



PROCEDURES MANUAL

SUBJECT: Professional Appearance

NUMBER:

502

APPROVED:

MAW

FIRE CHIEF

TYPE: PROFESSIONAL APPEARANCE

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Chapter V Personal Behavior and Appearance

Subject 2 Professional Appearance

502.01 Objective

- A. To establish standards consistent with safe use of personal protective equipment required for firefighting and other emergency use.
- B. To provide appearance standards which will promote a neat and professional appearance while in uniform.

502.03 Personal Appearance

- A. The following standards will prevail for the personal grooming of members of the Fire Department while on duty and while off duty but in uniform.
 1. Cranial Hair (male and female)
 - a. In all cases, the bulk or length of the hair will not interfere with the wearing of the uniform cap, helmet, SCBA or any other safety gear.
 - b. Unsecured hair will not fall beyond the collar more than two (2) inches.
 - c. A member may have longer hair, but the hair must be worn in a manner to comply with paragraph 1a and 1b above while in uniform.
 - d. Hair will not be visible on the forehead when the uniform cap is worn.
 - e. In any case, the length or bulk of the hair will not interfere with the proper wearing of the following:
 1. Helmet
 2. Mask/SCBA
 3. Protective Hood
 4. Uniform Hat
 5. Fatigue Cap

- g. The wearing of hair styles or adornment which interferes with the protective features of helmet or mask are prohibited.

2. Facial Hair

- a. Facial hair of any type shall not interfere or come in contact with the S.C.B.A. face piece seal or exhalation valve.
- b. Moustaches must be kept neatly trimmed. They may not extend laterally more than one half (½") inch from the corner of the mouth. They may not extend more than one half (½") inch below the corner of the mouth when closed.
- c. Members, if they so desire, will be allowed to wear facial hair immediately beneath the lower lip, if this complies with paragraph (2.a above). This facial hair shall not exceed one half (½") inch in any dimension.
- d. Sideburns will be kept neatly trimmed and must not extend downward below the lowest part of the earlobe. Sideburns shall conform to paragraph (2.a above)

3. Hairstyles

- a. Acceptable hairstyles include those stated in City of Cincinnati anti-discrimination ordinance Sec. 914-1-T1. - Natural Hair Types and Natural Hair Styles Commonly Associated With Race. "Natural hair types and natural hair styles commonly associated with race" includes, but is not limited to, hair style, type, and texture, treated or untreated, as well as protective hairstyles such as natural hair, afros, braids, twists, cornrows, and locks, which hair types and hair styles are commonly associated with African-Americans and their racial, ethnic, and cultural identities. (Ordained by Ord. No. 351-2019, § 3, eff. Jan. 1, 2020)
- b. All hairstyle must comply with paragraph 1a and 1b above.

502.05 Cosmetic Makeup

- A. The moderate use of makeup is permissible.

502.07 Jewelry

- A. The wearing of jewelry by members in uniform is limited to a wristwatch and finger rings. **The wearing of finger rings is discouraged for safety reasons.**
- B. The wearing of necklaces, pendants, earrings, bracelets and chains is prohibited.
- C. The wearing of religious medals or personal identification chains or necklaces may be worn around the neck, provided the item is concealed from view by the uniform shirt.

502.09 Exceptions

The above regulations will apply to ALL uniformed members of the Fire Department, with the exception of those who, because of the nature of their assignments, have written permission of the Assistant Chief of Human Resources.

A record of this exemption will be maintained by the Assistant Chief of Human Resources.

Any items worn that could create a safety concern must be immediately addressed.

502.11 Appeals Process

- A. Step One: The accused party will have the right to appeal compliance of this procedure to their immediate supervisor.
- B. Step Two: If not settled satisfactorily, the appeal will go to the District Chief for a ruling. If the parties are not satisfied with the results at this level, the appeal will go to the third step.
- C. Step Three: If not settled satisfactorily, the appeal will go to the Assistant Chief of Human Resources for a ruling. If the parties are not satisfied with the results at this level, the appeal will go to the fourth step.
- D. Step Four: The appeal will be heard by the Fire Chief. The decision of the Fire Chief is not appealable.
- E. Items covered by safety under this procedure are not subject to the appeal process.

502.13 Display of Body Art

- A. Members of the Cincinnati Fire Department must not have any lewd or offensive indelible marks or figures (tattoos) visible on any exposed part of the body while wearing the prescribed duty uniform, including the physical training approved attire.
- B. Cincinnati Fire Department policy prohibits any tattoos or brands on the face, head or neck above the class-A shirt collar. Small innocuous tattoos or brands on the hands that are not prejudicial to the good order or discipline within the Fire Department and do not detract from a professional firefighter appearance are authorized within the Cincinnati Fire Department.

Tattoos or brands that are extremist, indecent, sexist or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within the Fire Department. Defined further:

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1. Extremist tattoos or brands are those affiliated with, depicting or symbolizing extremist philosophies, organizations, or activities; those which advocate racial, gender or ethnic hatred or intolerance; advocate, create or engage in illegal discrimination based on race, color, gender, ethnicity, religion or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution or federal and state law.
 2. Indecent tattoos or brands are those that are grossly offensive to modesty, decency or propriety; shock the moral sense because of their vulgar, filthy or disgusting nature, or tendency to incite lustful thought; or tend reasonably to corrupt morals or incite libidinous thoughts.
 3. Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of “indecent”.
 4. Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity or national origin.