



SCOTTS VALLEY FIRE PROTECTION DISTRICT			
STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: II		SOP: 2111
	SECTION: 2100 SAFETY		
	SUBJECT: GROOMING AND APPEARANCE		
	January 21, 2021 		

Purpose: To provide grooming and appearance standards that meet the professional and safety criteria of the Scotts Valley Fire Protection District (SVFPD).

Scope: Grooming and professional appearance standards as detailed herein shall apply for all SVFPD safety and administrative members (members) while on duty or off duty when performing SVFPD business.

Procedure:

1. Personal Hygiene

- All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or Fire Chief.

2. Hair Standards

- Hairstyle of all member shall be neatly trimmed, arranged, and conservatively cut.
- During emergency operations, hair is to be contained so as not to be vulnerable to entanglement or impair vision.
- Hair shall not interfere with proper and safe use of personal protective equipment (PPE) and self-contained breathing apparatus (SCBA).
- Hair is not to extend below the bottom of the back collar on a uniform shirt.*
- Longer hair may be restrained with a single ponytail, single braid or single bun.
- Hair clips, pins and barrettes shall be plain and unobtrusive.
- Hair may be any color that naturally occurs in human hair. Any stripes or spots excluding any natural occurrence shall not be permitted. No Mohawks, dreadlocks, shaved designs or rat tails are allowed.

3. Mustaches, Sideburns, and Beards

- Mustaches and sideburns shall be neat and clean and present a groomed appearance in conformity with reasonable and prudent safe practices.
- Facial hair shall clean shaven and not interfere with the proper and safe use of PPE and SCBA's. Accommodations will be made for medical conditions.
- Sideburns shall not extend below the bottom of the ear lobe or be wider than one and one-half (1-1/2) inches. The bottom will be trimmed horizontal.

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- Moustaches will be well-groomed and trimmed. The sides of the moustache shall not exceed three-fourths (3/4)-inch below the lower part of the bottom lip.
- The width of the moustache will not exceed three fourths (3/4)-inch to the side from the corner of the mouth.
- Beards constitute a safety risk and may jeopardize performance in emergency firefighting and rescue operations and, therefore, will not be permitted.

4. Jewelry

- For the purpose of safety, earrings and necklaces shall not be worn on duty.*
- Wrist watches and medical alert bracelets may be worn if the article does not interfere with the use of gloves and turnout gear and is not subject to catching or snagging due to being loose on the wrists.
- Rings may be worn if they are not overly large or ornate and will not subject the individual to potential injury. Rings that interfere with quick donning and doffing of PPE are not permitted.

5. Cosmetics

- Cosmetics shall be conservative of color and amount consistent with maintaining a professional image of the SVFPD.
- Hair products or other cosmetics that increase the flammability of hair or clothing shall not be used.*
- Members need to be aware of fragrance sensitivities and limit products that might cause issues for others.

6. Tattoos

- All tattoos that are in visible areas shall not depict explicit sexual content, immoral, express radical social statements or other offensive implications must be covered at all times while on duty. If you are unsure of the acceptability of a potential tattoo, check with a Chief Officer in regards to the intent of this procedure.
- All tattoos/body art on the head, face, neck, hands or scalp are prohibited. Ring tattoo on finger is acceptable.
- Intentional mutilation of any part of the body that is visible is prohibited. Mutilation is defined as the intentional, radical alteration of the body, head, face, or skin for the purpose of and/or resulting in an abnormal appearance. Examples include, but are not limited to:
 - Split, forked, or pierced tongue
 - Pieced nose, lip, eyebrow, or other areas of the face or body
 - Foreign objects inserted under the skin or intentional burns to create a design or pattern
 - Enlarged or stretched holes in ears (other than normal pierced earlobes)

* Safety Members Only