



NORTHAMPTON COUNTY

Department of EMERGENCY MEDICAL SERVICES



STANDARD OPERATING GUIDELINES

TOPIC: Uniform & Appearance	SOG #: 2.15
Status: ACTIVE	Written: 03/26/2007
Written by: Hollye B. Carpenter	Revised: 01/14/2015
Approved by: Hollye B. Carpenter	Adopted: 01/01/2013

PURPOSE

To guide and direct the appearance of EMS personnel when in uniform

SCOPE

All department EMS personnel

CONTENT

EMS WORK UNIFORM

EMS Uniform Issue

Full-time Employees

- Navy blue t-shirts ~ 2 each
- Polo (color appropriate for position) ~ 3 each
- Navy blue pants, utility style ~ up to 4 each
- Black velcro trouser belt ~ 1 each
- Black duty boots, water proof (8 inch, quarter or oxford shoes) ~ 1 pair
- Navy blue job-shirt ~ up to 2 each
- Zippered fleece sweatshirt ~ 1 each *(by request)*
- Jacket ~ 1 each *(be request)*
- Mock turtleneck shirt ~ up to 2 each *(by request)*
- Ball Cap ~ 1 each *(by request)*
- Navy blue shorts, utility style ~ 2 each *(by request)*
- Sweat-shirt ~ up to 2 each *(by request)*
- Sweat-pants ~ up to 2 each *(by request)*
- Sweat-shorts ~ up to 2 each *by request)*

Part-time Employees

- Navy blue t-shirts ~ 2 each
- Polo (color appropriate for position) ~ 2 each
- Navy blue pants, utility style ~ up to 2 each
- Black velcro trouser belt ~ 1 each
- Black duty boots, water proof (8 inch, quarter or oxford shoes) ~ 1 pair *(by request)*
- Navy blue job-shirt ~ 1 each
- Zippered fleece sweatshirt ~ 1 each *(by request)*
- Jacket ~ 1 each *(be request)*
- Mock turtleneck shirt ~ 1 each *(by request)*
- Ball Cap ~ 1 each *(by request)*
- Navy blue shorts, utility style ~ 2 each *(by request)*
- Sweat-shirt ~ 1 each *(by request)*
- Sweat-pants ~ 1 each *(by request)*
- Sweat-shorts ~ 1 each *by request)*

Volunteers

- Navy blue t-shirt ~ 2 each



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- Polo (color appropriate for position) ~ 1 each
- Navy blue pants, utility style ~ 1 each *(by request)*
- Black Velcro trouser belt ~ 1 each *(by request)*
- Black duty boots, water proof (8 inch, quarter or oxford shoes) ~ 1 pair *(by request)*
- Navy blue job-shirt ~ 1 each
- Zippered fleece sweatshirt ~ 1 each *(by request)*
- Jacket ~ 1 each *(be request)*
- Navy blue shorts, utility style ~ 1 each *(by request)*
- Sweat-shirt ~ up to 2 each *(by request)*
- Sweat-pants ~ up to 2 each *(by request)*
- Sweat-shorts ~ up to 2 each *by request)*

Uniform quantities will be issued as budget allows. Replacements will be made on a one-for-one exchange basis as budget allows.

Uniform requests shall be made on the “Equipment Request Form”.

EMS “Duty” Uniform Specifics

- NCEMS “Duty” Uniform shall consist of a polo shift, pants, belt and boots/shoes. The “Duty” Uniform shall be worn during all duty related activities, unless specified otherwise below.
- Special days may be designated by the EMS Battalion Chief or the EMS Director/Chief allowing other (specialty) t-shirts to be worn.
- NCEMS issued job shirts, ball caps, mock turtlenecks, jackets and plain navy caps/toboggans may be added as needed during cold weather.
- For warmer weather, EMS providers may wear shorts approved or issued by the EMS Director/Chief.
- NCEMS t-shirts, sweat-shirts, sweat-pants & sweat-shirts are considered “dress down” attire for physical fitness and night-time use.
- All EMS Providers are expected to have “on site” an extra uniform (pants & shirt), should contamination or damage of the uniform occur.

“Dress Down” Attire

- “Dress down” attire may be worn under the following conditions:
 - ❖ During “Physical Fitness” activities as outlined in the Physical Fitness SOG (2.23);
 - ❖ In place of the EMS Duty Uniform, in common areas after 2100 hours;
 - ❖ Dress down shall not be allowed while classes and meeting are being held in the station;
 - ❖ May be worn under EMS turnout gear when responding on a call.

