



CITY OF REDDING
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PERSONNEL DEPARTMENT
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December 5, 2019
P-100-050-050

Matthew Oliphant, President
International Association of Fire Fighters (IAFF), Local 1934
PO Box 991188
Redding, CA 96099

Subject: Side Letter of Agreement to between the City of Redding and IAFF Local 1934 Regarding SOP 2.8 Grooming and Professional Appearance

Dear Matt:

This letter will memorialize the attached agreement reached between the City of Redding and IAFF Local 1934 regarding the Redding Fire Department Standard Operating Procedure 2.8 Grooming and Professional Appearance, effective the date of this side letter.

If the Association concurs with the foregoing, please sign and date the enclosed copies of this letter, return one to me, and keep the other copy for your records.

Sincerely,

Sheri DeMaagd
Assistant City Manager/Personnel Director

The Association concurs with the above:

Matthew Oliphant, IAFF President

12-30-19
Date

c: Cullen Kreider, Chief of Fire
Steve Allen, Labor Representative

Barry Tippin, City Manager
Council Members



STANDARD OPERATING PROCEDURE



CATEGORY:	Personnel	SOP Number:	2.8
INITIATED BY:	Jay Sumerlin, Deputy Fire Chief	Effective Date:	04/22/96
APPROVED BY:		Revision Date(s):	12/5/19
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PURPOSE: Personal safety and the maintenance of a professional image to the public dictate that certain standards be placed on grooming and appearance of all employees. All personnel will present themselves in such a way as to generate trust, confidence and respect from the citizens we serve.

A. References:

1. MOU between City of Redding and IAFF Local 1934, Exhibit D, Performance Evaluation Rating System.
2. Redding Fire Department Standard Operating Procedures 2.15, Expectations of Department Members; and 2.19, Rules of Conduct.

B. Responsibilities:

1. All personnel are expected to take pride in their appearance, maintain a professional image and enhance personal safety through the standards found in this policy. All supervisors will be responsible for administering this policy.

C. Policy:

1. Grooming and professional appearance standards as detailed herein shall apply for all Redding Fire Department personnel while on duty or off duty when performing Department business.

D. Procedures:

1. Employees whose appearance violates this policy will be informed of the necessary correction(s) needed for compliance. Employees who refuse to comply with these standards are subject to disciplinary action up to and including termination.
2. Employee grooming and professional appearance is considered in the performance evaluation.
3. ALL PERSONNEL:
 - a. All personnel will maintain acceptable personal and oral hygiene standards at all times.
 - b. Fingernails will be trimmed and not extend more than 1/8-inch beyond the fingertip. Polish will be neutral in color.

- c. Prescription glasses will be conservative and neutral in color.
- d. Contact lenses will be neutral in color and worn to enhance the employee's vision.
- e. No obscene, vulgar or racially offensive tattoos will be visible or displayed while on duty.
- f. No tattoos will be visible at any time on the hands, neck, head or face. (Exception: Tattoo in place of a wedding band is acceptable)
- g. No piercings, intentional body modifications, scarification or branding will be visible or displayed while on duty.

4. JEWELRY

- a. To avoid injury, there will be no jewelry exposed whenever members are performing tasks that require the use of Personal Protective Equipment (PPE).
- b. Permitted jewelry:
 - 1. One (1) necklace, pendant or medallion may be worn but not exposed while on duty.
 - 2. One (1) wristwatch.
 - 3. One (1) ring on each hand (two (2) total).
 - 4. One (1) medical, decorative or memorial bracelet.
- c. Earrings and nose rings are prohibited while on duty.

5. HAIR STANDARDS:

- a. Hair shall be neat, clean and conservatively cut.
- b. During emergency operations, hair is to be contained so as not to be vulnerable to entanglement or impair vision.
- c. Hair shall not interfere with the proper and safe use of personal protective equipment (PPE) and self-contained breathing apparatus (SCBA).
- d. Hair is not to extend below the bottom of the back collar on a uniform shirt or jacket or the back collar of a T-shirt. Hair will not extend below the eyebrows.
- e. Longer hair may be restrained with a single ponytail, single braid or single bun.
 - 1. Exception: Longer hair restrained with a single ponytail or single braid may extend below the collar while in quarters or during physical fitness activities.

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- f. Hair will not cover more than one-half (1/2) of the ear and exceed two (2) inches in depth anywhere on the head.
- g. Hair clips, pins and barrettes shall be plain and unobtrusive.
- h. Hair will not be colored or dyed to present an extreme appearance. No Mohawks, dreadlocks, shaved designs or rat tails are allowed.

6. FACIAL HAIR STANDARDS

- a. All personnel are to be clean shaven.
- b. Facial hair shall not interfere with the proper and safe use of PPE and SCBA's.
- c. Sideburns shall not extend below the bottom of the ear lobe or be wider than one and one-half (1-1/2) inches. The bottom will be trimmed horizontal.
- d. Moustaches will be well-groomed and trimmed. The sides of the moustache shall not exceed three-fourths (3/4)-inch below the lower part of the bottom lip.
- e. The width of the moustache will not exceed three-fourths (3/4)-inch to the side from the corner of the mouth.
- f. Handle-bar type moustaches are allowed if worn within the above limitations.
- g. No beards, goatees or lower lip moustaches are allowed.

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