



Virginia Beach Department of Emergency Medical Services

CAAS # 106.07.01



Index #

Administration

PERSONAL APPEARANCE AND UNIFORMS STANDARD

PURPOSE: The purpose of this policy is to establish standardized personal appearance guidelines and standards for the correct wear of departmental uniforms and insignia.

APPLICABILITY: This policy applies to all career and volunteer members of the Department of EMS. Uniform standards also apply to all volunteer rescue squad members when not in conflict with the by-laws of the squad to which the certified member is affiliated.

POLICY STATEMENT: It shall be the policy of the Department to establish guidelines on the appearance of EMS providers including designating uniforms and insignia.

I. PERSONAL APPEARANCE

A. Grooming

1. Personal Hygiene
All personnel will report to duty neat, clean, well groomed and dressed in appropriate attire.
2. Hair
 - a. Hair must be clean, neat and combed.
 - b. Hair must be of a naturally occurring hair color (no blue, green, glitter, etc.)
 - c. Hair on the back of the head extending below the top of the logo on the back of the working uniform shirt must be pulled back into a ponytail, braid, etc or otherwise neatly and inconspicuously fastened or pinned to the back of the head. A similar length shall be adhered to when wearing dress or other uniform shirts without logos.
 - d. Long hair shall not be exposed when turnout gear is worn.
3. Beards, Mustaches, Goatees and Sideburns
 - a. All facial hair must be neatly trimmed at all times.

An intermittently unshaven look is unacceptable unless accompanied by a note from the member's physician.

- b. Any facial hair that interferes with the proper fit of any required breathing apparatus (i.e. N95, SCBA, etc.) is prohibited. Exception: Personnel who have signed appropriate waivers as allowed in the City of Virginia Beach Exposure Control Plan.
 - c. Personnel intending to grow a beard, mustache, goatee or other facial hair styles shall notify their supervisor at least 24 hrs in advance of reporting to duty unshaven. Due to the potential administrative burden required to execute a respirator waiver and associated paperwork, members may request to grow a beard or goatee no more than twice per year.
4. Perfumes, After Shave Lotion and other Fragrances -To decrease the possibility of a patient or co-worker having an allergic reaction, no perfume, after-shave or other fragrances shall be worn while on duty.
 5. Fingernails -Fingernails shall be clean and neatly trimmed. Nails should be of a length appropriate for patient care and wearing protective gloves.
 6. Make-up- Make-up shall blend with the natural skin and not appear exaggerated or artificial.
 7. Tattoos- Visible tattoos are permitted but may not be of an offensive nature.

B. Jewelry

1. Only department/station approved uniform insignias and pins shall be worn on the uniform.
2. A wristwatch, which displays time in seconds, shall be worn.
3. A Medic Alert bracelet or necklace may be worn.
4. One ring on each hand may be worn. (A wedding band and engagement ring shall be considered one ring.) For the safety of the member, rings, which sit high and could potentially be caught or entangled in equipment, should not be worn. No ring shall interfere with wearing protective gloves.

5. For the safety of the member, necklaces are not recommended. If worn, however, they shall be kept inside the shirt at all times.
6. A single bracelet is authorized. The bracelet shall be of a single color and no greater than ½ inch in width. For safety of the member, the bracelet shall be snug fitting with no dangling charms or similar components.
7. One pair of matching earrings, posts or hoops no larger than 1/4 inch, may be worn. Only one earring is permitted in each ear. For the safety of the member, no dangling earrings may be worn.
8. No other visible jewelry body piercing jewelry may be worn including but not limited to, jewelry in the tongue, eyebrow, nose, lip, etc.

C. General Wear of Uniforms

Uniforms must be clean, in good condition, and free of wrinkles. Only authorized uniform apparel may be worn.

1. ID Badge- A current department issued photo ID badge shall be worn at all times while on duty or engaged in official business in City or rescue squad facilities. ID should be attached to the right epaulette, right collar or lanyard with current certification and photograph displayed. Alterations to the ID badge are prohibited.
2. Shirt- Only department and station approved shirts shall be worn. Dress shirts shall have the station/team patch or insignia on the left sleeve and department approved certification patch on the right sleeve. Shirt tails must be tucked in. (Exception: maternity blouse)
3. Pants - Only department and station-approved pants shall be worn. Pants must be clean, neat and properly fitted.
4. Coveralls/flight suits - Department and station approved coveralls shall only be worn when appropriate to the current assignment.
5. Belt - Only department or station-approved belts shall be worn. Belts and/or buckles with names, advertisements, or large metal buckles are not appropriate.