Identification Cards



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- Only the Eastern Shore EMS Council or Northampton County Department of Emergency Medical Services issued identification card shall be worn. This identification shall be worn at all times.
- The preferred display of the identification card shall be, clipped to the right collar of the shirt or jacket. However, this card may also be displayed on a break-away lanyard worn around the neck or clipped on the belt.

Badges, Patches, Medal and Insignias

- Only departmental issued or approved badges, collar devices, nametags, identification cards, patches and insignias shall be worn or displayed on the uniform.

Socks, Shoes and Belts

- The following standards shall be observed with regards to the socks, shoes and belts. Dark blue (solid color) or black socks will be worn at all times. White or other colored socks may be worn should the EMS provider wear 8" boots.
- Shoes shall be black and shined at all times.

Non-Authorized Use of Uniforms

- At no time will any EMS provider of the Department of EMS wear his/her uniform or parts thereof during off-duty hours. Department personnel, when approved by the EMS Director/Chief, may wear the department uniform to special events.

Wearing of Uniform To and From Duty

- Personnel may wear the uniform to and from duty. Short stops for personal business while in uniform are permitted as long as this activity is not considered contrary to the image of the county or department.

GROOMING STANDARDS

As a professional organization, it is essential to establish personal grooming standards, which will ensure the maintenance of a clean and attractive appearance at all times.

Hair

- Hair must be clean and neatly combed and/or brushed.
- Sideburns, mustache, and/or beard are permitted, however, shall be neatly trimmed at all times. Facial areas not covered by sideburns, mustache and/or beard shall be clean-shaven.

Jewelry

- No jewelry of any kind will be attached to the uniform.
- Employees are permitted to wear earrings, however for safety reasons they shall not exceed ¼ inch each in diameter.



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- Necklaces, if worn, must be kept under the employee's shirt at all times or be designed to break-away.
- For safety reasons additional jewelry is limited to a wristwatch, medical alert bracelet/chain and a wedding band/set.
- Visible body piercing will be limited to ear piercing. Any exceptions must be approved by the EMS Director/Chief.

Other

- For infectious disease reasons, employees are not permitted to wear artificial nails or extensions. Any nail polish worn shall be free of cracks and damage. Color shall be of a professional appearance.
- Strongly fragranced lotion, cologne, perfume or personal care products shall be avoided.
- Visible tattoos must be covered when possible.

EMS DRESS UNIFORM

EMS Dress Uniform Issue

Full-time Employees

- White Button-down Short Sleeved Shirt ~ 1 each
- White Button-down Long Sleeved Shirt ~ 1 each
- Badge ~ 1 each
 - ❖ EMS Provider = silver, EMT center
 - ❖ EMS Lieutenant = gold, EMT Paramedic center
 - ❖ EMS Captain = gold, EMT Paramedic center
 - ❖ EMS Battalion Chief = gold, EMT Paramedic center
 - ❖ EMS Director/Chief = gold, EMT Paramedic center
- Name Plate ~ 1 each
 - ❖ EMS Provider = silver
 - ❖ EMS Officer = gold
- Service Since Bar for 5 years or more service ~ 1 each
 - ❖ EMS Provider = silver
 - ❖ EMS Officer = gold
- Collar Pins
 - ❖ EMS Providers = silver "EMS"
 - ❖ EMS Lieutenant = gold single bar
 - ❖ EMS Captain = gold double bar
 - ❖ EMS Battalion Chief = gold leaves
 - ❖ EMS Director/Chief = gold eagles

Part-time Employees

- White Button-down Short Sleeved Shirt ~ 1 each
- Badge ~ 1 each (appropriate for position as referenced above)
- Name Plate ~ 1 each
 - EMS Provider = silver
 - EMS Officer = gold
- Service Since Bar for 5 years or more service ~ 1 each



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- EMS Provider = silver
- EMS Officer = gold
- Collar Pins (appropriate for position as referenced above)

Volunteers

- White Button-down Short Sleeved Shirt ~ 1 each
- Badge ~ 1 each (appropriate for position as reference above)
- Name Plate ~ 1 each
 - EMS Provider = silver
 - EMS Officer = gold
- Service Since Bar for 5 years or more service ~ 1 each
 - EMS Provider = silver
 - EMS Officer = gold
- Collar Pins (appropriate for position as referenced above)