

# CENTRAL AID AGENCY

## Personal Hygiene and Appearance Requirements

### Regulation 6.3

#### Overview

The Central Aid Agency regulates the appearance of its personnel for a variety of reasons, but chief of which is safety. C.A.A. personnel may have to wear various types of safety equipment, including helmets and face masks. It is critical for the safety of our personnel that these devices fit properly, especially since some personnel may have to wear them for extended periods of time. Hygiene and appearance is based on unit assignment or role, with units and roles that primarily operate in the field having the most stringent requirements. These requirements are based on the potential for prolonged activity in areas with minimal access to sanitation and hygiene, coupled with versatility of fit for various types of safety equipment, and the probability of having to wear safety equipment for long periods. Apart from safety and operational requirements of hygiene and appearance, professionalism is also an important factor. The C.A.A. wants to present a consistent image throughout the organization and has adopted appearance standards similar to those traditionally held by other first responder and service based organizations. In order to meet the needs of the C.A.A. and our operations, varying levels of appearance standards exist to fill a variety of roles, and personnel may have different standards depending on what role they're doing and the uniform they're wearing. Special exemptions may be authorized on a unit or role specific basis for specific circumstances, such as special duties or medical order.

Although this is not true in all cases, generally, each appearance type requirement is associated with a specific unit, function, or uniform:

**Type 0** – Non-Rated and Civilian personnel. No specific restrictions, however some may be implemented on a case by case basis

**Type 1** – Community Service volunteers; any volunteer personnel when in Class D uniform

**Type 2** – Administrative units and Community Service paid personnel; any paid personnel when in Class D uniform

**Type 3** – Specialized units and roles that may deploy

**Type 4** – Units and personnel that deploy

**Type 5** – Units and personnel who primarily operate in field type environments

**Type 6** – Specialized units and personnel

**Type 7** – Board of Directors

NOTE: All personnel must meet operational standards when deployed to a field area. Units intended for deployment must meet operational standards at all times when in full uniform (Class C or above). The standards listed in this regulation are minimum standards for each type listed; personnel may voluntarily hold themselves to higher standards if they wish.

# HYGIENE AND APPEARANCE STANDARDS

TYPE	TYPICALLY WORN BY	GENERAL CLASSIFICATION
1	Community Service Volunteers	Casual
<b>REQUIREMENTS</b>		
1	Male hair may be of any length, but may have to be worn up in some instances for safety reasons.	
2	Facial hair is not specifically restricted, but may not interfere with wear of uniforms and/or fit of required equipment.	
3	Female hair may be of any length, but may have to be worn up in some instances for safety reasons.	
4	Hair may be of any color, but natural looking is preferred if colored. Dreadlocks or matted hair is not permitted without specific authorization. Hair must be clean and well maintained.	
5	Tattoos are not restricted below the neckline or above the wrists, but placement on the hands, neck, or face is not permitted. Pre-existing tattoos in these locations require special authorization. One band tattoo is authorized on the ring finger of the left or right hand between the knuckle and first joint, as long as it is ½ inch or less wide.	
6	Piercings are not specifically restricted, but must be removable. Piercings that cannot be removed, gouges, gauges, or bodily disfigurement is not permitted. Only small stud type ear piercings with dull backings should be worn on duty for safety reasons. All piercings may be required to be removed for safety or security reasons while on duty.	
7	Personnel must keep good personal hygiene.	

# HYGIENE AND APPEARANCE STANDARDS

TYPE	TYPICALLY WORN BY	GENERAL CLASSIFICATION
2	Administrative Units & CS Paid Personnel	Business Casual
<b>REQUIREMENTS</b>		
1	Male hair may not hang down below the shoulders or be worn up in a bun, ponytail, or other similar style without specific authorization; and must be professional in appearance and well groomed.	
2	Facial hair is not specifically restricted, but must be professional in appearance and may not interfere with wear of uniforms and/or fit of required equipment. Beards if worn must be practical, trimmed, and well groomed.	
3	Female hair may be of any length, but may have to be worn up in some instances for safety reasons if it is longer than shoulder length.	
4	Hair color must be a natural looking if colored; off color highlights are not permitted without specific authorization. Corn rows and partially shaved hairstyles must be uniform in appearance and professional looking; and must not interfere with proper equipment fit. Dreadlocks, matted, or unkempt hair is not permitted without specific authorization. Hair must be clean and well maintained.	
5	Tattoos are not restricted below the neckline or above the wrists, but placement on the hands, neck, or face is not permitted. Pre-existing tattoos in these locations require special authorization. One band tattoo is authorized on the ring finger of the left or right hand between the knuckle and first joint, as long as it is ½ inch or less wide. Visible tattoos may be required to be covered while in full uniform.	
6	Piercings are not specifically restricted, but must be removable. Piercings that cannot be removed, gouges, gauges, or bodily disfigurement is not permitted. Only small stud type ear piercings with dull backings should be worn on duty for safety reasons. All piercings may be required to be removed for safety or security reasons while on duty.	
7	Personnel must keep good personal hygiene.	

