DIRECTIVE NUMBER: 14-002

TO: All Fire Rescue Personnel

RE: Personal Appearance & Hygiene – Body Adornments and Tattoos

FROM: Heather Burford – Fire Chief

DATE: April 25, 2014

EFFECITIVE IMMEDIATELY

This Directive supersedes all previous directives, policies and memos related to this subject.

Purpose: To identify the revised body adornment and tattoo language found in the Policy for Personal Appearance and Hygiene section of the Department’s Rules and Regulations and to identify the procedure for consideration under the revised language.

Policy: Personnel hired on or after April 8, 2014, and who have signed a Condition of Hire dated on or after April 8, 2014, are subject to the following language pertaining to body adornments and tattoos:

- In an effort to display a professional image, body adornments (body piercing except stud earrings for female employees, etc.) that are visible while wearing a department assigned/purchased uniform or city required attire are prohibited.

- Body tattoos are permitted under the following conditions:
  - Tattoos shall not be visible above the collar level of a standard tee shirt,
  - Tattoos are not allowed on hands below the wrist,
  - The display of unprofessional or offensive tattoos or brands, (nudity or violence, sexually explicit or vulgar art, words, phrases, profane language, symbols to incite negative reactions,
initials or acronyms that represent criminal or oppressive organizations), are strictly prohibited,
   o The Fire Chief reserves the right to require any tattoo to be covered.

Personnel hired between October 2008 and April 8, 2014, and who have previously signed and agreed to the language of a Condition of Hire dated prior to April 8, 2014, are bound to the former language. Personnel falling in this category may seek permission to obtain tattoos under the new language but are first required to make written request to Human Resources to be permitted to sign an updated Condition of Hire dated April 8, 2014.

A Condition of Hire specific to body adornment and tattoos was not in place prior to October 2008, therefore anyone hired prior to October 2008 automatically fall under the language of this directive.

A sample of both the previous Condition of Hire and the newly revised Condition of Hire are attached.