

Verdugo Fire Academy
Cadet Policy and Procedure Manual

Section: PP07
Rev. Date: 1/1/08
Approved

Policy and Procedure - 7 Grooming and Dress Standards

I. Procedure

All Cadets shall present themselves with a professional appearance when wearing any part of the Verdugo Fire Academy uniform. All Cadets shall follow the directives outlined in this procedure.

II. Electronic Wireless Communication Devices

Cellular phones, pagers, palm devices, or any other type of electronic wireless communication device (EWCD), shall not be permitted to be worn or used during academy hours. Lunch break is not considered to be included in academy hours for purposes of this Policy and Procedure.

Exception: If a Cadet knows that an event of an emergent nature is going to occur within the academy instruction hours, he/she may request the use of a EWCD from a Staff Member for each day this is needed. Example: Imminent birth of a Cadet's baby, imminent death of a Cadet's immediate family member. This does not include a business deal.

ALL EWCD Shall be kept on vibrate while on the training grounds at all times including lunch break.

III. Eyewear

A. All eyewear will be of the prescription type only. It is highly recommended to obtain and wear contact lenses during academy training. Any eyewear that is not a contact lens, shall have a leash to secure it to the Cadet's head during any manipulative training or physical exercise. The leash shall be black in color with no insignia or writing on it.

B. Sunglasses will not be permitted during academy hours unless a note is furnished from a Medical Doctor stating the reason.

Exception: The use of sunglasses may be used if a Staff Member deems it necessary for safety reasons.

IV. Tattoos and Brandings

- A. Tattoos and brandings shall not be visible at anytime.
- B. Any tattoo that is in an area that would normally be visible when wearing the academy uniform shall be covered with an approved material i.e. Ace bandage. This must meet approval of a Staff Member

V. Wristwatches

Wristwatches shall not be worn by any Cadet during academy hours.
Exception: Cadet Officers are permitted to wear a wristwatch when they hold the position of a Cadet Officer. Any Cadet Officer choosing to wear a wristwatch should synchronize their watch with the Staff Member who releases them for breaks or lunch. Wristwatches shall not produce any audible sound when worn during academy hours.

VI. Male Cadets

- A. Hair
 - 1. Hair shall be clean and neatly trimmed. Hair shall not fall below the eyebrow. Hair shall not be worn so as to cover any part of the ear. Hair shall not touch the collar of the uniform shirt. In no case shall the mass or length of the hair interfere with the proper wearing of any safety equipment.
 - 2. Any artificial hair coloring, obvious streaking, or tipping, which has an unprofessional appearance, is not permitted.

B. Sideburns

Sideburns shall be neatly trimmed. They shall not extend beyond the center of the ear orifice. They shall not flare out at the bottom.

C. Beards

Beards, goatees, or any hair growing on the lower lip area is not permitted. Not only does it portray an unprofessional image, it is a safety hazard to the wearer.

D. Mustaches

Mustaches must have a neat and trimmed appearance. Mustaches must be trimmed so that they do not drop below the line of the top of the upper lip. They must not extend beyond the corners of the mouth. Handlebars are not permitted. They must not protrude from the face more than one half of an inch (1/2").

E. Fingernails

Fingernails must be clean and neatly trimmed. The length must be even with the tip of the fingers. When looking at the palm of the hands, fingernails should not be seen to extend beyond the fingertips. Under no circumstances shall fingernails be permitted to display any color or design.

F. Cosmetics

Facial cosmetics are not permitted.

G. Perfume and cologne

The use of perfume and/or cologne is highly discouraged. This is not to be confused with deodorant and proper hygiene. Perfumes and colognes are those items that are designed to enhance odor and not designed to protect or guard against odor.

H. Jewelry

1. No jewelry or personal ornaments may be affixed to any part of the uniform or equipment, except that authorized by the Cadet Operational Directives manual.

2. Cadets may not wear more than one (1) finger ring. That one ring is not authorized to be worn during physical training, live fire and manipulative evolutions. A wedding ring may be worn during the above training, but is discouraged due to safety concerns.
3. Earrings and any other visible body piercing jewelry shall not be worn during academy hours.

VII. Female Cadets

A. Hair

1. Hair shall not touch the collar of the uniform shirt at anytime. Long hair in a “bun” is permitted provided the helmet will fit securely over it. If the helmet does not fit securely on the Cadet’s head, the Cadet will be required to cut her hair.
2. Long and short hair must be worn/cut in such a manner as to allow proper fitting and wearing of all Academy headgear as well as a self contained breathing apparatus mask.
3. Hairstyles should be simple, neat and easily maintained. Hair spray is discouraged because of possible matting and/or tangling due to frequent donning and removal of headgear and/or breathing apparatus.
4. Wigs and other hairpieces may not be worn.
5. Any artificial hair coloring, obvious streaking, or tipping, which has an unprofessional appearance, is not permitted.

B. Fingernails

1. Fingernails must be clean and neatly trimmed. The length must be even with the tip of the fingers. When looking at the palm of the hands, fingernails should not be seen to extend beyond the fingertips.

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2. All fingernail polish that is worn by female Cadets must be clear or in neutral shades of color. Bright or loud colors are not permitted. No design or insignia shall be allowed to be on a fingernail.

C. Cosmetics

Use of cosmetics is discouraged due to the constant facial contact with equipment. Any cosmetics that are used must not have an unprofessional appearance. Excessive amounts, or extreme colors that would look unprofessional, shall be removed when requested by a Staff Member. Any cosmetics worn should not detract from the appearance of a Cadet in the Verdugo Fire Academy. Natural shade tones shall be used.

D. Perfumes and Cologne

The use of perfumes and/or cologne is discouraged. This is not to be confused with deodorant and proper hygiene. Perfumes and colognes are those items that are designed to enhance odor and not designed to protect or guard against.

E. Jewelry

1. No jewelry or personal ornaments may be affixed to any part of the uniform or equipment, except that which is authorized by this manual.
2. Cadets may not wear more than one (1) finger ring. That one ring, is not authorized to be worn during physical training, live fire and manipulative evolutions. A wedding ring may be worn during the above training, but is discouraged due to safety concerns.
3. Earrings and any other visible body piercing jewelry, shall not be worn during academy hours.