



Carroll County Department of Fire & EMS

Standard Operating Procedure: 1.09	Effective Date: June 8, 2023
Subject: Personal Appearance	Section: Administration
Authorized: Michael Robinson, Director/Chief	Revision Date: N/A

I. PURPOSE

The Carroll County Department of Fire and EMS (DFEMS) members shall maintain a professional appearance and acceptable hygiene in order to present a positive image to the public. This policy establishes guidelines for uniform appearance standards and ensures members conform to appropriate uniform safety considerations.

II. DEFINITIONS

None

III. PROCEDURES

A. General

1. The image the Department projects to the public in large part is through the appearance of its personnel.
2. The personal safety of members functioning in an emergency or training setting requires that officers enforce the stated requirements.
3. All members shall comply with the requirements set forth in this policy when in uniform or representing the Department in an official capacity.

B. Hair

1. Hair must be clean, neatly groomed, and should be worn in a manner so as not to extend past the bottom of the uniform collar.
2. The use of a ponytail or other hair accessories such as pins, combs, barrettes, and bands may be used as long as they do not interfere with safety practices or equipment. These devices shall be dark in color (blue/black).
3. Hair shall not detract or degrade from the intent of the uniform policy.
4. Hair shall not interfere with the wearing of a helmet, protective hood, breathing apparatus, or dress hat.
5. The hair shall have a natural color. Unnatural colorings or highlights such as green, blue, pink, etc. are prohibited.

C. Facial Hair (excluding beards and goatees)

1. Beards and Goatees are explicitly prohibited per this policy.
2. Facial hair (other than beards or goatees) is permitted per this policy as long as they are neatly trimmed, do not extend down past the top of the jaw line.
3. Sideburns must be kept consistent to the hairstyle. Sideburns shall not extend past the bottom of the ear.
4. No hair shall interfere with a proper seal of the face piece or come in contact with a face piece. (OSHA 1910.134 (G) (1) (i) (A))

D. Jewelry

1. Wedding rings, wristwatches, earrings, medic-alert bracelets, medic-alert necklaces, and religious medallions are the only jewelry items that are permitted.
2. For safety purposes, personnel are cautioned that while the items above are permitted to be worn on-duty, it is safer not to wear any item that could be caught in a tool or device, grabbed by other individuals, conduct heat, and/or result in injury to the individual.
3. The wearing of earrings shall be limited to stud type only, one per ear. Members are prohibited from displaying piercings other than those located on the ear. Gauged and/or enlarged holes in the ears are prohibited and must be covered at all times when a member is in uniform or representing the Department in an official capacity.

E. Body Ornamentation

1. Body Ornamentation is defined as tattoos, brands, scarification, piercings, and subdermal/transdermal implants not associated with medical procedures.
2. The display of personal tattoos/body ornamentation while on duty is permitted in accordance with this policy.
 - i. When a member is in uniform or is representing the Department in an official capacity, members are not permitted to openly display tattoos that are vulgar, indecent, racist, obscene, or gang related. Such tattoos must be covered at all times while on duty.
 - ii. Regardless of content, tattoos on the head, neck, face, or hands must be covered at all times a member is in uniform or representing the Department in an official capacity
 - iii. Once hired, employees may not add body ornamentation/tattoos to the head, neck, face or extending below the wrist to the fingertips.
 - iv. Questions regarding whether tattoos fall into one of these categories shall be referred as appropriate through the chain of command.
 - v. The intent of this policy is to restrict only those tattoos that could bring the image of the Department into disrepute or are contrary to the public image the uniform represents.
 - vi. The Department reserves the right to require the covering of any tattoo deemed to have violated this policy.

F. Cosmetics

1. Cosmetics shall be conservatively colored and moderately applied.

G. Fingernails

1. Fingernails must be neatly trimmed and clean. Fingernail length may not interfere with the performance of one's duties.
2. Fingernail polish and manicures are limited to neutral colors. Textured nails, appliques, fluorescent colors are prohibited.

H. Personal Hygiene

1. All members shall maintain a high standard of personal cleanliness.
2. All members must decontaminate/shower when exposed to carcinogens or contagious pathogens.

I. Exceptions

1. At the discretion of the Director/Fire EMS Chief or designee, exceptions to this policy may be made for cause.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Personal Appearance or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.