



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
Subject:	Grooming Standards
Reference Number:	ADM 01-011
Effective Date:	1-Jan-14
Last Revision Date:	21-Jun-22
Signature of Approval	Curtis Sheets, Chief

**Purpose:**

To set minimum standards for personal grooming and uniforms of all personnel.

All personnel must present themselves in such a way as to generate trust, confidence, and respect from the public and the citizens we serve. It is not the goal of this guideline 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.

In addition, for those employees in uniform, regulations stress that personal appearance must be commensurate with the high standards traditionally associated with the fire/rescue service.

**Policy:**

Personnel are expected to abide by the grooming standards specified herein. All standards and rules that pertain to personal grooming apply to all uniformed members anytime they wear the Wintergreen Fire & Rescue uniform, on-duty or off-duty, and to non-uniformed employees any time they are on duty or otherwise representing Wintergreen Fire & Rescue.

While this policy is intended specifically for staff, in the event that a volunteer is on duty and in gross conflict with the policy, the Shift Supervisor shall confer with the OIC to determine the best course of action in dealing with the issue.

**Authority & Responsibility:**

All supervisors are responsible to ensure that members conform to these standards.

1. All personnel are expected to take pride in their appearance, maintain a positive public image, and enhance personal safety through the grooming standards outlined in this SAP. The standards outlined in this SAP are a job requirement.
2. Employees whose appearance violates these standards will be informed of the necessary corrections needed for compliance. In cases of extreme violations or safety hazards, employees will not be permitted to be on duty until the correction has been made.
3. Employees who refuse to comply with these standards and directives may be subject to disciplinary action up to and including discharge.
4. Employee grooming is an appropriate subject for consideration in performance evaluation, work assignment, and promotional eligibility.

## Procedure:

### 1. Grooming Standards - All Personnel

#### A. Tattoos, Branding, Scarring or other forms of Body Art

- Employees are prohibited from showing tattoos or body art that are prejudicial to good order, discipline or morale, or bring discredit to Wintergreen Fire & Rescue. Examples of prohibited markings include those that are considered by Wintergreen Fire & Rescue to be sexist, racist, vulgar, anti-social, violent, or discriminate against any persons by virtue of including words, symbols, or pictures in the tattoo or body art. (This also applies to workout rooms)
- The administration has the right to request that an employee cover a tattoo when it is found to violate this policy, or to take necessary corrective action for non-compliance.

### 2. Grooming Standards - Uniformed Personnel

- A. Necklaces, pendants, and medallions may not be worn exposed while on duty. Lanyards are permitted provided they are designed to "Break away".
- B. Wrist watches, rings (one per hand), and medical related bracelets may be worn if the article does not interfere with performing assigned duties, and not subject to catching or snagging due to being loose on the wrists or fingers.
- C. Earrings worn shall be small posts, no "gauges" or earrings that could interfere with performing assigned duties. Piercing holes larger than those necessary to accommodate a small post earring must be covered while on duty and/or in uniform.
- D. Articles such as wallets, watch chains or fobs, personal jewelry, handkerchiefs, combs, etc. are not part of the uniform and will not be attached to or visible on the uniform.
- E. Members will maintain acceptable personal hygiene standards at all times.
- F. Fingernails will be of moderate length and neatly manicured.
- G. Hair, sideburns, mustaches, soul patches, and articles of clothing must never interfere with use of personal protective equipment (PPE), including helmets and SCBA masks.
  - Hair
    - Hair must be neat, clean, and conservatively groomed as described. Hair length, style, and bulk must permit safe and effective use of all PPE required to be used by the employee.
      - Men: Hair must be worn so that it does not extend below the top of the uniform collar. Hair may be combed over the ears, but may not extend below the top one-half of the ears, nor more than two inches (2") in front of the ears. Hair that is styled or combed forward must be no lower on the forehead than one inch above the high point of the eyebrows.
      - Women: Traditional and acceptable standards for female hairstyles differ considerably from those of males. Hairstyle,

including length, shall be neat, clean, and groomed. Hair must not interfere with the effective use of all PPE required by the employee tasked with fire suppression.

- Facial Hair
  - Beards are prohibited, except "soul patches", which is a small tuft of hair centered under the lower lip. Soul patches must not connect to mustaches or extend lower than one inch (1") below the corners of the mouth.
  - Mustaches must not interfere with the seal of a SCBA mask and must be kept neatly trimmed. They may not exceed more than one half inch (1/2") beyond or one-half inch (1/2") below the corner of the mouth.
  - Sideburns may not extend below the bottom of the earlobe, nor exceed 1-1/2" at the widest point, or extend to a point that interferes with the seal of the SCBA mask.

### 3. Accepted Uniform Clothing

- A. Boots or approved hiking/tennis shoes must always be worn during calls for service.
- B. Staff and volunteers will be provided with navy blue EMS pants to be used while on duty. Athletic shorts may not be worn during the day or while on calls for service. Athletic shorts may be worn during workout sessions.
  - Navy blue, Department issued EMS shorts may be worn while on duty when the forecasted temperature is equal to or exceeding 75 degrees Fahrenheit.
  - The forecast zip code shall be 22958.
  - When EMS shorts are worn on duty, black hiking/tennis shoes may be worn and sock color shall be solid black.
  - A department-approved duty belt must also be worn with EMS shorts.
- C. Uniform t-shirts and/or polos are all provided to staff and volunteers. All other t-shirts are not acceptable as uniform attire.
  - T-shirts provided may be worn at all times while on duty by all staff except administration. Administration including the Chief, Deputy Chief, and Captains may wear t-shirts from Memorial Day to Labor Day and any day the forecasted temperature is expected to be above 75 degrees.
  - Captains and Chiefs are assigned gray polo shirts and all other staff are assigned blue shirts.
  - Polo's worn by administration shall be neat and clean at all times.
  - Chiefs and Captains are encouraged to wear Polo's or Class B uniforms while attending meetings, training, and/or teaching whenever possible.
- D. Wintergreen Fire & Rescue provides ball caps and winter hats with the appropriate fire & rescue logo. These may be worn at any time you feel appropriate.
- E. Any apparel item displaying Wintergreen Fire & Rescue logo and/or name must be approved by the Chief of Fire & Rescue if said apparel is worn while on duty.