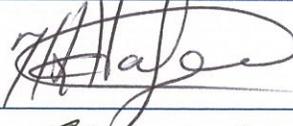
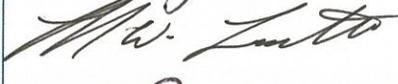
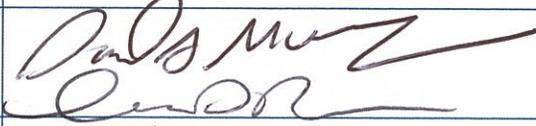


	Standard Operating Guideline: PERSON 4	
	Subject:	Personnel Hygiene and Grooming Standard
	Effective Date:	January 1, 2012
	Revision Date:	May 17, 2017
	Approval: EMS Representative:	
	Fire Representative:	
	Career Representative:	
	Director:	

PURPOSE: All personnel of the Franklin County Department of Public Safety (FCDPS) have continuous exposure with citizens, government officials, department members and vendors. At all times it is imperative that department personnel present themselves in a professional manner. This standard operating guide applies to all members of FCDPS, both volunteer and career, throughout the year while on duty or during department sanctioned activities.

I. DEFINITIONS

- A. Body Art—Physical body adornment or alteration implemented through the following techniques, which include but are not limited to: body piercing, tattooing, branding and mutilation. This definition does not include practices that are considered medical procedures by a state medical board, such as implants under the skin, cosmetic tattooing (medical or surgical procedures conducted by licensed medical personnel) to correct medical conditions, etc.
- B. Head and Neck—For the application of this SOG, the head and neck area encompasses the entire neck, face, scalp and ears.
- C. Mutilation—Intentional radical alteration of the body, head, face or skin for the purpose of and resulting in an abnormal appearance for cosmetic reasons unrelated to any valid medical reconstructive surgery, prosthetic treatment, or other related necessary medical procedures. Examples of mutilation include, but are not limited to: foreign objects inserted in or under the skin to create a design, pattern or act as an anchor point for foreign objects; enlarged or stretched out holes in the ears (other than normal piercing); intentional scarring on the neck, face, or scalp; remolding of the ears to a point; a split or forked tongue; filing of teeth to a point; or intentional burns creating a design or pattern.

- D. **Offensive Body Art**—A tattoo, branding, piercing, mutilation, etc., is considered offensive if it describes, depicts, or refers to profanity, or to intolerance of or discrimination against any person, or member of any race, color, preference, ethnicity, creed, religion, gender, or national origin; if it is customarily associated with any particular organization or group which is known to advocate or harbor such intolerance or discrimination; if it adversely affects the respect accorded to the department by citizens, violates the County's policies or is prejudicial to the good order, discipline and morale; is intolerant to sexual orientation, is obscene or sexually explicit; advocates, depicts or symbolizes affiliation with gangs, racial supremacy, extremist groups or philosophies, or drug use; or advocates violence or other unlawful means of depriving individual rights under the United States Constitution, the Virginia Constitution, Federal or State law.
- E. **Tattoo or Brand**—A tattoo or brand is any design, letter, scroll, figure, symbol or any mark made upon or under the skin of any person by the intentional burning of the skin, or with ink or any other substance, resulting in the permanent or temporary coloration, scar, mark or disfigurement of the skin.

II. POLICY

- A. While on duty, members shall appear neat and clean and conform to this SOG.
- B. **Jewelry**—Visible jewelry must be worn in a manner to prevent snagging and not interfere with the appropriate use of personal protective equipment and clothing.
- C. If worn, necklaces must be of a length to be contained inside the member's shirt as not to cause an entanglement or safety hazard.
- D. **Piercings**—Any visible body piercings are to be removed while on duty with the exception of small or screw-on stud style earrings (not to exceed 6mm in diameter). No more than 1 pair may be worn at a time.
- E. Body art, regardless of the location, that meets the definition of offensive shall be covered while the member is on duty. Coverings may include the use of bandaging materials, wearing of uniforms in accordance with existing SOG's or with an approved material designed specifically for this purpose. Members may request consideration for alternative coverings not specified in this SOG by submitting a written request through their chain of command to the Director.
- F. Members may elect to remove offensive body art without seeking approval.
- G. Members shall not have any visible mutilations or any mutilation which may interfere with the proper wearing of personal protective equipment or which may pose a safety risk to the member in the performance of his/her duties.
- H. Hair styles shall not interfere with the wearing of personal protective equipment or clothing. While the member is in a standing position the hair is not to extend or hang down below the bottom of the shirt collar with the following EXCEPTION: Female

members may have longer hair if it is worn pinned up, pulled back or above the shirt collar while on calls.

- I. Acceptable hair colors that are naturally occurring: (Black, Brown, Blonde, Auburn).
- J. Sideburns will be neatly trimmed and tapered. Sideburns shall not extend below the lowest part of the earlobe. Sideburns shall not exceed one inch in width, or interfere with mask seal.
- K. Mustaches may be worn, but must be short (not to hang over the upper lip) and neatly trimmed, as not to interfere with mask seal.
- L. Facial hair below the lower lip may be worn, but shall not exceed ¼ inch in bulk (thickness) and ½ inch in width and length.
- M. Beards or any other facial hair that may interfere with personal protective equipment or clothing may not be worn.
- N. Fingernails shall be clean, neatly trimmed and a length that will not interfere with the performance of duties, wearing of personal protective equipment or clothing, or operations of equipment. Artificial nails are not allowed.
- O. Makeup and perfume/cologne use shall be kept to a minimum and moderately applied.
- P. Sunglasses may be worn but shall be removed when inside.

III. RESPONSIBILITIES

- A. Failure to abide by this SOG may result in disciplinary action.