



MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 102.05 VOLUME: 1

SUBJECT: Grooming Standards

SIGNED: _____ DATE: 12/5/2018 - revised
Chris J. Mullins, Fire Chief

SCOPE AND PURPOSE: The public's perception of its fire department is of paramount importance to the organization. This perception whether accurate or not can have major impacts on the department. A key element in the formation of perceptions by the general public is the visual perspective that is formed by the uniform appearance (uniform meaning similar) of department personnel in the day-to-day performance of their duty. A uniform appearance denotes professionalism.

The purpose of this text is to establish broad guidelines regarding personal appearance; giving direction to department personnel in conforming with the desired uniform appearance which should be presented to the general public.

POLICY: In their supervisory capacity, company officers shall have the responsibility to give oversight to the below listed guidelines and shall privately counsel any member not meeting the guidelines with the final intent of bringing the individual back into compliance with established policy for the organization. Shift Commanders noting any individual not in compliance shall be responsible for bringing this to the attention of the individual's company officer.

HAIR:

- Hair shall be clean, well-groomed and not excessive in length or bulk to promote safety and a professional image. The bulk or length of the hair must not interfere with the normal wearing of a standard uniform cap, baseball style cap, helmet, or other protective equipment. Compliance will be assessed while the firefighter is standing with his/her head in a normal position.
- Hair shall not exceed two (2) inches in bulk on the top of the head as measured from the scalp, or more than one and one-half (1-1/2) inches from the side of the head as measured outward from the top of the ear.
- Hair may not extend more than half way down the uniform shirt collar when the member is standing.
- Hair must not extend below mid ear level.
- Hair shall not fall over the eyebrows or below the band of properly worn headgear.
- Females may pin, braid, or otherwise restrain their hair in order to obtain compliance with the guidelines. Females with hair that requires restraint in order to comply may use pins, combs, and barrettes similar to the individual's hair color. If the hair is restrained, it will remain so during the entire tour of duty if necessary to remain in compliance with guidelines. No hair

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ornamentations such as ribbons or jeweled pins shall be worn.

- Hair shall not be worn in an extreme or fad style. Totally shaved heads are acceptable; however, shaved designs on the head will not be permitted.
- Hair will be of a color naturally occurring in the human species.
- Males may not use pins, combs, or barrettes to reach conformity to these guidelines.

FACIAL HAIR:

At the beginning of the work day (0700 Hours), all personnel shall be clean shaven, with the following exceptions allowed;

- Mustaches will be neatly trimmed, with hair not extending below the bottom of the upper lip. Mustache hair will not extend sideways more than one-half inch beyond the corner of the mouth nor more than one-half inch below the line of the mouth.
- Beards, goatees, and handlebar mustaches are prohibited.
- Members are allowed to wear facial hair centered immediately beneath the lower lip. This facial hair will not exceed one-half inch in any dimension nor be more than ¼ inch in length.
- Sideburns shall be neatly trimmed and will not extend below the lobe of the ear and shall maintain an even width (not flared) ending with a trimmed clean-shaven horizontal line. No hair from sideburns shall extend into the area of the SCBA face piece.

FINGERNAILS:

- Fingernails shall be clean, well-groomed and not extend one-quarter inch beyond the fingernail bed. Fingernails will be of natural color.

JEWELRY:

- While on-duty, objects of jewelry or ornamentation shall not be worn attached to/through the skin, ears, lips, tongue or mouth.
- Necklaces may be worn with the department uniform, but must be worn inside the uniform shirt or the T-shirt if one is worn. All buttons except the top button of the uniform shirt (unless wearing a tie) shall be fastened.
- Rings may be worn if they do not subject the individual to potential injury. Rings worn may not be of a design that offers a puncture or tear hazard while donning and using medical exam gloves. In all cases, rings will be limited to one on each hand. A wedding set shall count as one ring.
- All watches and medic alert bracelets must fit snugly.
- Sunglasses worn on-duty shall be of a neutral or dark shade and will not include white, brightly colored or ornate frames.

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PERSONAL HYGIENE:

- All personnel are to maintain good daily hygiene so as not to detract from themselves, the department, or offend others.

TATTOOS:

- Tattoos are prohibited on any part of the body that is not covered by a Class “B” uniform (short sleeves) – See Policy #102.04. any current personnel with existing tattoos that do not meet these guidelines shall be granted immunity for those existing tattoos with respect to compliance as of the original issuance date of these guidelines.

Exception:

An exception may be granted for a new hire that has a tattoo(s) outside the parameters of this policy, as long as the employee agrees (as a condition of employment) to have the tattoo(s) removed within 364 days (1 year) of employment, and furthermore, agrees to keep the tattoo(s) completely covered during the removal process (while on duty).

The method of covering will be at the discretion of the employee’s respective Shift Commander (long sleeve shirt, tattoo sleeve, etc.).

This exception will be at the sole discretion of the Fire Chief or his designee and will be based on the size, location, and design of the tattoo(s).