# HYGIENE AND APPEARANCE STANDARDS

TYPE	TYPICALLY WORN BY	GENERAL CLASSIFICATION
3	Specialized Units and Roles that may Deploy	Specialized Uniform Casual

## REQUIREMENTS

1	Male hair may not be longer than 2.5 inches from the scalp when in full uniform, must be worn in an authorized professional style, and well groomed.
2	Facial hair is not specifically restricted, but must be professional in appearance and may not interfere with wear of uniforms and/or fit of required equipment. Beards if worn must be practical, trimmed, and well groomed.
3	Female hair may be of any length, but may have to be worn up in a military bun, or other authorized hair style, in some instances for safety reasons if it is longer than shoulder length.
4	Hair color must be a natural looking if colored; off color highlights are not permitted without specific authorization. Corn rows and partially shaved hairstyles must be uniform in appearance and professional looking; and must not interfere with proper equipment fit. Dreadlocks, matted, or unkempt hair is not permitted without specific authorization. Hair must be clean and well maintained.
5	Tattoos are not restricted below the neckline or above the wrists, but placement on the hands, neck, or face is not permitted. Pre-existing tattoos in these locations require special authorization. One band tattoo is authorized on the ring finger of the left or right hand between the knuckle and first joint, as long as it is ½ inch or less wide. Visible tattoos may be required to be covered while in full uniform.
6	Piercings are not permitted if they are impractical or leave obvious marks when not worn. Piercings that cannot be removed, gouges, gauges, or bodily disfigurement is not permitted. Only small stud type ear piercings with dull backings should be worn on duty for safety reasons. All piercings may be required to be removed for safety or security reasons while on duty.
7	Personnel must keep good personal hygiene.

## NOTES

Type 3 Hygiene and Appearance standards are not to be authorized for any deployable units that have the possibility of needing to wear respirators or protective masks of any kind.

# HYGIENE AND APPEARANCE STANDARDS

TYPE	TYPICALLY WORN BY	GENERAL CLASSIFICATION
4	Units that Deploy	Uniform Casual
<b>REQUIREMENTS</b>		
1	Male hair may not be longer than 2.5 inches from the scalp when in full uniform, must be worn in an authorized professional style, and well groomed.	
2	<p>Facial hair is restricted to a mustache that can extend no further than the corners of the mouth. Sideburns may not extend below the bottom of the ear opening and must have a straight front and bottom edge so that they are rectangular in appearance. The rest of the face must be clean shaven when in full uniform.</p> <p>Exemptions to this rule may be authorized on a limited basis for personnel not likely to wear masks or other protective face coverings in the course of their regular duties; or in cases citing necessary medical, security, or operational reasons. Facial hair, if authorized, must be practical, trimmed, and well groomed; and may not interfere with wear of uniforms and/or fit of required equipment.</p>	
3	Female hair may be of any length, but may have to be worn up in a military bun, or other authorized hair style, in some instances for safety reasons if it is longer than shoulder length.	
4	Hair color must be a natural looking if colored; off color highlights are not permitted without specific authorization. Corn rows and partially shaved hairstyles must be uniform in appearance and professional looking; and must not interfere with proper equipment fit. Dreadlocks, matted, or unkempt hair is not permitted without specific authorization. Hair must be clean and well maintained.	
5	Tattoos are not restricted below the neckline or above the wrists, but placement on the hands, neck, or face is not permitted. Pre-existing tattoos in these locations require special authorization. One band tattoo is authorized on the ring finger of the left or right hand between the knuckle and first joint, as long as it is ½ inch or less wide. Visible tattoos may be required to be covered while in full uniform.	
6	Piercings are not permitted if they are impractical or leave obvious marks when not worn. Piercings that cannot be removed, gouges, gauges, or bodily disfigurement is not permitted. Only small stud type ear piercings with dull backings should be worn on duty for safety reasons. All piercings may be required to be removed for safety or security reasons while on duty.	
7	Personnel must keep good personal hygiene.	

# HYGIENE AND APPEARANCE STANDARDS

TYPE	TYPICALLY WORN BY	GENERAL CLASSIFICATION
5	Units that Primarily Operate in the Field	Uniform Professional
<b>REQUIREMENTS</b>		
1	Male hair may not be longer than 1.5 inch from the scalp when in full uniform, must be worn in an authorized service or military style, and well groomed.	
2	<p>Facial hair is restricted to a mustache that can extend no further than the corners of the mouth. Sideburns may not extend below the bottom of the ear opening and must have a straight front and bottom edge so that they are rectangular in appearance. The rest of the face must be clean shaven when in full uniform.</p> <p>Exemptions to this rule may be authorized on a limited basis for personnel not likely to wear masks or other protective face coverings in the course of their regular duties; or in cases citing necessary medical, security, or operational reasons. Facial hair, if authorized, must be practical, trimmed, and well groomed; and may not interfere with wear of uniforms and/or fit of required equipment.</p>	
3	Female hair may be of any length, but is to be worn up or in a military bun, or other authorized hair style, when in uniform if it is longer than shoulder length.	
4	Hair color must be a natural looking if colored; off color highlights are not permitted without specific authorization. Corn rows and partially shaved hairstyles must be uniform in appearance and professional looking; and must not interfere with proper equipment fit. Dreadlocks, matted, or unkempt hair is not permitted without specific authorization. Hair must be clean and well maintained.	
5	Tattoos are not restricted below the neckline or above the wrists, but placement on the hands, neck, or face is not permitted. Pre-existing tattoos in these locations require special authorization. One band tattoo is authorized on the ring finger of the left or right hand between the knuckle and first joint, as long as it is ½ inch or less wide. Visible tattoos may be required to be covered while in full uniform.	
6	Piercings are not permitted if they are impractical or leave obvious marks when not worn. Piercings that cannot be removed, gouges, gauges, or bodily disfigurement is not permitted. Only small stud type ear piercings with dull backings should be worn on duty for safety reasons. All piercings may be required to be removed for safety or security reasons while on duty.	
7	Personnel must keep good personal hygiene.	