6. Shoes- Shoes must be clean, sturdy, in good condition and in accordance with station policy. Black, steel-toed boots are preferred. Black boots may be worn with Class C uniform. No open toed/or heeled shoes are permitted.
7. Socks- Plain black or navy blue socks shall be worn with most uniforms. White socks may be worn with shorts. Manufacturer's logo should not be visible on any socks.
8. Hats- Only department or station-approved headwear shall be worn while in uniform. No other head cover shall be worn unless authorized by the Chief or his designee.
9. Helmets – Helmets shall only be marked with department-issued rockers, shields, etc. An American Flag decal may be added centered at the back of a helmet at the wearer's discretion. Otherwise, no personal modifications to helmets are permitted without approval of the Chief of EMS or his designee.
10. Ties – Male and female specific ties will be provided for dress uniforms. A department-approved simple silver or gold tie bar may be worn with the men's dress uniform.
11. Jackets/Coats/Raincoats- Only department or station-approved outerwear shall be worn with the uniform.
12. Underclothing – Unless specifically outlined in other sections of this policy, underclothing shall be white and have no visible designs or logos. Long-sleeved undergarments are not authorized with short-sleeved shirts. Visible logos for specialized custom undergarments (i.e. Under Armor wear) may be allowed on a case-by-case basis with the approval of the EMS Chief or his designee.

II. INSIGNIA

A. Rank Insignia

Position

EMS Chief
 Deputy EMS Chief
 Division Chief
 Brigade Chief
 Captain, Squad Commander
 1st. Lt.
 2nd Lt.
 Sergeant
 Medic

Collar Tabs/Epaulettes

Silver Spread Eagles
 Silver Oak Leafs
 Bronze Oak Leafs
 Gold Oak Leafs
 Silver Bars
 Silver Bar
 Gold Bar
 Chevron
 EMT Disc

Note: Miniature insignia are used for collar tabs and standard size insignia are used on epaulettes. Embroidered bright and subdued insignias are authorized for Class B, C, D and E uniforms

B. Badges and Devices

1. All uniformed staff members below the rank of Lieutenant shall wear a silver badge. All members Captain and above shall wear a gold badge.
2. Department issued badges for members below the rank of Captain shall have "EMS" engraved on the banner. Department issued badges for Captains and above shall have the member's rank engraved on the banner.
3. Hat badge color and lettering shall correspond to the shirt badge. Hat chin strap color (silver or gold) will match the badge.
4. Dress uniform buttons, winter coat buttons and dress belt buckles shall match the badge color (silver or gold).
5. The formal hat for chief officers shall have decorated brims (scrambled eggs).

C. Patches

1. Badge style patches may be sewn on winter coats and dress shirts in place of metal badges.
2. ALS providers shall wear the appropriate certification rockers below the Virginia EMS patch (EMT-E or Enhanced, Intermediate, Paramedic).
3. EMT Instructors have the option to also wear the "Instructor" rocker below the Virginia EMS patch.
4. Department of EMS members and members of rescue squads without a dedicated patch will wear the Department of EMS patch on their dress shirts.

D. Placement of Insignia and Accouterments

1. Officer collar devices shall be worn so that their center axis's are parallel to, and one inch from the front edge of the collar and one inch down from the upper edge of the collar in both long

sleeve and short sleeve shirts. There is no difference with regard to open or closed collar wear.

2. Collar devices worn by sergeants and non-officers shall be placed with the center axis's located on an imaginary line which bisects the collar point, one inch from the front edge and one inch from the upper edge of the collar of both long sleeve and short sleeve shirts. There is no difference with regard to open or closed collar wear.
3. When the eagle is worn, the head of the eagle faces front. Silver, bronze or gold oak leaves are oriented so the stem curves toward the shoulder seam. Silver or gold bars are worn parallel to the front edge of the collar. Chevrons are worn with the point facing upward. Stars of life are oriented with the caduceus upright.
4. The badge shall be worn centered over the left pocket.
5. Nametags are worn centered on the right pocket flap. The clutch pinpoints pierce the top seam line of the pocket flap.
6. Bar pins or ribbons shall be worn centered above the right pocket 1/4" above the nametag.
7. Longevity stars shall be worn centered horizontally on the left pocket flap and also centered vertically between the top pocket seam and the pocket button.
8. American flag pins shall be worn on the left pocket, below the top seam of the pocket.
9. The Commonwealth of Virginia EMT patch shall be worn on the right sleeve and the agency patch on the left. Both patches are centered on the apex of the shoulder seam line and one inch down from the shoulder seam.
10. Recognition pins (heart, stork, etc.) may be worn only on Class B uniforms on the left pocket flap and shall not exceed 3 in number.
11. Winter coats for officers shall be adorned with soft shoulder boards or standard size metal rank insignia which are located 5/8 inches inboard of the shoulder seam and centered on the epaulets. When worn, the head of the eagle faces forward, oak

