

Delaware County Emergency Medical Service Standard Operating Guidelines

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| Uniform and Hair | May 1, 2006 | All | 1 | 8 |

It is the intention of Delaware County EMS that each employee's dress, grooming, and personal hygiene be appropriate to their work environment. All employees are expected to present a professional appearance to the public.

UNIFORMS

The appropriate uniform, as noted below, shall be worn by all employees of Delaware County EMS when on duty. All department employees are responsible for obtaining and maintaining the uniform items required for their assignment from the Uniform Officer. All uniform items shall be maintained in presentable condition. Faded, worn or damaged clothing is not acceptable; this includes faded lettering or markings on uniform items requiring such markings. All uniform shirts shall display the employee's name in plain view.

CIVILIAN CLOTHES

Optional for employees assigned to staff and special assignments as authorized by the Chief. Employees who are authorized to wear civilian clothes will be required to follow standards accepted as "Business Casual," in accordance with the Delaware County Employee Handbook.

GENERAL INSTRUCTIONS

All employees of a DCEMS crew, while engaged in public contact duties and daily operations, shall wear the same type of uniform at the same time (i.e., all employees wearing the regulation dress shirt and appropriate trousers, not just the company officer). Company Officers will assure that all employees are appropriately dressed for the specific activity.

With the exception of when wearing a t-shirt alone, one collar must be worn at all times. For example, if a fatigue shirt is worn, no additional collar need be worn (i.e. sweatshirt). However, if a t-shirt is worn during business hours, something with a collar (fatigue shirt, job-shirt) must also be worn.

A navy blue turtleneck or mock turtleneck may be worn under the long sleeve fatigue shirt, sweatshirt, wind shirt, or job shirt.

A single American Flag pin may be worn on the left pocket flap of the fatigue shirt or the left collar of the work shirt, fatigue coat or winter coat.

The only approved DCEMS patches are those available from the Uniform Officer. The only patch that may be affixed to the exterior visible areas of an employee's uniforms would be a National Registry Paramedic patch on the right arm of the DCEMS Winter Coat.

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WHAT UNIFORM TO WEAR

The following are the approved standard uniforms of Delaware County EMS. Items described as "regulation" must meet approval standards established by the department. Information regarding what items are "Approved" is available from the Captain assigned as Uniform Officer.

If you are in doubt about a specific provision in this guideline, contact the Uniform Officer. However, the Chief, or his designee, shall be the final arbiter on disputes involving uniform regulation.

FATIGUE UNIFORM

This is the normal uniform for daily wear by on-duty crews.

Fatigue Shirts

Your rank and name shall be embroidered on the front right side, with bottom of letters centered 1" above pocket, and the DCEMS patch shall be attached or color embroidered on the front left side, with the bottom of the patch centered 1" above the pocket. Name shall include your last name, and at the discretion of the Uniform Officer, your first initial. No nicknames shall be allowed. Lieutenants and Captains to have ranks listed before the name (Lieutenants = Lt.; Captains = Capt.). The placement of Lt. or Capt. above the last name may be permitted with exceptionally long names, at the discretion of the Uniform Officer. (This shall comprise the appropriate markings for all shirts for the rest of this Uniform and Hair SOG). Employees must wear either a department issued navy T-shirt or plain white 100% cotton undershirt beneath their uniform shirt at all times. Uniform shirts also must be properly tucked in and buttoned, with no more than the collar button undone. Rolling or "cuffing" of the sleeves is unacceptable.

Company Officers and Command Staff may have rank insignia embroidered in gold on both collar tabs (Chief = 5 crossed bugles, Assistant Chief = 3 crossed bugles, Captains = 2 parallel bars, Lieutenant = 1 bar, Training Officer = Letters "TO"). If embroidered rank insignia are not in place, collar insignia, name bars and badges must be worn by Company Officers and Command Staff when wearing the Fatigue Shirt. This is not a matter of convenience, but a matter of policy.

Shirt Color

The following positions shall wear the specified colored shirt:

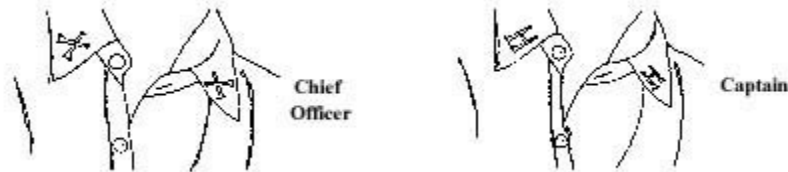
- OPERATIONS PERSONNEL, including Lieutenants, Paramedics and EMT-Intermediates, shirts shall be LIGHT BLUE. Shirts may be either long or short sleeve.
- COMMAND PERSONNEL, including Training Officer, Captains, Assistant Chief and the Chief, shirts shall be WHITE with epaulets. Shirts may be either long or short sleeve.

