

FARMINGTON HILLS FIRE DEPARTMENT

PERSONNEL PROCEDURE

PRIORITY: 3

PERSONAL APPEARANCE

No: 402.0

EFFECTIVE: 06/01/02

(Rescinds version: 03/01/01)

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FIRE CHIEF APPROVAL:

A handwritten signature in black ink, appearing to read "R. A. Kaiman", is written over a horizontal line.

PURPOSE

To regulate and promote a professional appearance, safety and to ensure that Department personnel maintain a neutral appearance, which is consistent with contemporary standards.

POLICY

I. Appearance

Members shall maintain a neat, clean, well groomed and professional appearance at all times. Members shall not wear or display any type of offensive symbols, jewelry, or statements.

A. Hair Standards

All Department personnel hair will be neat, clean, trimmed and present a groomed appearance. The hair length, bulk or appearance shall not be excessive, ragged, shabby, bush, unkempt or neglected. Hair coloring (dye) must be of shades and hues, which are naturally found in humans and must be applied in such a manner that a natural appearance is preserved. Wigs or hairpieces shall meet the above standards.

1. Male Hair Standards

The total length and style of hair will not interfere with the wearing of Department headgear, including helmets, SCBA or other safety equipment. Hair will also present a tapered appearance and will not extend beyond the top of the ear. Hair will not touch the eyebrows or extend below the upper edge of the shirt collar at normal posture. The "block-cut" fullness in the back is permitted in moderate degree.

- a. Sideburns - Sideburns will be no more than two consecutive fingers' width nor will they be extremely flared. They will be of uniform width and shall not extend toward the center of the face and shall not extend below the middle of the ear.
- b. Mustache/Beard - The face shall be clean-shaven except that mustaches are permitted. If a mustache is worn, it will be kept neatly trimmed with no portion extending beyond the corners of the mouth below a line parallel with the bottom of the lower lip. Mustaches shall not grow over the upper lip, nor shall handlebar or other ornamental mustaches be worn. Goatees and beards also shall not be worn.

2. Female Hair Standards

- a. The total length and style of hair shall not interfere with job performance or the wearing of Department headgear, including helmets, SCBA or other safety equipment. Ribbons or ornaments shall not be worn in the hair, except for neat, inconspicuous bobby pins or neutral barrettes, which blend with the hair color.

B. Fingernails

1. Male - Fingernails shall not extend past the tip of the finger. Fingernails shall not be colored, painted or ornamented.
2. Female - Fingernails shall not extend more than 1/4" past the tip of the finger. Polish, if used, shall be of a color or shade so as not to draw attention or detract from the overall professional appearance. Ornaments shall not be worn on the fingernails.

C. Jewelry

1. Male - Shall not wear any form of earring.
2. Female - In pierced ears, one non-dangling, plain, metallic, post-type earring may be worn in each ear. The exposed ornamental end of an acceptable earring shall not exceed 3/16" diameter.
3. Rings - Personnel shall not wear more than two rings on a single finger.
4. Other Jewelry - Large bracelets or multiple bracelets shall not be worn. The wearing by uniform personnel of any exposed neck chain, necklace, or any other exposed article of jewelry not defined is prohibited.

D. Piercing and Body Art

Exposed body piercing, other than outlined above, shall not be worn while representing the Department. Unexposed piercing shall not interfere with the performance of duties or present a hazard or safety risks.

E. Body Art

Body art, which is offensive, shall not be exposed while on duty or representing the Department.

II. Civilian Clothing - Manner of Dress

- A. Staff may wear, with permission, business casual dress or casual attire on casual days in conformance with the City's policy.

III. Outside Training

- A. Department members shall wear either the Department issued uniform or approved casual business attire to all outside training opportunities.