

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

### 10.04.05 GROOMING STANDARDS



Adopted:	12/20/16
Reviewed:	03/14/23
Revised:	11/09/23
Approved:	<i>Lonnie J. Rash</i>

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

**References:** N/A

**Procedure:**

1. All personnel must present themselves in such a way as to generate trust, confidence, and respect from the public and the citizens of Spokane County Fire District 8.
  - a) It is not the goal of this procedure to regulate or dictate matters of personal style and taste, except to the degree that individual appearance decisions would lessen public confidence in the District or interfere with the safe and efficient operations.
  - b) In addition, for those employees in uniform, procedures stress that personal appearance must be commensurate with the high standard traditionally associated with the fire service.
  - c) Employee appearance contributes to the District's culture and reputation. Employees are expected to dress in a manner that conveys a favorable image of service and professionalism to the public, customers, and co-workers. The attire must allow employees to perform their assigned duties safely and efficiently. All employees should be neat and clean in grooming, hygiene and attire.
  
2. Authority and Responsibility: All supervisors are responsible to ensure that employees conform to these standards:
  - a) 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 procedure. The standards outline in the procedure are a job requirement.
  - b) Employees whose appearance violates District 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.
  - c) Employees who refuse to comply with these standards may be subject to disciplinary action up to and including discharge.
  
3. Tattoos, Branding, Scarring or other forms of body art.
  - a) Employees are prohibited from showing tattoos or any form of body art (such as branding or scarring) on the head, neck or face.
  - b) Employees are prohibited from showing tattoos or any form of body art (such as branding or scarring) that are prejudicial to good order, discipline,

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morale, public trust or confidence or bring discredit to the District as determined by the Fire Chief or designee.

- i. Example of prohibited markings include those that are considered by the District to be sexist, racist, unprofessional, inappropriately, vulgar, anti-social, violent, or discriminate against any protected class by virtue of including words, symbols, or pictures in the tattoo or body art. Unacceptable tattoos and body art must be covered.
  - c) Exempt from this standard is tattooed make-up giving the appearance of natural color and style.
  - d) Division Chiefs/or department managers may allow for short sleeve uniform shirts to be worn while working on shift on a situational basis, should the need for short sleeves outweigh the procedure to cover tattoos.
  - e) The District has the right to request that an employee cover a tattoo when it is found to violate this procedure, or to take necessary corrective action for non-compliance.
4. Grooming Standards – Uniformed Personnel.
- a) Necklaces, pendants, and medallions may not be worn exposed while on duty.
  - 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) No visible body piercing to include nose, eyebrows, and tongues. Earrings are permissible if limited to small posts; no “gauges” or earrings that could interfere with performing assigned duties are allowed.
  - d) Articles such as wallets, watch chains or fobs, personal jewelry, handkerchiefs, combs, cigars, tobacco cans, cigarettes, and pipes are not part of the uniform and will not be attached to or visible on the uniform.
  - e) Sunglasses and frames must be of neutral tones (black, brown, tan, etc.) and not have ornate frames.
  - f) Employees will maintain acceptable personal hygiene standards at all times.
  - g) Fingernails will be of moderate length and neatly manicured.
  - h) Hair, sideburns, moustaches, soul patches, and articles of clothing must never interfere with the use of personal protective equipment (PPE), including helmets and SCBA masks.
    - i. Hair must be neat, clean, and groomed as described. Hair length, style, and bulk must permit safe and effective use of all PPE required to be used by the employee.

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- ii. Hair may be dyed, tinted, or frosted any color that could naturally occur in human hair. Any stripes, spots, or dying of colors other than natural tones is prohibited.
  - iii. No decorations may be worn in the hair. Hair clips or pins or similar matching hair color may be worn.
    - 1. Must wear hair so that it does not extend below the bottom of the uniform collar, unless pinned up or secured at all times while on duty, and must not interfere with the effective use of all PPE required by the employee. Twisting or braiding of hair is considered to be an acceptable means of securing it. Hair may not reach below the shoulder blades.
  - iv. Beards are prohibited on structural firefighters, except a small tuft of hair below the lower lip that does not connect with the corners of the mouth. Exceptions may include when assigned to a wildland deployment such as a mobilization, when on light duty, or any other time when there is no expectation of use of an SCBA or requirement to wear a fitted respirator.
  - v. Moustaches must not interfere with the seal of a mask and must be kept neatly trimmed.
  - vi. Sideburns may not extend to a point that interferes with the seal of the SCBA mask.
5. Grooming Standards-Non-Uniformed Personnel.
- a) Piercings other than ears are not allowed, no visible body piercings (or piercing holes), to include nose, eyebrows, and tongues. No “gauges” or earrings that could interfere with performing assigned duties. Piercing holes larger than those to accommodate a small post earring must be closed or covered while at work.
  - b) Hair must be neat, clean, and groomed. Hair length, style, and bulk shall permit safe and effective use of all equipment and/or PPE required by the employee.
    - i. Hair may be dyed, tinted, or frosted any color that could naturally occur in human hair. Any stripes, spots, or dying of colors other than natural tones is prohibited.