**Section 100 – Management & Administration**

|  |  |  |  |
| --- | --- | --- | --- |
| General Rules & Administration - 100 | | | |
| S.O.P # 100.07 | **Professional Appearance Standard** | | Page: 1 of 2 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**100.07.01 Purpose**

The purpose of this SOP is to establish policy that outlines a professional standard for all personnel of the District. The overriding concern of this policy is two-fold, project a professional appearance to the public and insure the safety and well-being of our employees.

**100.07.02 Policy**

1. This policy is binding to all staff and volunteers.
2. Supervisors will advise those within their command of this professional standard and will assure conformity.
3. Personnel shall report for duty clean, tidy and well groomed.
4. Any employee with a medical condition that precludes conformance to these standards shall notify their chain of command and may obtain an exception from the Chief.
5. Personnel not conforming to the professional appearance standards outlined in this policy will be subject to discipline.

**100.07.03 Standards**

1. **General Cleanliness**
   1. All personnel will strive to maintain cleanliness at all times.
   2. All personnel are expected to shower and bath prior to the beginning of their shift.
   3. Personal deodorant use is required, unless a physician’s letter directs otherwise.
   4. All personnel will present to the general public with a clean, tidy and well kept uniform at all times.
   5. The use of perfumes or colognes is not permitted, as some patients may be allergic.
2. **Facial Hair**
   1. Facial hair is permitted but must be kept neat and clean.
   2. Facial hair must not interfere with the use of the N95 mask that is currently being used by the District.
   3. Ornamentation is not allowed in facial hair.
3. **Hair**
   1. Both men’s and women’s hair shall be neatly trimmed and groomed, without reference to style, except that all hairstyles must be consistent with a professional appearance.
   2. Mohawks or reverse Mohawk hair styles are prohibited.
   3. If a question arises as to the professionalism or safety of an employee’s hairstyle, color or cut, the Chief shall make the final determination.
4. **Fingernails**

Fingernails extending beyond the tip of the finger can pose a safety hazard to EMTs/Paramedics and others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1. **Tattoos**
   1. At no time while on-duty or representing the District in any capacity, shall any offensive tattoo or body art be visible.
   2. Examples of offensive tattoos would include, but not be limited to, those which depict racial, sexual, discriminatory, gang related or obscene language.
   3. The display of neck or facial tattoos is prohibited.
   4. Hand or finger tattoos are prohibited.
2. **Body Piercing or Alteration**
   1. The display of facial piercings (exception of nose stud with approval) is prohibited while on duty.
   2. Large ear gages are prohibited.
   3. Earrings that dangle should not be worn on duty.
   4. If a question arises as to the appropriateness of an employee’s tattoos or piercings, the Chief shall make the final determination.
   5. Body alteration which is not medically required is prohibited except with prior authorization from the Chief. Such body alteration includes, but is not limited to:
      1. Tongue splitting.
      2. The complete or transdermal implantation of any material other than hair replacement.
      3. Abnormal shaping of the ears, eyes, nose or teeth.
      4. Branding or scarification.