



Virginia Beach Department of Emergency Medical Services



GENERAL DEPARTMENT 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 or SOPs of the squad to which the certified member is affiliated.

POLICY STATEMENT: It shall be the policy of the Department to establish guidelines for 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 uniform 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 length extending below the top of the logo on the back of the working uniform shirt must be pulled back into a ponytail, braid, or be otherwise neatly and inconspicuously fastened or pinned to the back of the head. Similar hair length management shall be adhered to when wearing dress or other uniform attire 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 medically necessary. (A medical need must be substantiated 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 hairstyles 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, Lotions and other Fragrances -To decrease the possibility of a patient or co-worker having adverse reaction, no perfume, after-shave, strong lotions 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 must 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 set 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. This prohibition includes permanently embedded jewelry.

C. General Wear of Uniforms

1. Uniforms must be clean, in good condition, and free of wrinkles. Only authorized uniform apparel may be worn.
2. 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. The ID badge should be attached to the right epaulette, right pocket flap, right collar tab or to a breakaway lanyard with current certification and photograph displayed. Alterations to the ID badge are prohibited.

3. 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 with appropriate rockers on the right sleeve. Shirt tails must be tucked in. (Exception: maternity blouse)
4. Pants - Only Department and station-approved pants shall be worn. Pants must be clean, neat and properly fitted.
5. Coveralls/flight suits - Department and station approved coveralls shall only be worn when appropriate to the current assignment.
6. Belt - Only department or station-approved belts shall be worn. Belts and/or buckles with names, advertisements, or large metal buckles are not appropriate.
7. Shoes- Shoes must be clean, sturdy, in good condition and in accordance with policy. Black, steel-toed boots are preferred. Black boots may be worn with the Class C uniform. No open toed/or heeled shoes are permitted.
8. Socks- Plain black or navy blue socks shall be worn with most uniforms. Socks shall be at least "quarter length" unless worn with Class D summer uniform shorts. White socks shall be worn with white shoes, and black socks shall be worn with black shoes. Manufacturer's logo should not be visible on any socks.
9. Hats- Only Department or station-approved headwear or religious headwear shall be worn while in uniform. No other head cover shall be worn unless authorized by the EMS Chief or his designee.
10. Helmets – Helmets shall only be marked with Department approved 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.
11. Ties – The Department will provide male and female specific ties for dress uniforms. A Department-approved simple silver or gold tie bar may be worn with the men's dress uniform.
12. Jackets/Coats/Raincoats - Only Department or station-approved outerwear shall be worn with the uniform.

13. Underclothing – Unless specifically outlined in other sections of this policy, underclothing shall be white and have no visible designs or logos. As a rule, long-sleeved undergarments are not authorized for wear 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

<u>Position</u>	<u>Collar Device</u>	<u>Cuff Bands*</u>
EMS Chief	Silver Spread Eagle	Five ½” gold bands
Deputy EMS Chief	Gold EMS wreath – 4 Stars	Four ½” gold bands
Division Chief	Gold EMS wreath – 3 Stars	Three ½” gold bands
Assistant Chief	Silver EMS wreath – 2 Stars	Two ½” & one ¼” gold bands
Brigade Chief	Gold EMS wreath – 2 Stars	Two ½” & one ¼” gold bands
Captain	Gold EMS wreath – 1 Star	Two ½” gold bands
Squad Commander	Rescue squad rank insignia	n/a
Instruction Supervisor	Gold EMS wreath	One ½” gold band
Asst. Squad Comm.	Rescue squad rank insignia	n/a
Senior Medic	Silver EMS wreath	One ½” silver band

* - Banding on the cuffs is applicable to the Department of EMS formal dress coat when issued.

B. Honorary Rank Insignia

<u>Position</u>	<u>Collar/Epaulette Device</u>
Chief Emeritus	Gold Spread Eagle

C. Badges and Devices

1. Pinned rank insignia is used on the collar tabs of Class A and Class B shirts.
2. Embroidered insignia are authorized for Class B, C, D and E uniforms.
3. All uniformed staff members below the rank of Lieutenant shall wear a silver badge. All members Lieutenant and above shall wear a gold badge.
4. 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.

5. Hat badge color and lettering shall correspond to the shirt badge. Hat chinstrap color (silver or gold) will match the badge.
6. Dress uniform ornamental buttons, coat buttons, dress shirt buttons and dress belt buckles shall match the badge color (silver or gold).
7. The Class A uniform hat for chief officers shall have decorated brims (scrambled eggs).

D. 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 EMT patch (Advanced EMT, Intermediate, Paramedic, etc).
3. EMT Instructors have the option to also wear the "Instructor" rocker below the Virginia EMT 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.

E. Placement of Insignia and Accoutrements

1. When eagle collar devices are worn, the heads of the eagles face front. EMS wreath rank insignia are worn so that the bottom of edge of the insignia is centered, and one inch from the tip point of the collar. They are worn so that the base of the caduceus staff aims/points at the cornered tip of the collar. Rank insignia pins are not to be worn on the dress jacket.
2. The badge shall be worn centered above the left pocket.
3. Nametags are worn centered on the right pocket flap. The clutch pinpoints pierce the top seam line of the pocket flap on the class A and class B dress shirts.
4. Nametags are worn centered on the right pocket flap with the top edge of the nametag aligned with the top seam line of the pocket flap on the ceremonial dress coats.

