

# Personal Clothing, Grooming and Appearance Standards

## 1004.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the District, members shall maintain their personal hygiene and appearance to project a professional image appropriate for this District and for their assignment.

The purpose of this policy is intended to promote uniformity of the members of the District by addressing specific grooming items. However, nothing herein shall limit the District's ability to address any other grooming or personal appearance deemed improper for members of the District.

## 1004.2 CLOTHING

- (a) Employees who wear uniforms are expected to be dressed and ready for duty on time in the departmentally assigned uniform. Uniforms are expected to be clean and pressed with the shirt neatly tucked inside pants. Additional uniform standards are communicated in the Uniform Standards Policy.
- (b) Employees who are not required to wear uniforms are expected to wear clean, pressed and properly fitting business clothing appropriate to the position held.
- (c) Acceptable attire includes suits, slacks/pants worn with a collared/dress shirt or blouse, dresses, skirts, District polo shirts, sweaters, and/or jackets. The length of dresses or skirts should be no shorter than mid-thigh when seated. When deemed appropriate, neckties should be worn.
- (d) Except as noted herein or approved by the Fire Chief or designated management personnel, employees may not wear the following:
  - 1. Denim jeans of any color.
  - 2. Overalls or coveralls.
  - 3. Shorts of any type, including "skorts," or other clothing that looks like shorts. Tee shirts, jerseys, jackets or hats with messages or graphics, including logos related to team sports.
  - 4. Gym attire, sweats, workout wear, or spandex pants or leggings
  - 5. Shirts or dresses with spaghetti straps, unless covered by a jacket, blouse, or other outer garment.
  - 6. Garments that expose the stomach or midriff area, and/or garments that do not completely cover undergarments.
  - 7. Halter Tops, tube-type shirts, or see-through or fishnet tops.
  - 8. Low-front or low-back attire
  - 9. Excessively tight fitting or revealing clothing and/or oversized (baggy) garments.

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This list is an example only and may not include all items deemed inappropriate.

#### Footwear and Accessories:

- (a) All footwear is expected to be appropriate to the employee's position. Shoes are to be neat, clean, and in good repair. Heels should not be more than four inches high and should be secured to the foot in both the front and back. Sandals of any material which are commonly referred to as "flip-flops" or "thongs" are prohibited for all employees.
- (b) No bandanas, caps or hats are allowed except those issued by Chino Valley Fire District or approved by the Fire Chief.

#### **1004.4 GROOMING**

The following appearance standards shall apply to all members except those whose current assignment would deem them not appropriate or where the Fire Chief or the authorized designee has granted an exception.

An employee's religious beliefs or medical conditions, as defined by applicable law, that require deviation from the standards set forth herein will be considered on an individual basis.

##### **1004.4.1 PERSONAL HYGIENE**

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are 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 the Human Resources Director.

- (a) Employees are expected to maintain appropriate and professional hairstyles. Hair, beards, sideburns, and mustaches must be clean and neatly groomed. Hair must be properly restrained for its length and job assignment. Hair coloring should be within the range of natural hair colors.
- (b) All personnel who may be required to wear a self-contained breathing apparatus or respirator in performing his/her duties shall also adhere to the following:
  - 1. Hair must be maintained in a neat appearance. Hair shall not be worn in a manner that extends beyond the top edge of the Class B uniform shirt collar when standing erect. Hairstyles that extend below the top edge of the uniform shirt collar shall be secured and stowed in a tightly wrapped bun, braid or ponytail.
  - 2. Sideburns shall be neat in appearance and trimmed. Sideburns shall not extend more than  $\frac{1}{2}$ " below the ear, shall be no wider at the base than 2" and shall be separated from the mustache by a minimum space of 1".

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3. Mustaches shall be neat in appearance and trimmed. Mustaches shall not extend more than 1" past the corner of the mouth and shall not extend more than ½" below the corner of the mouth.
4. Beards and goatees are not allowed.
5. No extreme hair or mustache styles will be allowed.
6. In no case shall hair or facial hair interfere with the proper use of any safety equipment.

