

UNIFORMED GROOMING STANDARDS

2828

Male: Personal Grooming Standards:

1. Hair: The hairstyle and color shall not detract from the uniform but shall reflect a professional image. Hair shall be worn so it does not extend below the top of the shirt collar while sitting or standing in an erect position.
 - a. Hair may touch the ear but shall not extend over the ear to cover the outside portion of the ear.
 - b. Hair shall not be styled or combed forward any lower on the forehead than the employee's eyebrow, measured from the high point of the eyebrow. Hair shall not be visible on the forehead when the uniform hat is worn.
 - c. Hairstyle and length will not impede, restrict, or detract from the proper wearing of the uniform hat. Hair will not be permitted to be gathered up in a bun, plaits, braids, or any similar arrangement on top or sides of the head.
2. Facial Hair: Neatly trimmed sideburns and/or mustaches are permitted as follows:
 - a. Sideburns shall not extend below the bottom of the ear and shall end with a clean-shaven horizontal line. The maximum width at the bottom of the sideburns shall not exceed 1 and 1/2 inches.
 - b. Mustaches shall not extend more than 1/2 inch below the corners of the mouth nor below the vermilion border of the upper lip, or extend more than 3/4 inch above the corner of the mouth. Weaved ends or points shall not be allowed.

Beards of any type are not permitted except as noted in item (a).

 - a. Upon medical verification, as evaluated by the CMO, establishing a skin disorder, a well groomed beard not to exceed one inch in length is permitted.
3. Fingernails: Shall be clean and well trimmed. Nails shall not extend more than 1/8 inch beyond the tips of the fingers.

Female: Personal Grooming Standards:

1. Hair: Styles and hair color shall not detract from the uniform. While in uniform the hair shall not extend below the collar. If the hair is longer, it shall be worn up in a neat, professional style. Hair pins and clips shall be functional in nature and shall match the color of the hair or be gold in color.
 - a. Hairstyle and length will not impede, restrict, or detract from the proper wearing of the uniform.
 - b. Hair shall not be styled or combed forward any lower on the forehead than the employee's eyebrow, measured from high point of the eyebrow. Hair shall not be visible on the forehead when the uniform hat is worn.
2. Cosmetics: If worn, cosmetics shall be moderately applied to enhance the professional image while in uniform.
 - a. Allowable cosmetics include make-up and powder which blend with or match the natural skin tone of the employee. Shades of mascara, eyebrow pencil eyeliner, lipstick and blush which are applied in a conservative manner are also allowed. False eyelashes are not permitted.
3. Fingernails: Shall not extend more than 1/4 inch beyond the tips of the finger. Nails shall be neat and clean. Nail polish shall be natural tones only and shall not detract from the uniform.

Authorized Jewelry:

The following items of jewelry may be worn with the uniform:

- a. Medical alert or identification bracelets.
- b. A total of two rings may be worn. A set of wedding and engagement rings will be considered one ring.
- c. A neck chain may be worn while in uniform, but must be concealed under the crew neck undershirt.
- d. A wristwatch.

All other items of jewelry (including earrings) are prohibited while in uniform without prior authorization by the Superintendent.

Sunglasses:

Non prescription and prescription sunglasses may be worn while in uniform. Lenses must not detract from the uniform and reflective lenses are prohibited. Non-prescription sunglasses may be worn indoors with supervisory approval.

Frames shall not be colors that detract from the uniform. Frames shall be black, shades of brown, gray or gold.