

1001.02	Grooming Standard Operating Procedure	
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This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Related Policies: Article V Rules and Regulations

Applicable HI Statutes:

I. PURPOSE

To establish the accepted professional appearance, minimum standards for grooming and proper wear and maintenance of uniforms for the employees of the Hawai'i Fire Department.

II. APPLICABILITY

Departmental Rules and Regulations are applicable to all members of the department, including Volunteers, and to all civilian employees of the department. All general and special orders, instructions (including those on departmental forms) and manuals shall have the same authority as Departmental Rules and Regulations. Departmental Rules and Regulations shall not be canceled, amended or issued without the specific approval of the Fire Chief.

III. PROCEDURES

As representatives of the Department, personnel are expected to present a clean, neat and professional appearance. All personnel are expected to take pride in their appearance, maintain a positive public image, and enhance personal safety through the grooming standards outlined in this policy.

1. Tattoos, Branding, Scarring, or Other Forms of Body Art

- Employees are prohibited from having visible tattoos or any other form of body art that are prejudicial to the good order, discipline or morale, or bring discredit to the Hawai'i Fire Department. Examples of prohibited markings include those that are considered by the Hawai'i Fire Department to be sexist, racist, vulgar, anti-social, violent, or discriminate against any protected class by virtue of including words, symbols, or pictures in the tattoo or body art.
- Tattoos and brands are permanent markings that are difficult to reverse (in terms of financial cost, discomfort, and effectiveness of removal techniques). Before obtaining either a tattoo or a brand, employees should consider talking to their supervisor to ensure that they understand the tattoo and brand policy. The words tattoo and brand are interchangeable in regard to this policy.
- The following types of tattoos or brands are prejudicial to good order and discipline and are, therefore, prohibited anywhere on an employee's body that could be visible in the performance of their duties:
 - i. Extremist. Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are 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, and Federal or State law.

- ii. Indecent. Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety, or professionalism.
 - iii. Sexist. Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender.
 - iv. Racist. Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.
- Tattoos or brands, regardless of subject matter, are prohibited on the head, face (except for permanent makeup for females giving the appearance of natural color and style), or neck (anything above the t-shirt neckline to include on/inside the eyelids, mouth, and ears). Exceptions to this policy for cultural issues will be made on a case-by-case basis.

2. Piercings and Piercing Holes

- No visible body piercing, to include but not limited to, nose, eyebrows, and tongues. Earrings worn should be small posts, no “gauges” or earrings that could interfere with performing assigned duties. Piercing holes larger than those necessary to accommodate a small post earring must be closed or covered while on duty and/or in uniform.
- Metallic posts or jewelry for piercings shall not be worn under clothing for responders to firefighting or potential fires. This is to protect the individual from conducted heat transfer burns.

3. Jewelry

- To prevent unnecessary injury or dismemberment, members while on duty shall not wear or display adornments of any kind; puka shells, medallions, necklaces, gold chains, bracelets, brooches, or any other items not prescribed as authorized by the Hawaii Fire Department.
- Wrist watches, rings (one per hand), and medical related bracelets may be worn if the article does not interfere with performing assigned duties, and not subject to catching or snagging such as being loose on the wrist or fingers.
- Earrings may be screw-on, clip-on, or post-type earrings in gold, silver, white pearl, or diamond. The earrings will not exceed 6 mm or 1/4 inch in diameter, and they must be unadorned and spherical. When worn, the earrings will fit snugly against the earlobe only. Only one earring per ear shall be permitted.



4. Cosmetics

- Standards regarding cosmetics are necessary to maintain uniformity and to avoid an extreme or unprofessional appearance. Personnel are authorized to wear lipstick, facial cream, and powder with all uniforms, provided they are applied modestly and conservatively, and that they complement both the employee's complexion and the uniform. Supervisors at all levels must exercise good judgment when interpreting and enforcing this policy.
- Eccentric, exaggerated, or faddish cosmetic styles and colors, to include makeup designed to cover tattoos, are inappropriate with the uniform and are prohibited. Permanent makeup, such as eyebrow or eyeliner, is authorized as long as the makeup conforms to the standards outlined above. Eyelash extensions are not authorized unless medically prescribed.
- Personnel will not wear shades of lipstick that distinctly contrast with the natural color of their lips, that detract from the uniform, or that are faddish, eccentric, or exaggerated.
- All personnel will comply with the cosmetics policy while in any uniform or while on duty.

5. Accessory Articles

- Articles such as wallets, watch chains or fobs, personal jewelry, handkerchiefs, combs, brushes, cigars, tobacco cans, cigarettes, E-cigarettes and pipes are not part of the uniform and will not be attached to or visible on the uniform.
- Sunglasses and frames must be of neutral tones (black, brown, tan, etc.) and not have ornate frames.
- Hats/caps must be uniform in color to the Hawaii Fire Department uniform colors (Navy blue, light blue, black, etc.) and not have ornate printing.
 - i. Hat/cap will fit snugly over top of head (tight fit) in line with the center of the forehead and in a straight line with the nose. Hats/caps will be adjusted so it will fit squarely on head.
 - ii. Hair pins or clips matching hair color may be worn.