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Collar Insignias & Name Bars

Collar insignia devices, depicting rank or title, shall be worn in a manner consistent throughout the Department. Bar, bugle or star devices shall be affixed so as to be parallel with the front edge and centered between the top and bottom edges of the collar. (See drawings) Initials or letter style devices should be affixed so as to be parallel with the top edge of, and centered between the top and bottom edges of the collar. The front edge of the device shall not be more than one-half to three-quarter inches from the front edge of the collar.



Lieutenants, the Training Officer, Captains, Assistant Chief and Chief will be issued name bars, solid gold with black lettering and pin backs. Rank and naming convention will be consistent with the rest of this uniform policy.

When the non-embroidered collar insignias and name bars are in place, the Officer's department issued badge must also be worn on the left chest.

Polo Shirts

Polo Shirts shall be two or three-button pull-over, with rank and name embroidered on front right as specified above for the fatigue uniform shirt, and the DCEMS patch shall be attached or color embroidered on the front left

Polo Shirts are authorized for wear by Command Staff from May 1st to October 1st, or as part of the uniform described as "Civilian Clothes."

T-Shirts

T-shirts shall be 100% cotton or 50/50% blend crew neck, with or without open pocket in the left breast area, with rank and name embroidered on front right as specified above for the fatigue uniform shirt, DCEMS patch shall be attached or color embroidered on front left, and the DCEMS logo silk-screened on the back.

T-shirts are authorized for wear under the normal uniform shirt for Operations Personnel, and may be worn alone only between May 1st to October 1st between the hours of 1800 and 0600, and between those dates when the outside temperature is greater than 80 degrees Fahrenheit (according to the

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National Weather Service at Wilmington). There will be occasions when an exception may be made, at the discretion of the Chief, or his designee.

Trousers

Regulation trousers shall be navy blue, and will be constructed of 65% cotton and 35% polyester. "Flight pants," or those with side bellows pockets on the legs, are not permitted.

Shoes/Boots

Shoes and boots must be plain, smooth-toed black leather, and can range from standard shoe height to high tops or tall boots, and can be secured by Velcro straps, zippers, laces or may be pull-on style. The shoe must be securely fastened while being worn to assure proper ankle support, even around the station. The Uniform Officer maintains a list of approved footwear.

Socks

If socks are visible, they must be black or navy blue.

Belt/Buckle

Belts shall be 1" or 1½" wide and plain. All employees shall use an approved buckle. Operations Personnel shall wear silver buckles, Company Officers and Command Staff shall wear gold buckles.

Winter Coat

The regulation uniform coat shall be Navy blue with silver reflective trim. Appropriate markings (name, rank, and insignia) shall be sewn on the jacket as described above for the fatigue uniform shirt. A reflective panel with "DCEMS" shall be sewn to the back panel of the coat.

Raincoat (optional)

Standard yellow raincoat "slicker."

Ball-Cap (optional)

Ball-caps shall be Navy blue (to match fatigue trousers in color), wool or wool blend, approved ball-cap style hats. The last name of the wearer shall be embroidered in an arc above the cap's rear opening, or flat along the back of the hat in fitted caps. The front of the cap shall include the Name and Number of the operations company or staff position to which the individual is assigned (for example: "Medic 4" or "EMS 462"). The number shall be in yellow 3/4" digits, appearing in the center in a straight line, and the call-sign name in white 3/8" letters, all upper case in a straight line below the numbers. "Delaware County EMS" shall be in white 3/8" letters, all upper case, in an arc

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over the top of the numbers. DCEMS Patch hats and hats with customized embroidery may be worn only if prior approval is obtained in writing from the Uniform Officer.

Job Shirts (optional)

Shall be regulation 80% cotton / 20% polyester with appropriate markings (name, rank, and insignia) as described above for the fatigue uniform shirt. Operations personnel shall wear navy, Command Staff shall wear light gray. It must be pullover style, ¼ zip, manufactured by 'R' Heroes Incorporated, or equivalent approved by the Uniform Officer. "Chicago" style work shirts with denim collars and elbow patches are not an acceptable alternative to this work shirt.

Wind Shirts (optional)

Shall be regulation wind shirt, navy in color for all ranks, with appropriate markings (name, rank, and insignia) as described above for the fatigue uniform shirt.

Sweatshirts (optional)

Shall be regulation 50% cotton / 50% polyester with appropriate markings (name, rank, and insignia) as described above for the fatigue uniform shirt. They must be navy in color, pullover type, without a hood.

DRESS ("CLASS A") UNIFORM

Normal issue for all Command Staff employees and those employees engaged in special activities involving contact with the public (outside of emergency responses) or as deemed appropriate by the Chief.

Shirt

Regulation white shirt with long or short sleeves, badge, nameplate, and collar insignia appropriate to rank or title. The shirt is to be worn over a plain white 100% cotton undershirt.

Collar Insignias

Collar insignia devices, depicting rank or title, shall be worn in a manner consistent throughout the Department. Bar, bugle or star devices shall be affixed so as to be parallel with the front edge and centered between the top and bottom edges of the collar. (See drawings above) Initials or letter style devices should be affixed so as to be parallel with the top edge of, and centered between the top and bottom edges of the collar. The front edge of the device shall not be more than one-half to three-quarter inches from the front edge of the collar.

