

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines-</i> Professional Appearance Standard	SOG #101-021
	Approved: Chief Christopher J. Reynolds	Initiated: September 2022 Revised: N/A

Purpose: The purpose of this SOG is to establish a policy that outlines a professional standard for all members of Lower Providence EMS. The overriding concern of this guideline is two-fold, project a professional appearance to the public and ensure the safety and well-being of our members. Maintaining a proper public image, personal safety, and use of protective equipment dictate that certain standards be placed on a member’s appearance. It is understood that terms such as “neat”, “clean”, “well groomed”, and “clean shaven” as used in this guideline can be subject to many interpretations. For the purposes of enforcement, the appropriateness of a members’ appearance shall be at the discretion of the Chief or their designee.

Procedure:

1. This procedure is binding to all members of Lower Providence EMS.
2. Personnel shall report for duty clean, tidy, and well groomed.
3. It shall be the duty of the Chief to assure that personal grooming shall not interfere with the wearing of safety gear, or other related equipment.
4. Any member with a medical condition that precludes conformance to these standards shall notify their direct supervisor via the LPEMS chain of command and may obtain an exception from the Chief.
5. Members not conforming to the professional appearance standards outlined in this guideline will be subject to the disciplinary process as outlined in the Lower Providence LPEMS Handbook and LPEMS SOG 100-015.

General Cleanliness

1. All members will always strive to maintain cleanliness.
2. All members are expected to shower/bath prior to the beginning of their shift.
3. Personal deodorant is strongly recommended.
 - a. Medical exception with Physician note
 - b. Religious Exception acceptable.
4. All members will present to the public a clean, well-kept uniform at all times per LPEMS Uniform SOG.
5. To maintain a professional standard, it may be necessary for a member to shower and redress into a clean uniform while on duty.

Facial Hair

1. Facial hair is permitted if it does not hinder the safety of patients or members.
2. Facial hair shall always be kept neatly trimmed.
3. No Facial hair shall be waxed or twisted at the ends or pulled to a point in any manner.
4. If a question arises as to the safety of an employee's facial hair the Chief shall be made aware and will make the final determination.

Sideburns

1. Sideburns will not extend below the earlobe.
2. Sideburns will be kept neatly trimmed.
3. Sideburns shall not be wider than 1" at any point.

Hair

1. Hair shall always be neatly brushed and/or combed unless covered by a hat.
2. The length or bulk of the hair shall not be excessive or present a ragged, unkempt, or extreme appearance. Hair styles shall not interfere with the proper wearing of Department headgear or personal protective equipment, or in any way create a potential safety hazard. Hair styles that would allow the hair to fall around the face, interfere with ability to perform procedures, or potentially contaminate a work area shall not be permitted.
3. Hair shall not be worn in such a fashion as to present a safety hazard to the member while on duty.

Jewelry

1. Necklaces shall not be worn in such a fashion as to present a safety hazard while on duty.
2. Wristwatches and bracelets are permitted if they do not interfere with the use of safety ensemble or Personal Protective Equipment.
3. Earrings and nose rings shall be of simple post type and shall not dangle below the tip of the earlobe or nostril as to not present a safety hazard.
4. Rings which interfere with the donning of gloves are not permitted.

Tattoos & Piercings

1. All tattoos displaying inappropriate content or vulgarity must be covered while on duty.
2. The display of facial tattoos is prohibited while on duty.
3. Jewelry/Piercings that may be visible to the public. Other than that, specified above shall not be worn while representing LPEMS.
4. If a question arises as to the appropriateness of a member's tattoos or piercings, the Chief or Executive Director shall make the final determination.