leaf stems face the outside of the shoulder seam and bars are worn parallel to the outboard shoulder seam.

12. Coat and jacket badges shall be worn centered over the left chest.
13. On winter coats, the Commonwealth of Virginia EMT patch shall be worn on the right sleeve and the agency patch is to be worn on the left sleeve. Both patches are worn centered on the apex of the shoulder seam and one (1) inch down from the shoulder seam. Certification rockers shall be worn as outlined above.
14. Uniform polo shirts, job shirts and windbreakers for all members below the rank of Captain shall have the Department of EMS or a special operations team name/logo on the back.
15. Officer windbreakers shall have the Department of EMS name on the back in gold lettering.

II. Uniform Wear

A. Department Uniform Ensembles

1. Class A (formal/dress) uniform shall be the formal and dress uniform of the Department and it shall consist of the following:
 - a. Uniform long sleeve white shirt with tie, metal insignia and accouterments
 - b. Uniform navy blue pants with black belt with gold/silver buckle (men)/skirts (women)
 - c. Uniform navy blue socks and black shoes (hose for women)
 - d. Uniform five button navy blue Eisenhower style jacket with insignia and accouterments. Women have the option to wear a uniform Navy blue blazer instead of the Eisenhower jacket
 - e. Uniform hat as required
 - f. The EMS Chief shall specify the wearing of the Eisenhower jacket (men) and Blazer (women) according to the occasion. If not specified, the Class A uniform shall be understood to be as described in a, b, and c.
2. Class B (semi-formal) uniform shall be the semi-formal dress uniform of the Department and it shall consist of the following:

- a. Uniform open collar short sleeve white shirt (all seasons) or long sleeve white shirt and navy blue tie (winter dress) with metal insignia and accouterments
 - b. Uniform navy blue pants and black belt with silver/gold buckle (men/women) or skirt (women).
 - c. Uniform navy blue socks and black shoes / hose for women
 - d. Uniform navy blue jacket (winter coat) with shoulder boards, metal insignia and accouterments or optional officer's sweater with shoulder devices, name tag and badge.
 - e. Class B embroidered and subdued uniform badge is optional and shall follow the guidelines of the Class B semi-formal uniform.
3. Class C (casual or working) shall be the everyday work uniform of the Department and shall consist of the following:
- a. Uniform short sleeve white polo shirt with embroidered badge over the left chest
 - b. Uniform navy blue pants and black belt
 - c. Uniform black or navy blue socks
 - d. Members assigned to administrative, training or staff billets may also wear khaki pants with a brown belt, brown socks and brown shoes
 - e. Uniform jacket and/or work shirt are optional
4. Class D (summer) shall be an optional working uniform of the Department authorized for wear from April 15th through October 1st.and shall consist of the following:
- a. Uniform short sleeve white shirt with embroidered bright or subdued badge over the left chest.
 - b. Uniform Navy blue black shorts (must have a 7" inseam), and matching belt.
 - c. For field personnel, white tennis shoes with plain white socks. Socks shall be high enough to cover the anklebone. Office staff is authorized to wear either white tennis shoes or docksider style shoes
 - d. Members assigned to administrative, training or staff billets may also wear a blue embroidered short sleeve shirt and khaki or black shorts

- e. Jackets, work shirts, turtle necks and long-sleeved shirts are not worn with shorts.

Note: Supervisors may authorize the wear of Class D (summer) uniforms outside of the date range listed above in the event of unseasonably warm weather.

