

**FIRE-RESCUE DEPARTMENT
LIFEGUARD SERVICES DIVISION
MANUAL OF POLICIES AND PROCEDURES**

SUBJECT: Personal Appearance Standards	CATEGORY: Personnel	NUMBER: 4.4
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I. PURPOSE

To define the Personal Appearance Standards of the Lifeguard Services Division and to ensure lifeguard personnel present a consistent, professional appearance.

II. AUTHORITY

Lifeguard Chief

III. POLICY

Members of the Service, while on duty, shall at all times be neat and clean. Clothes shall be clean, properly maintained, and in conformity with the uniform guidelines contained in Section 4.0 of this manual. All personnel shall comply with the following standards designated in this section. Exceptions may be made by the Lifeguard Chief.

A. Male Personnel

1. Hair

- a. The perimeter of the hair must be cut or maintained so as not to:
 - (1) Extend down the forehead beyond the eyebrows.
 - (2) If unrestrained, extend in the rear below the bottom edge of the collar of the Class B uniform shirt, while standing with eyes to the horizontal.
 - (3) If restrained, extend in the rear six inches below the bottom edge of the collar of the Class B uniform shirt, while standing with eyes to the horizontal.
- b. When hair reaches a restrainable length it must be restrained under all conditions of work or activity.
- c. The depth of the hair mass shall not:
 - (1) Exceed three inches when measured at right angles from any part of the scalp. (outward and upward)
- d. The length or style of the hair shall not:

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- (1) Preclude the proper wearing of the uniform hat.
 - (2) Preclude the proper wearing of the helmet.
 - (3) Preclude the proper wearing of the self-contained breathing apparatus.
- e. Hair color must be a naturally occurring hair color.
- f. Mustaches must not:
- (1) Grow or fall as to cover any portion of the bottom lip with mouth closed.
 - (2) Grow or extend more than 3/4" beyond the corner of the individual=s mouth.
 - (3) Grow or extend beyond 2" below the corner of the individual=s mouth.
 - (4) Have waxed points.
 - (5) Facial hair shall not be allowed closer than 2" to any portion of the breathing apparatus face piece.
- g. Sideburns shall not:
- (1) Extend below the lowest edge of the earlobe.
 - (2) Be more than 50% wider at the base than at the center of the ear.
- Sideburns shall:
- (1) Be neatly trimmed.
 - (2) Be cut on a horizontal plane.
- h. Any type of facial hair with the exception of mustaches, sideburns and eyebrows are strictly prohibited.

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- i. Devices to mechanically restrain hair shall be conservative and in good taste.

2. Jewelry

- a. The wearing of visible pierced jewelry, rings (excluding the wedding band), and earrings is expressly prohibited.

3. Tattoos

- a. Tattoos shall be in good taste and not violate the EEO policy.

4. Deviations may be permitted when physical characteristics make stated regulations impossible or impractical to administer. This exemption, however, must be made only by permission of the Fire Chief or his/her designee.

B. Female Personnel

1. Hair

- a. The perimeter of the hair must be cut or maintained so as not to:

- (1) Extend down the forehead beyond the eyebrows.

- (2) If unrestrained, extend in the rear below the bottom edge of the collar of the Class B uniform shirt, while standing with eyes to the horizontal.

- (3) If restrained, extend in the rear six inches below the bottom edge of the collar of the Class B uniform shirt, while standing with eyes to the horizontal.

- b. When hair reaches a restrainable length it must be restrained under all conditions of work or activity.

- c. The depth of the hair mass shall not:

- (1) Exceed three inches when measured at right angles from any part of the scalp. (outward and upward)

- d. The length or style of the hair shall not:

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- (1) Preclude the proper wearing of the uniform hat.
 - (2) Preclude the proper wearing of the helmet.
 - (3) Preclude the proper wearing of the self-contained breathing apparatus.
- e. Hair color must be a naturally occurring hair color.
- f. Devices to mechanically restrain hair shall be conservative and in good taste.
2. Cosmetics
 - a. Shall be conservative and in good taste.
3. Jewelry
 - a. The wearing of visible pierced jewelry, rings (excluding the wedding band), and earrings are expressly prohibited while in an operational setting.
4. Tattoos
 - a. Tattoos shall be in good taste and not violate the EEO policy.
5. Deviations may be permitted when physical characteristics make stated regulations impossible or impractical to administer. This exemption, however, must be made only by permission of the Fire Chief or his/her designee.

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