

	Department of Public Safety	
	Standard Operating Guidelines	
	Subject:	Grooming and Hygiene Standards
	Section:	Administration
	Guideline Number:	210
	Effective Date:	April 1, 2007
	Revised Date:	October 1, 2024
Signature of Approval:	Charles R. Pruitt Director of Public Safety 	

PURPOSE

To establish standards for personal grooming and hygiene.

SCOPE

This guideline applies to all uniformed members of the Accomack County Department of Public Safety.

CONTENT

As a professional organization, it is essential to establish personal grooming and hygiene standards which will ensure the maintenance of a clean and professional appearance at all times.

HAIR/JEWELRY (MALE FIRE MEDIC)

1. Hair must be neat, clean and combed. Regardless of style, the bulk or density of the hair shall not extend more than 1/2 inch outward from the side of the head beyond the outer most edge of the ear. Hair shall not be worn longer than top of the shirt collar at the back of the neck. Hair shall not touch the collar except the closely cropped hair on the back of the neck, nor shall the hair cover the outer edge of the ear. Hair should be of a color that would be considered naturally occurring in humans.
2. Wigs or hairpieces are permitted to cover natural baldness or physical disfigurement if they conform to the standards for natural hair. Sideburns shall be neatly trimmed with straight lines with no flare at the base and may extend downward to the lowest part of the earlobe.
3. No jewelry of any kind will be attached to the uniform. Jewelry worn on the body shall be limited to a wrist watch, medical alert bracelet or chain or POW bracelet. Only one ring may be worn on each hand.
4. Necklaces or chains worn around the neck must be worn under the uniform garment out of plain view.

MUSTACHES

1. Bushy mustaches must be neatly trimmed at all times.
2. Mustaches shall not extend 1/4" below corner of mouth or 1/4" outward from corner of mouth.
3. The ends may not be twisted or waxed.

FULL BEARD-GOATEES

Full beards, goatees or other growths of hair below the chin are prohibited.

CLEAN-SHAVEN

Except for the areas of facial growth permitted by this order, all members shall be clean shaven.

FINGERNAILS

1. Fingernails shall be no longer than ¼” in length past the skin of your fingers.
2. Only clear nail polish shall be permitted.
3. Acrylic nails are prohibited.

HAIR/JEWELRY (FEMALE FIRE MEDIC)

1. Hair must be clean, neat and combed. Hair shall not be worn longer than the bottom of the shirt collar at the back of the neck when standing with the head in normal posture. The bulk or length of the hair shall not interfere with the normal wearing of all standard headgear. The hair on the forehead shall not visibly protrude from under the headband of issued headgear. Hair should be of a color that would be considered naturally occurring in humans.
2. Wigs or hairpieces are permitted to cover natural badness or physical disfigurement if they conform to the standards for natural hair.
3. Conspicuous pins, barrettes and combs shall not be worn in the hair.
4. One pair of earrings is permitted. However, only one earring per ear (post type) not to exceed 1/4 inch in diameter is acceptable. Loop earrings are not permitted.
5. No jewelry of any kind will be attached to the uniform. Jewelry worn on the body shall be limited to a wrist watch, medical alert bracelet or chain or POW bracelet. Only one ring may be worn on each hand. (For the purpose of this policy a wedding set (wedding band and engagement ring) will be considered as one ring.
6. Necklaces or chains worn around the neck must be worn under the uniform garment out of plain view.

PERSONAL HYGIENE

Members shall always pay proper attention to personal hygiene while in uniform.

1. Members shall pay proper attention to personal hygiene and personal appearance before reporting to duty and be freshly bathed, freshly shaven, clean hair neatly trimmed and combed, have clean fingernails, clean uniforms reasonably free of wrinkles, and have shoes clean and shined as needed.
2. Members shall maintain good personal hygiene while at work by assuring that they have the items available (clean uniforms, personal grooming and hygiene items) at work to maintain a clean, neat appearance for up to 72 hours.

SLEEPING HYGIENE

1. Members shall assure that they are clean and appropriately dressed for sleeping as outlined in SOG# 209 - Uniform Appearance. “Sleeping Attire”- Department issued T-shirts and gym shorts shall be the minimum sleeping attire for all members sleeping in a bunkroom.
2. Member shall exhibit proper sleeping hygiene by using appropriate bed linen to include: clean sheets (top and bottom), clean blanket, clean pillow, and clean pillow case.

3. Because members frequently travel to, and work at alternate stations, members may be permitted to use a clean personal sleeping bag as an alternate to a top sheet and blanket.
 - a. Where clean sleeping bags are used, a clean sheet must be stretched over the mattress to maintain cleanliness.
 - b. Members shall not be permitted to sleep on blankets as an alternative to using sheets or pillows.
4. Members shall sleep in assigned sleeping locations only when beds are dressed in appropriate bed linen.
5. Members shall not be permitted to sleep in areas of the fire stations other than sleeping quarters unless otherwise directed by the Director.
6. Members shall remove bed linens from beds at the end of their shift to allow the oncoming crew a place to sleep.

BATHROOM/SHOWER HYGIENE

1. It is the expectation that bathroom and shower facilities shall be kept in a clean and organized manner.
2. Items such as laundry, uniforms, or laundry products shall not be stored in the bathroom or designated laundry areas.
3. Personal hygiene items, such as shampoos, wash cloths or loofahs, shall not be stored in the shower areas. These items should be stored in your locker or designated storage area.