- 5. Class E (work) shall be the work uniform of the Department and shall consist of the following:

- a. Uniform navy blue jump suit attire
- b. Uniform Marine Rescue Team attire
- c. Uniform SWAT Medic attire
- d. Uniform Search and Rescue/Bike Team attire
- e. Uniform Squad Truck attire
- f. Uniform gray short sleeve polo shirt
- g. Uniform royal blue flight suit
- h. Other attire as approved by Chief of EMS

- 6. Class F (Personal Protective Equipment) PPE shall be worn for special purposes such as inclement weather or tactical situations, which may present potentially hazardous conditions. PPE shall include:

- a. Traffic safety vest
- b. Helmet (white for captain and above, blue all others)
- c. Lightweight extrication ensemble. (tan for Captain and above, blue all others)
- d. Heavy weight turnout gear (white for chief officers, rescue squad color for squad teams)
- e. Rain coat and rain pants

B. All other apparel (Men and Women)

- 1. Other apparel such as caps, windbreakers, job shirts, command sweaters for chief officers, etc. may be worn following the general pattern guidelines set forth herein or in accordance with rescue squad policies. Career uniform articles shall follow the metal badge, embroidery, and screen-printing patterns as currently established. The EMS Chief or his designee shall approve all uniform items.

2. Other accoutrements may be worn with permission of the Chief of EMS. This includes, but is not limited to, casual hats and mock turtleneck shirts. The Chief of EMS or his designee shall approve specific hat styles and uniform articles that bear manufacturers monogrammed logos that are visible when worn.

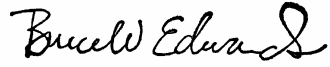
IV. Occasions for Uniform Wear

- A. Class A (Dress) - The Class A uniform shall be worn to all Dress occasions (e.g., ceremonies, funerals). It may also be worn to semi-formal occasions.
- B. Class A uniforms must be worn by uniformed Career EMS personnel when representing the Department of Emergency Medical Services in a court of law.
- C. Class B or class C uniforms shall be worn by Division Chiefs and Career Brigade Chiefs for all in-service training classes or on duty meetings.
- D. Class B or class C uniforms shall be worn by Paramedics and Intermediate ALS providers for all in-service training classes, instructor duties, or meetings while being compensated.
- E. Class B or class C uniforms must be worn by Career Paramedics and Intermediate ALS providers for any meeting located at the Municipal Center. Chief officers may wear the uniform or professional civilian attire.
- F. Class C uniforms with navy blue pants, including department-approved tactical style pants, will be worn by Career Paramedics, Intermediates, and Supervisors while on duty.
- G. Class D uniforms (Shorts) may not be worn by Career Brigade Chiefs, Captains, or any member functioning in an EMS Supervisor duty position.
- H. Class E uniforms may be worn during special assignments or when engaged in dirty work and must be approved for wear by the EMS Chief or his designee.
- I. Medic's performing instructor duties must wear Class B or Class C uniforms while teaching class or representing the Department of EMS at any meeting.

- J. Staff members will wear either uniform or professional business attire in the performance of their duties as directed by their supervisor.
- K. Instructors will wear either uniform or professional business attire when teaching classes as directed by their supervisor.
- L. Shirts - In general, short sleeve shirts may be worn year round. However, long sleeve shirts may only be worn from October 1st to April 15th. Men and women may wear long sleeve mock turtleneck pullovers (white or navy) under the shirt. For men, the wearing of plain white crew neck short-sleeved undershirts is required when wearing Class A and B uniforms. If a T-shirt is worn under the Class C shirt, it must be plain white or navy blue crewneck style.
- M. Workshirts/Jobshirts – Men and women shall wear a uniform shirt (polo), white or blue mock turtleneck pullover, or a plain white or navy blue crewneck T-shirt under their uniform workshirt. If the member chooses not to wear a uniform shirt under the workshirt, the workshirt is not to be removed while assigned to an incident scene or otherwise engaged in official business.
- N. Winter Jacket and other apparel - The winter jacket and other apparel considered semi-formal or work garments, may be worn at the discretion of the individual provided appropriate weather conditions exist and they are neat in appearance.
- O. Formal Hats – Hats shall be worn at outdoor formal events as directed by the Chief of EMS.
- P. Protective Apparel shall be worn as appropriate for the environment or work setting. Turnout or extrication ensemble pants are not to be worn as a substitute for uniform pants during routine responses.

This policy shall become effective upon approval by the Chief of Emergency Medical Services.

APPROVED:



7/6/2008

EMS Chief

Date

Originated
8/27/2007

Revised
7/6/2008