


SOG# 505-6	Standard Operating Guideline	Administrative
	<h1 style="text-align: center;">Cumberland Road Fire Department Inc.</h1> <div style="border: 1px solid black; text-align: center; padding: 5px;">Appearance</div>	Approved By
		Steven W. Parrish, Fire Chief
		Effective Date
May 1, 1992	March 1, 2018	

Purpose:

The purpose of this standard is to ensure that all personnel reflect a positive and professional image while participating in all activities with the Cumberland Road Fire Department, to include but not limited to, incident scenes, and training, out of town business, or while at the station. Compliance with the following standard supports a sense of pride by the organization.

Scope:

This standard shall apply to all Cumberland Road Fire Department personnel, paid and volunteers.

Responsibilities:

It shall be the responsibility of each member of the department and supervisors to ensure that the provisions of this standard are followed.

Procedure:


Appearance

Members of Cumberland Road Fire Department shall have a neat, clean personal appearance which reflects positively upon the individual's competency, efficiency, safety, and pride as a member of the Cumberland Road Fire Department. The wearing of the improper uniform, the failure to wear all necessary firefighting equipment or to maintain one's uniform and/or firefighting equipment in good order are prohibited.

Hair shall be kept neat and well-groomed to present a professional appearance under all reasonable conditions. It should not have an unruly or unkempt appearance according to the following guidelines:

Male Firefighters:

- Hair shall be neatly trimmed and must not extend below the bottom of the collar.
- The hair on the top and side of the head shall not extend more than 2¼ inches from scalp.
- At least the lower half of the ears must be exposed, and the hair shall not show on the forehead under the uniform hat or interfere with the proper and safe wearing of standard department headgear.
- Sideburns shall be trimmed. They will not be bushy, but worn straight, with no flair, and shall not continue below the lobe of the ear. Sideburns shall not interfere with the proper seal of the facemask.

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- Mustaches shall be trimmed. They shall not extend past the edge of the top lip inward toward the mouth. They shall not extend past the corner of the mouth.
- They shall not extend in any way to come in contact with the SCBA face piece preventing a proper seal. No other facial hair shall be permitted.
- Any type of facial hair with the exception of mustaches, sideburns, eye lashes and eyebrows are strictly prohibited.

Female firefighters:

- Hair may be worn pinned up in a ponytail or bun as long as it does not interfere with the proper and safe wearing of standard departmental headgear, and is not exposed during any firefighting operations. Ponytails shall be gathered no higher than the nape of the neck and buns no higher than the top of the ears. Hair shall never extend below the bottom of the collar. If any devices are used to hold hair up, teeth should not be metal or be any longer than ¼” thickness.
- Braids or cornrows can be worn as long as hair is maintained by said regulations, for example, pinned up or in a ponytail not to extend below the bottom of the uniform collar or gathered no higher than the nape of the neck.

Jewelry:

- Shall not be worn in a manner that would compromise the employee’s safety.
- Necklaces shall be worn under the shirt at all times.
- Rings and bracelets/watches are not permitted if they hang and may be caught and grabbed.
- All members are prohibited from wearing any other visible jewelry. Obscene jewelry, of controversial origins, or those that would cause criticism from the public are not permitted.
- Female firefighters may wear two stud earrings in each ear at the ear lobe only. No hoops or dangling earrings are allowed. Male firefighters are not permitted to wear earrings while at the station.

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Cosmetics are permitted, but shall be applied conservatively and in good taste.

- Exaggerated or faddish cosmetic styles are inappropriate with the uniform and shall not be worn.
- Make up must not interfere with the wearing and seal of the facemask.
- All faddish or exaggerated styles shall have final determination by the Fire Chief or the Chief's designee.

Tattoos/body art/brands:

- Tattoos/body art/brands that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the Cumberland Road Fire Department are prohibited.
- Tattoos/body art/brands that advocate or symbolize gang affiliation, supremacist or extremist groups, or drug use are prohibited.
- The only tattoos acceptable on the head shall be on the back of the neck. The back of the neck is defined as being the area behind a vertical line from the bottom of the ear lobe to the shirt collar and below the hair line.
- Tattoos that are not compliant with this standard shall be covered and not visible.
- Intentional body mutilation, piercing, intentional scarring that are excessive or eccentric are prohibited. Some examples are but not limited to: A split forked tongue; foreign objects inserted under the skin to create a design or pattern; enlarged or stretched out holes in the ears.

Articles such as chains, wallets, handkerchiefs, keys, combs, cigars, cigarettes and pipes are not part of the uniform and are not to be attached to the uniform or worn exposed while in uniform.

Failure to comply with the provisions of this standard will result in progressive disciplinary action up to include dismissal.

Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.

The Fire Chief or the Chief's designee shall make the final determination on all items addressed above.