# HYGIENE AND APPEARANCE STANDARDS

TYPE	TYPICALLY WORN BY	GENERAL CLASSIFICATION
6	Specialized Units	Uniform Special
<b>REQUIREMENTS</b>		
1	Male hair may not be longer than 1 inch from the scalp when in full uniform, must be worn in an authorized service style, and well groomed.	
2	<p>Facial hair is restricted to a mustache that can extend no further than the corners of the mouth. Sideburns may not extend below the bottom of the ear opening and must have a straight front and bottom edge so that they are rectangular in appearance. The rest of the face must be clean shaven when in full uniform.</p> <p>Exemptions to this rule may be authorized on a limited basis for personnel not likely to wear masks or other protective face coverings in the course of their regular duties; or in cases citing necessary medical, security, or operational reasons. Facial hair, if authorized, must be practical, trimmed, and well groomed; may not interfere with wear of uniforms and/or fit of required equipment.</p>	
3	Female hair may be of any length, but is to be worn up or in a military bun, or other authorized hair style, when in uniform if it is longer than shoulder length.	
4	Hair coloring is not permitted, except when it is completely unnoticeable. Corn rows and partially shaved hairstyles must be uniform in appearance and professional looking; and must not interfere with proper equipment fit. Dreadlocks, matted, or unkempt hair is not permitted without specific authorization. Hair must be clean and well maintained.	
5	Tattoos are restricted and must be approved through special authorization only. Pre-existing tattoos only permitted with special authorization. Unless otherwise authorized, visible tattoos must be covered while in full uniform.	
6	Piercings, except for tasteful ear piercings on women, are restricted and must be approved through special authorization only. No piercings are to be worn on duty or in uniform. Pre-existing piercings only permitted with special authorization.	
7	Personnel must keep good personal hygiene.	

# **HYGIENE AND APPEARANCE STANDARDS**

<b>TYPE</b>	<b>WORN BY</b>	<b>GENERAL CLASSIFICATION</b>
<b>7</b>	<b>Board of Directors</b>	<b>Special Professional</b>
<b>REQUIREMENTS</b>		
1	Male hair must conform to standards of assigned Command, and should be well kept and professional.	
2	Facial hair must conform to standards of assigned Command, and should be well kept and professional and may not interfere with wear of uniforms and/or fit of required equipment.	
3	Female hair must conform to standards of assigned Command, and should be well kept and professional.	
4	Hair coloring must conform to standards of assigned Command, and should be professional looking.	
5	Tattoos are not encouraged. Pre-existing tattoos must not be visible when in uniform.	
6	Piercings, except for tasteful ear piercings on women, are not encouraged. Pre-existing piercings must follow the hygiene and appearance requirements of the assigned command or unit.	
7	Personnel must keep good personal hygiene.	

### **Specific Regulations**

6.3-1 All piercings are not permitted to be worn while on duty, except for small stud type earrings with non-sharp backings. This is for safety reasons. Small tasteful earrings not necessarily of the stud type may be worn with the Female Dress Uniform.

6.3-2 Personnel and units may be granted a temporary exemption to hygiene and appearance requirements at the discretion of the unit Commanding Officer or ranking person present if operating in an extended field environment with minimal access to facilities and little operational down time.

6.3-3 Hygiene and Appearance standards are dictated based on the assigned purpose of a specific role or unit. General guidelines and minimum requirements are dictated by the Personal Hygiene and Appearance Type system. Unit Commanding Officers may implement stricter standards than the minimum required of their unit on the basis of security, utility, professionalism, or discipline.

6.3-4 Any person with tattoos or unique identification marks may not be permitted to participate in identity sensitive commands and units without special permission from the Board. Females with tattoos below the knee may not be permitted to wear uniform skirts, or may be required to cover visible tattoos.

6.3-5 All pre-existing Tattoos and Piercings that are outside regulation must be approved, and require a waiver form that goes in the personnel record.

6.3-6 Anything that is implanted into, or disfigures the body in any way, and does not directly contribute a life support or restorative function, is not permitted under any circumstances while in C.A.A. service.

6.3-7 The Board of Directors may make special considerations as to when tattoos and piercings are allowed or restricted.