

SAN BERNARDINO COUNTY FIRE DEPARTMENT OPERATIONS DIRECTIVES



2410 GROOMING STANDARDS

I. SUPPRESSION AND AMBULANCE OPERATOR PERSONNEL

A. POLICY

1. Every member of the San Bernardino County Fire Department, who is subject to wearing a uniform as described under Operations Directive 2430, Uniform Policy, shall be properly groomed while on duty.
2. Members must maintain a high standard of dress and personal appearance in order to accomplish the objectives of maintaining personal safety, neatness and a professional public image. Members shall keep themselves clean and observe proper hygiene.

B. GUIDELINES

1. While on duty, the following guidelines shall be adhered to by all uniformed personnel. It shall be the responsibility of supervisors to ensure that these guidelines are met.
2. Deviations may be permitted when physical characteristics make stated guidelines impossible or impractical. Such exemption, however, must be approved by the appropriate Division Chief.
3. Hair Standards –Male Employees (Suppression and AO)
 - a. Hair shall be neat, clean, trimmed, and present a well-groomed appearance.
 - b. Extreme hairstyles or ponytails are not permitted.
 - c. Hair may be any color that naturally occurs in human hair. Any stripes or spots excluding any natural occurrence shall not be permitted.
 - d. Hair shall be worn so that it does not extend below the top of the uniform shirt collar standing with the head erect.
 - e. Hair may be combed over the ears, but shall not extend below the bottom of the ear or more than two (2) inches in front of the ear.
 - f. Hair that is styled or combed forward shall not extend below the eyebrows.
 - g. The maximum depth from the scalp shall not exceed one and one-half inches. Hair shall meet the specified grooming standards without having to be mechanically restrained.
 - h. In no event shall the length of hair or the style preclude the proper wearing of the uniform hat or the safe and proper wearing of the helmet, self-contained breathing apparatus, or medical mask as required.

4. Hair Standards – Female Employees (Suppression and AO)

- a. Hair shall be neat, clean, trimmed, and present a well-groomed appearance.
- b. Hair may be any color that naturally occurs in human hair. Any stripes or spots excluding any natural occurrence shall not be permitted.
- c. Extreme hairstyles or ponytails are not permitted.
- d. Hair shall be worn so that it does not extend below the top of the uniform shirt collar standing with the head erect.
- e. Hair may be combed over the ears, but shall not extend below the bottom of the ear or more than two (2) inches in front of the ear.
- f. Hair that is styled or combed forward shall not extend below the eyebrows.
- g. The maximum depth from the scalp shall not exceed one and one-half inches.
- h. Only pins, combs or barrettes that are similar in color to the individual's hair color may be worn to meet the requirements of the grooming standards.
- i. In no event shall the length of hair or the style preclude the proper wearing of the uniform hat or the safe and proper wearing of the helmet, self-contained breathing apparatus, or medical mask as required.

5. Facial Hair for Men

- a. Personnel shall be clean-shaven when reporting for duty or representing the Department.
- b. Sideburns must be neatly trimmed and tapered in the same manner as the haircut. Sideburns must not extend below the bottom of the ear lobe, must be of even width (not flared) and must end with a clean-shaven horizontal line.
- c. Mustaches may be trimmed in a traditional firefighter style, but not to interfere with the wearing of self-contained breathing apparatus mask. Mustaches may not extend below the jaw-line.
- d. Facial hair below the bottom lip in the traditional "Stinger" style is permissible but shall not extend more than half-way down the individual's chin.
- e. Beards and goatees of any type are specifically prohibited.

6. Cosmetics

Uniformed Members are permitted to wear cosmetics of conservative color and amount consistent with maintaining a professional image of the Department.

7. Fingernails

Fingernails are to be kept clean and, for safety reasons, shall be no longer than the tip of the finger. If nail polish is worn, the color shall be reasonable and conservative and meet with departmental approval.

8. Jewelry

- a. Wearing of wristwatches and identification bracelets is permitted if the configurations of the article will not interfere with the use of gloves and turnouts and is not subject to catching or snagging.
- b. Wearing of ear, nose, and body piercing jewelry is not permitted while on duty.
- c. Necklaces, crosses, pendants and medallions shall not be worn exposed while on duty. It is permissible to wear such items beneath undershirts.
- d. Wearing of rings is permitted if the configuration is not overly large or ornate and will not subject the individual to potential injury. Rings that interfere with the quick donning of safety equipment are not permitted.

II. NON-UNIFORMED PERSONNEL

A. Dress:

- 1. Clothing attire must be appropriate for business setting.
- 2. Men's neckties are optional in accordance with office or department.
- 3. The following items are **NOT APPROPRIATE**:
 - a. Blue jeans.
 - b. Mini skirts.
 - c. Tube tops.
 - d. Halters.
 - e. See-through blouses.
 - f. Low-neckline blouses.
 - g. Shorts.
 - h. Thin strap and open back styles.
 - i. Undergarments should be chosen appropriately and with regard to color or clothing to be worn.
 - j. Tennis Shoes

B. Shoes and footwear:

- 1. Must be suitable to the work setting.
- 2. Boots must be plain.
- 3. Employees must wear hose/socks.

4. The following **ARE PROHIBITED** for **SAFETY REASONS**:

- a. Extreme heel heights.
- b. Beach sandals.

C. Accessories:

JEWELRY THAT COULD BE POTENTIAL HAZARD TO EFFECTIVE WORK PERFORMANCE IS NOT PERMISSIBLE. DEPENDING UPON THE WORK SETTING, THIS COULD INCLUDE THE FOLLOWING:

1. Pendant adornments.
2. Necklaces.
3. Hoop earrings.
4. Rings.

D. Grooming:

1. Hair should be neat, clean and appropriately styled for the work setting. Extreme styles or excessively long or flowing hair that would interfere with assigned duties or present a potential hazard must be tied back without ornamentation, or otherwise contained. Hair may be any color that naturally occurs in human hair. **Any stripes or spots excluding any natural occurrence shall not be permitted.**
2. Makeup must be moderate and appropriate for business office.
3. Nail polish is acceptable if color is reasonable, conservative and meets with departmental approval.

E. Casual Day;

1. Casual day must be approved by the Division Manager/Division Chief.
2. Casual day is not automatic. If the position requires a uniform to be worn, as per directive 2430, 2430 must be followed.
3. Casual day attire is not permitted if meetings are scheduled.
4. Casual day is to create a low keyed atmosphere but the following articles are NOT acceptable;
 - a. Sweat clothing.
 - b. Mini skirts.
 - c. Tube tops.
 - d. Halters.
 - e. See-through blouses.
 - f. Low-neckline blouses.
 - g. Shorts.

- h. Extremes in heel height.
- i. Beach sandals.