
 <p><b>STANDARD OPERATING PROCEDURES</b></p>	<b>NUMBER</b> 103.00	<b>SUBJECT</b> Personnel Policy & Procedures	<b>EFF. DATE</b> 10-15-94 Revised 05/11/18
	<b>TOPIC</b> Grooming Policy	<b>AUTHORIZATION</b>  <hr/> <b>Jerome Gaines, Fire Chief</b>	

**PURPOSE:** In order to promote safety, discipline, uniformity and a positive public image, the following grooming standards shall apply to all uniformed personnel of the Tallahassee Fire Department.

**Grooming - Head Hair**

Head hair shall be of such length and style as desired, but shall be within the following restrictions:

- a. Hair on top of the head shall fit safely under helmet.
- b. Hair at the back of the neck shall be neatly cut.
- c. Personnel's hair at the back of the head may not be of such a length as to touch or extend below the uniform shirt collar when standing with head erect.
- d. Female firefighters are permitted to maintain their hair in a bun, not to exceed two inches (2") in depth on both sides and top of the head, and if hair length in the back of the head extends below the top of the uniform shirt collar, it must be securely pinned up above the collar in such a manner to conform with this regulation, for the entire tour of duty. Elastic bands, barrettes and bobby pins are the only acceptable hair gear to be used and shall be of the smallest practical size.
- e. All personnel hair lengths and/or styles used shall be of design so there is absolutely no hindrance to the proper fit of Tallahassee Fire Department head gear and/or protective equipment.
- f. All personnel hair lengths or style must not extend below the eyebrows.
- g. All personnel's hair may be styled to cover the top of the ear but may not extend past the bottom of the ear.
- h. Sideburns may extend to the bottom of the ear lobe, and may be a maximum width of one and one-half (1-1/2) inches. Flared-style sideburns are prohibited.
- i. Any color other than natural hair shades (i.e. blonde, brunette, black, red head) are not permitted.
- j. Any hair styles that are not within the criteria of this regulation are subject to the approval by the Chief of the Department or his/her designee.
- k. The above regulations apply to the maximum lengths of hair style, design and safety. Personnel that have short hair styles shall have a design that is relative to the professionalism of this department. "Radical" hair designs are not acceptable.
1. Examples of hair designs acceptable to this regulation are attached.




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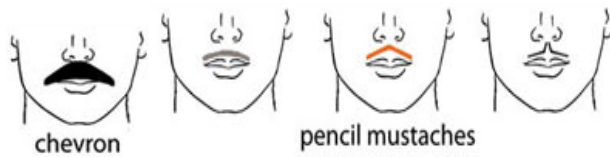
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**TOPIC**  
Grooming Policy

**AUTHORIZATION**  
  
**Jerome Gaines, Fire Chief**

**Grooming - Facial Hair**

1. Facial hair is acceptable but is restricted to the wearing of mustaches.
2. No beards of any type or length are acceptable. Employees on duty shall be clean shaven.
3. Mustaches are permitted with the following restrictions:
  - a. Mustaches must be closely trimmed, not to extend below the top lip.
  - b. Mustaches must not extend more than 1" vertically or horizontally beyond the corners of the mouth.
  - c. Hair centered below the bottom lip is permissible, but must be closely trimmed and not extend more than 1" in length or width.
  - d. No other facial hair is permitted.
  - e. Mustaches shall be of the natural color/shade of the individual's hair color.
  - f. Examples of permissible facial hair:



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**Grooming-Cosmetics**

Uniformed personnel will be permitted to wear cosmetics of conservative, neutral color and amount, but excessive amounts or colors that tend to detract from the professional and/or uniform appearance of employees is strictly prohibited.



**Grooming-Jewelry**

Jewelry is permitted to be worn by on-duty personnel, but due to safety considerations pertinent to the job functions of the Fire Department, the following restrictions apply:

1. Necklaces, crosses, pendants, medallions, and bracelets shall not be worn in an exposed manner while on duty with exception of medical identification items.
2. Wearing of wrist watches is permitted if the configuration of the article will not interfere with the donning or use of gloves and the donning or use of protective gear, and is not subject to catching or snagging due to being loose on the wrists or design protrusions.
3. Wearing of earrings is not permitted on duty.
4. Rings - only one ring is authorized. The ring must not interfere with the quick donning of gloves or other protective clothing.
5. It is strongly recommended that those individuals that are actively engaged in work or emergency operations wear no items of jewelry. Severe injury is possible.

**Body piercing(s)**

Visible body piercing(s) are expressly prohibited while in uniform. Examples include, but are not limited to, nose, tongue, cheek and brow piercing(s).

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**Tattoos**

Tattoos that are permitted to be visible will follow the guideline below:

- A. Not visible on the neck, face, head, scalp, tongue or lips.
- B. Not visible on the hands, below the wrist, with exception to one ring, on one finger, on one hand.
- C. Does not contain or insinuate obscene material.
- D. Does not contain gang related material.
- E. Does not contain extremist or supremacist material.
- F. Does not contain material expressing or advocating sexual, racial, ethnic or religious discrimination.
- G. Does not contain material that otherwise detract from the mission of the Tallahassee Fire Department.

No tattoo shall diminish the professional appearance of the uniform or bring discredit to the City of Tallahassee, the Department or profession. If a tattoo(s) is found to be offensive, the Fire Chief will make the determination on the complaint.

**Teeth**

Members shall not display any jewels or other adornments from their teeth while on duty, except as necessary for approved dental procedures (i.e. corrective braces, gold caps applied by a dentist for medical reasons, etc.).