#### **1004.4.3 COSMETICS AND SCENTS**

Members are permitted to wear cosmetics of conservative color and amount. In consideration and concern for the comfort of others, scents such as perfumes, colognes, hair/body sprays and lotions shall be used in moderation.

#### **1004.4.4 FINGERNAILS**

Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

### **1004.5 APPEARANCE**

#### **1004.5.1 BODY ART**

For purpose of this policy, body art is considered to include, but is not limited to, tattoos, scarification and branding.

(a) Definitions:

1. Tattoos – The act or practice of marking the skin with indelible designs, forms, figures, art, etc. by making punctures in the skin and inserting pigment.
2. Scarification – The act of intentional cutting of the skin for the purpose of creating a design, form, or figure of art.
3. Branding – The act of intentional burning of the skin for the purpose of creating a design, form, or figure of art.
4. Content – No offensive or inappropriate body art that may include, but is not limited to, marks that exhibit or advocate discrimination based on a federal or state recognized protected class or that promote or express gang, supremacist or extremist group affiliation, drug use, profane language, sexually explicit acts or other obscene material.
5. Location – Body art shall not extend below the wrist nor on the hands, head, face, neck, or legs. Tattoos in the form of a ring are authorized with the limitation of one tattoo on one finger that will not exceed ¼ inch width and is within the content restrictions.

(b) Body art shall not be displayed by District employees while on duty.

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- (c) Body art must be completely covered by a District uniform or District approved business attire. Body art shall not be visible during physical fitness and when not wearing a Class B uniform.
- (d) Exceptions: Current District employees that do (did) not wish to cover existing approved body art must (have) submit(ted) a photo to Human Resources within thirty (30) calendar days from this SOP's original release date of March 9, 2017. However, any addition to existing and new body art must be covered by a District uniform or District approved business attire and must adhere to this policy.

Employees shall not obtain any addition to existing or new body art after their date of hire that is visible from a District uniform or District approved business attire that does not meet the above exception. Employees who violate this prohibition will be required to have the body art removed at his/her own expense and/or be subject to discipline up to and including termination.

If an employee has a question about how the policy applies to them or are considering any addition to existing or new body art, the matter should be immediately brought to Human Resources for consideration and determination.

#### 1004.5.2 PIERCINGS

- (a) Piercing definition - The act of creating a hole in any part of the body for the purpose of creating a design, form, or figure of art.
- (b) All facial piercing such as nose piercing, tongue piercing, eyebrow piercing, lip piercing, multiple ear piercing (3 or more in each ear), or any other facial piercing jewelry is prohibited, as these are distracting.
- (c) Plug earrings (earrings designed to stretch one's earlobes by enlarging the piercing) are not permitted.
- (d) All jewelry worn by employees must be appropriate so that it does not represent a safety hazard or detract from a professional appearance.

#### 1004.5.3 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by members while on duty on any part of the uniform or equipment, except for those authorized by the District. Members should be mindful of wearing jewelry that can be come snagged or caught during the performance of their duties. Necklaces or jewelry, worn around the neck, shall not be visible above the shirt collar. It is recommended that members refrain from wearing rings while assigned to a suppression position.

#### 1004.6

- (a) Each new employee will receive a copy of the policy during orientation. All employees will be required to sign an acknowledgement verifying that the policy has been read and understood.
- (b) Supervisors are responsible for explaining and enforcing this Personal Clothing, Grooming and Appearance Standards Policy. Employees who report to duty and are non-compliant with this policy may be sent home to change without

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compensation. Failure to comply with, and repeated violations of this policy will be cause for disciplinary action up to and including dismissal.

- (c) Consistent with this policy, exceptions can be made on an individual basis by the Fire Chief or designated management personnel to accommodate special circumstances such as special events, and clean-up days.