6. Fingernails

- All personnel will keep fingernails clean and neatly trimmed. Personnel will not exceed a nail length of 1/4 inch as measured from the tip of the finger. Personnel will trim nails shorter should their supervisor determine that the longer length detracts from a professional appearance, presents a safety concern, or interferes with the performance of duties. Personnel may only wear clear polish when in uniform or on duty. Personnel may wear clear acrylic nails, provided they have a natural appearance and conform to the Hawaii Fire Department standards.



7. Hygiene and Body Grooming

- Employees will maintain good personal hygiene and grooming on a daily basis and wear the uniform so as not to detract from their overall professional appearance.

8. Hairstyles

- In no case shall the bulk or length of any hair interfere with the proper fitting of any headgear (e.g., Nomex/PBI hood, helmet, SCBA face piece). Hairstyles that pose a health or safety hazard are not authorized.
- Faddish and exaggerated styles, to include shaved portions of the scalp other than the neckline, designs cut in the hair, and unbalanced or lopsided hairstyles are prohibited. Hair will be styled so as not to interfere with the proper wear of all uniform headgear. All headgear will fit snugly and comfortably around the largest part of the head without bulging or distorting from the intended shape of the headgear and without excessive gaps. When headgear is worn, hair should not protrude at distinct angles from under the edges. Hairstyles that do not allow the headgear to be worn in this manner are prohibited. Examples of hairstyles considered to be faddish or exaggerated and thus not authorized for wear while in uniform or on duty include, but are not limited to hair sculpting (eccentric texture or directional flow of any hairstyle to include spiking); buns with loose hair extending at the end; hair styles with severe angles or designs; and loose unsecured hair (not to include bangs) when medium length hair is worn up.
- Employees will not shape or cut designs into their hair or scalp.
- Medium length hair styles are defined as hairstyles where the hair extends beyond the ears but does not reach past the top of the shoulders when the head is upright. Medium hair length must be maintained in a manner that ensures safety and does not interfere with the proper fit and seal of Personal Protective Equipment (PPE), such as helmets, hoods, and self-contained breathing apparatus (SCBA) facepieces. This length must be secured and controlled to prevent potential hazards, such as entanglement or obstruction during firefighting operations.
- Braids, Cornrows, and Twists: Medium length hair may be styled with braids, cornrows, or twists. Each braid, cornrow, or twist will be of uniform dimension, have a diameter no greater than 1/2 inch, and present a neat, professional, and well-groomed appearance. Each must have the same approximate size of spacing between the braids, cornrows, or twists. Each hairstyle may be worn against the scalp or loose (free-hanging). When worn loose, such hairstyles must be worn per the same manner as described for medium length hair styles. Ends must be secured inconspicuously. When multiple loose braids or twists are worn, they must encompass the whole head. When braids, twists, or cornrows are not worn loosely and instead worn close to the scalp, they may stop at one consistent location of the head and must follow the natural direction of the hair when worn back, which is either in general straight lines following the shape of the head or flowing with the natural direction of the hair when worn back with one primary part in the hair. Hairstyles may not be styled with designs,

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sharply curved lines, or zigzag lines. Only one distinctive style (braided, rolled, or twisted) may be worn at one time. Braids, cornrows, or twists that distinctly protrude (up or out) from the head are not authorized. Any style of dreadlock or lock (against the scalp or free-hanging) is not authorized.

- Hair extensions are authorized. Extensions must have the same general appearance as the individual's natural hair and otherwise conform to this regulation.

9. Sideburns

- Sideburns are hair grown in front of the ear and below the point where the top portion of the ear attaches to the head. Sideburns will not extend below the bottom of the opening of the ear. Sideburns will not be styled to taper, flair, or come to a point. The length of the individual hairs of the sideburn will not exceed 1/8 inch when fully extended.

10. Facial Hair

- Personnel will keep their face clean-shaven when in uniform, or in civilian clothes on duty. Mustaches are permitted. If worn, personnel will keep mustaches neatly trimmed, tapered, and tidy. Mustaches will not present a chopped off or bushy appearance, and no portion of the mustache will cover the upper lip line, extend sideways beyond a vertical line drawn upward from the corners of the mouth, or extend above a parallel line at the lowest portion of the nose. Handlebar mustaches, goatees, and beards are not authorized.
- Personnel shall be clean-shaven at the beginning of each duty day. Exceptions are allowed for approved sideburns, mustaches and facial hair as stated in this policy.

11. Wigs and Hairpieces

- Personnel are prohibited from wearing wigs or hairpieces while in uniform or on duty, except to cover natural baldness or physical disfiguration caused by accident or medical procedure and has been medically prescribed. When worn, wigs or hairpieces will conform to the standard haircut criteria, as stated within this policy.
- Wigs, if worn in uniform or on duty, must look natural and conform to this policy. Wigs are not authorized to cover up unauthorized hairstyles.

12. Hair Holding Devices

- Hair holding devices are authorized only for the purpose of securing the hair. Employees will not place hair holding devices in the hair for decorative purposes. All hair holding devices must be plain and of a color as close to the employee's hair as is possible or clear.

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