



# LEHIGH COUNTY CORONER'S OFFICE & FORENSICS CENTER

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**Eric D. Minnich, D-ABMDI**  
Coroner

## INTERN ATTIRE, APPEARANCE AND HYGIENE POLICY

### **Purpose:**

To provide standards commensurate with professional attire, appearance, and hygiene for Lehigh County Coroner's Office & Forensics Center Internship Participants.

### **Policy:**

#### **A. Appearance and General Requirements:**

##### **1. Appropriate Attire:** (Supplied By Intern)

**a.** All Interns will wear khaki 5.11 Tactical pants, Black short and long sleeved shirts without logos, and a black jacket.

##### **b. Unacceptable attire includes, but is not limited to:**

Jeans, sweat pants, sweat shirts, t-shirts, cutoffs or shorts, sheer clothing, bare midriffs, low necklines, stretch pants, spaghetti straps, backless attire, casual sandals or flip-flops. No emblems, slogans, symbols, pins, buttons, insignias connoting illicit substances, alcohol, tobacco, obscene language, sex, violence, or discrimination.

##### **c. Footwear**

Closed-toe shoes must be worn for all scene investigation. No open-toe shoes for females are permitted in the office. Sneakers are not permitted.

##### **2. Coroner's Office related Court Appearances, Official Meetings, and/or Legal Appearances**

- a. Females:** suits, dresses, skirts (no shorter than 3 inches above the knee), slacks, blouses, hose, stockings, or socks and appropriate shoes for a professional presence.
- b. Males:** collared dress shirts, ties, Suits and sport coats, socks, and, appropriate shoes for a professional presence.
- c. Exceptions to Attire Policy:**

Certain scene investigations may require exceptions to policy to be permitted. These exceptions will be authorized by the Coroner or Chief Deputy Coroner on an individual basis.

## **B. General Requirements:**

### **1. County Identification Badges**

- a.** Must be worn at all times.
- b.** Must be worn above the waist.
- c.** Photograph and name must be visible.

### **2. Hygiene**

- a.** Daily bathing and oral hygiene.
- b.** Clean body and minimized body odors.
- c.** No heavily scented perfumes, colognes or lotions.
- d.** Clean and trimmed fingernails.
  - 1) Manicured / long nails are permitted, but shall not interfere with the safe use of latex gloves.
  - 2) Modest and/or Neutral nail polish shall only be worn while in the performance of the Internship.
- e.** Neat and well groomed hair, sideburns, mustaches and beards
  - 1) Females
    - a) Long hair must be able to be secured on scene investigations.
    - b) No artificial colors that would be considered “extreme” (i.e.: Blue, Green, etc.)
  - 2) Males
    - a) Hair length will be above the collar
- f.** Moderate make-up.

### **3. Grooming**

- a. Clothing must be clean, pressed, in good condition, and fit appropriately.
- b. Clothing must not interfere with investigation operations.
- c. No dark glasses (unless prescribed by a physician).
- d. Limited jewelry. No dangling or large hoop jewelry that might create a safety hazard or interfere with the safe use of latex gloves and/or other personal protective equipment.
- e. Body piercing must be limited to two per ear.
- f. Other visible body piercing is unacceptable.
- g. Tattoos that are perceived as offensive and hostile, must be covered or otherwise not be visible.
- h. No nose, lip, or tongue piercing.

#### **C. Compliance:**

- a. Departure from, or non-compliance to, the appropriate grooming, hygiene and attire standards will result in the loss of hours for the work day.
- b. Repeated non-compliance may result in the termination of the Internship.

#### **D. Responsibility:**

- a. It is the intern's responsibility to abide by this policy during the internship at the Lehigh County Coroner's Office & Forensics Center.
- b. It is the responsibility of the Coroner, Chief Deputy Coroner or their designee to ensure that this policy is enforced and document any non-compliance in the intern's personal file.

Approved and implemented on September 30, 2014 / *Updated 6/26/2019*

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**Eric D. Minnich, Coroner**

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**Intern signature**

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**Date**