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Lieutenants, the Training Officer, Captains, Assistant Chief and Chief will be issued name bars, solid gold with black lettering and pin backs. Rank and naming convention will be consistent with the rest of this uniform policy. The Officer's department issued badge must also be worn on the left chest.

Trousers

Regulation trousers shall be navy blue, and will be constructed of 65% cotton and 35% polyester.

Belt

Belts shall be 1" or 1½" wide and plain. All employees shall use an approved buckle. Operations Personnel shall wear silver buckles, Company Officers and Command Staff shall wear gold buckles.

Jacket

The Class-A uniform jacket shall be Navy blue. The department patch shall be affixed to the left upper arm. Rank striping shall be affixed, to the sleeves as well. When donning the full Class-A dress uniform, the name bar and badge shall be affixed to the uniform jacket in the appropriate locations, rather than to the uniform shirt.

Tie

Shall only be worn when the full "Class A" apparel uniform is donned. Tie shall be black in color. For female employees a navy blue or black scarf is optional.

Uniform Hat

White (Chief Officers) or navy blue (all other personnel) manufactured by Bancroft; service-style with round shape; includes leather badge holder with elastic band.

Socks

If socks are visible, they must be black or navy blue.

Dress Shoe.

Black, polishable leather, lace-up type preferred. Plain rounded toe. No black "tennis" shoes or boots are acceptable.

MATERNITY UNIFORM

Regulation blouse may be worn with maternity slacks and top or dress. Flexibility is warranted in this circumstance, and uniforms will be approved as needed by the Uniform Officer and Chief.

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HAIR AND JEWELRY

Hair will be clean, well groomed and safe. Regardless of male or female, hair shall not extend below the bottom of the uniform collar, or shall be worn up at all times. Any hairstyle considered unsafe shall be trimmed accordingly or bound to eliminate the hazard. Hair-pieces and/or wigs may be worn only if the individual's real hair conforms with the hair standards and/or for reasons of baldness or disfiguration. When worn, hairpieces and wigs will conform to the hair standards.

Moustaches may be worn but must be kept clean and neatly trimmed at all times. The moustache may extend downward onto the upper lip, but not cover more than half of the upper lip (pink fleshy part). The moustache will not extend beyond the side of the corners of the mouth more than one-half inch, nor extend downward on the sides lower than a line parallel with the bottom of the lower lip. Turned up ("Handlebar") moustaches are not permitted.

Sideburns can extend to the bottom of the ear lobe and may not be more than one and one-half inches (1½) in length. Sideburns and mustaches will be trimmed and well groomed. Other facial hair is not acceptable. Any hairstyle that significantly distracts from the uniform appearance of the employees will not be allowed. Facial hair shall not be allowed at points where the SCBA face piece is designed to seal with the face. Any facial hair considered to be unsafe shall be trimmed and/or shaved to eliminate the hazard. Personnel who, because of a physician documented illness, are unable to shave facial hair may not be assigned to an operational position, and may not wear a DCEMS uniform.

Earrings may be worn (a single pair). They must be plain earrings of the post or button-type in pierced ears. For safety purposes, no dangling jewelry or body piercing that would impair speech will be allowed. At the discretion of the Chief, persons with multiple visible piercings may be asked to replace their jewelry with clear acrylic blanks while on duty to minimize the appearance of their piercings.

This is an extension of Delaware County Policy (Personal Appearance Policy) S-1-3/93

UPDATES

This procedure will be updated as needed at the discretion of the Chief.

UNIFORM ALLOCATION

The number of uniforms purchased and maintained by full-time employees of DCEMS is clearly defined in the Labor Agreement between the Delaware County Board of Commissioners and the IAEP Local R7-11. All uniforms will be purchased by the County.

Employees may purchase additional uniforms on their own, but they must be the same brand and embroidery/design as that purchased by the County.

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Lieutenants, the Training Officer, Captains, the Assistant Chief and the Chief will be issued a badge, a nameplate and one set of appropriate collar brass. These items are to be worn as specified above.

The following will be the designated and assigned uniforms for part-time employees of DCEMS. Items will not be embroidered until the employee completes their probationary period. All of the following will be purchased by Delaware County:

- Two (2) light blue uniform shirts
- Two (2) dark blue uniform pants
- One (1) dark blue winter jacket w/ liner.
- One (1) navy blue crewneck sweatshirt.
- Part-time employees may purchase additional uniform items on their own, but they must be the same brand as that purchased by the County.

Uniforms will be replaced only on an as-needed basis. Employees receiving new uniforms must be prepared to return the worn uniforms in order to receive replacements, if so asked by the Uniform Officer. Employees should not expect to get all new uniforms every year, but as needed for replacement. All uniform requests must be submitted to the Uniform Officer no later than November 1st to be considered for that calendar year.

Any employees who terminate their employment with the Department shall be required to return to the County all uniform items. The employee's final paycheck will be held by the Emergency Services Office Manager until all uniform items are returned.

Issuing Authority



DCEMS Chief Rob Farmer

08/01/2007

Date