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

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Scott M. Grim, Coroner

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Intern signature    Date