visible piercing jewelry (including tongue piercings) is prohibited.
  - c. The wearing of religious medals or personal identification chains or necklaces is permitted around the neck, provided the item is concealed from view by the uniform shirt.
3. Tattoos
  - a. No tattoos, except a band ring on one finger and one hand only, may be visible while on duty.

#### **Non-Uniformed Personnel**

1. Hair
  - a. Hair will be neatly groomed. The length and/or bulk of the hair will not be excessive or present an unkempt, ragged or extreme appearance.
  - b. Haircuts, hair styles, or hair color of a faddish or unnatural appearance will not be permitted.

2. Jewelry
  - a. Jewelry is permissible but to be worn in moderation. With the exception of pierced earrings, any visible piercing jewelry is prohibited.
3. Tattoos
  - a. No tattoos, except a band ring on one finger and one hand only, may be visible while on duty.