5. Bar pins or ribbons shall be worn centered above the right pocket 1/4" above the nametag. Only one of each type ribbon is to be worn.
6. Longevity stars shall be worn centered horizontally on the left pocket flap. The clutch pinpoints pierce the top seam line of the pocket flap.
7. American flag pins of a style approved by the EMS Chief shall be worn centered horizontally on the left pocket flap, and centered vertically between the longevity stars and the pocket button.
8. Chief Officer or other credentialing pins approved by the EMS Chief shall be worn on the right pocket, centered on the flap between the button and the top seam.
9. Special Operations pins approved by the EMS Chief (i.e. diver, coxswain, flight medic) shall be worn centered 1/4" above the bar pins or nametag, whichever is higher. Special Operations pins are only to be worn by active team members.
10. The Commonwealth of Virginia EMT patch with rocker(s) 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.
11. 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.
12. Class A 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.
13. Coat and jacket badges shall be worn centered over the left chest.
14. On Class A winter coats (Bomber Jacket), the Commonwealth of Virginia EMT patch with rocker(s) shall be worn on the right sleeve and the agency patch is 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.

15. Uniform polo shirts, and outerwear for all members below the rank of Captain shall have the Department of EMS or a special operations team name/logo screen-printed on the back.

16. Officer windbreakers, winter parkas, and raincoats shall have the Department of EMS name/logo on the back . Officer polo shirts and Job Shirts are not screen printed on the back.

III. Uniform Wear

A. Department Uniform Ensembles

1. Ceremonial (formal) uniform shall be the formal and dress uniform for Officers of the Department. The wearing of the ceremonial uniform is at the Chief's (or his designee) discretion only. It shall consist of the following:

- a. Uniform long sleeve white shirt with tie, metal insignia and accoutrements
- b. Uniform navy blue pants (men/women) or skirt (women) with black belt with gold/silver buckle
- c. Uniform navy blue socks and black shoes (skin tone-colored hose for women)
- d. Uniform five button navy blue departmental dress jacket with accoutrements.
- e. Uniform hat as appropriate

2. Class A (dress) uniform shall be the dress uniform of the Department and it shall consist of the following:

- a. Uniform long sleeve white shirt with tie, metal insignia and accoutrements
- b. Uniform navy blue pants (men/women) or skirt (women) with black belt with gold/silver buckle
- c. Uniform navy blue socks and black shoes (skin tone-colored hose for women)
- d. Winter coat (bomber jacket) or command sweater

3. 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 (winter dress) with metal insignia and accoutrements. A uniform tie is to be worn with the long sleeve upon the direction of the Chief or his designee.

- b. Uniform navy blue pants and black belt with silver/gold buckle (men/women) or skirt (women).
 - c. Uniform navy blue socks with pants or skin toned hose with skirts and black shoes
 - d. Uniform navy blue jacket (Class A Bomber coat) with shoulder boards, metal insignia and accoutrements or optional command officer's sweater with shoulder devices, and name tag.
 - e. Class B embroidered and subdued uniform badge is optional and shall follow the guidelines of the Class B semi-formal uniform.
4. Class C (casual or working) shall be the everyday work uniform of the Department and shall consist of the following:
- a. Uniform 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. Job Shirt (optional)
 - e. Black Boots or sturdy shoes
 - f. Command Sweater (optional for officers)
 - g. ANSI Hi Viz PPE as required. (traffic vest, windbreaker, raincoat, or winter parka are seasonally dictated options.)
5. Class D (summer) shall be an optional working uniform of the Department authorized for wear from April 1st 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 shorts (must have a 7" inseam), and matching belt.
 - c. ANSI Safety Vest as required
 - d. For field personnel, white athletic shoes with plain white socks or black athletic shoes with plain black socks. Socks shall be a minimum of "quarter length" and high enough to cover the anklebone.
 - f. Jackets, work shirts, turtlenecks, sweaters 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.

6. Class E (work) shall be an alternate work uniform of the Department and shall consist of the following:
 - a. Uniform navy blue jump suit
 - 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 with gray t-shirt or mock turtle neck
 - h. Uniform Marine Medic attire
 - i. Other attire as approved by the EMS Chief

7. Class F (Personal Protective Equipment) PPE (Turnout Gear) 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 for all others)
 - c. Lightweight extrication ensemble. (white or tan for officers, blue for 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 uniforms shall follow the metal badge, embroidery, and screen-printing guidelines as described. The EMS Chief or his designee shall approve all uniform items.

2. Other accoutrements may be worn with permission of the EMS Chief. This includes, but is not limited to, casual hats and mock turtleneck shirts. The EMS Chief 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. Ceremonial – The ceremonial uniform shall be worn to all formal occasions (e.g. ceremonies, funerals) by departmental officers upon the direction of the Chief or his designee.
- B. Class A (Dress) - The Class A uniform shall be worn to all formal occasions (e.g., ceremonies, funerals) by uniformed personnel not holding the rank of Captain or above. It may also be worn to semi-formal occasions by all uniformed staff.
- C. Class A uniforms must be worn by uniformed Career EMS personnel when representing the Department of Emergency Medical Services in a court of law.
- D. Class A or B uniforms shall be worn by all officers for all officer in-service training classes or officer meetings.
- E. Class A or B uniforms must be worn by uniformed staff for any meeting located at the Municipal Center.
- F. Class D uniforms (Shorts) may not be worn by any member functioning in an EMS Supervisory position.
- G. 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. This includes specially issued attire for use during extended severe weather events and recovery.
- H. Medic's performing instructor duties must wear Class B or Class C uniforms while teaching class or representing the Department of EMS at meetings.
- I. Staff members will wear either uniform or professional business attire in the performance of their duties as directed by their supervisor.
- J. Shirts - 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.

- K. Workshirts/Jobshirts – Men and women may 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 or job shirt. If the member chooses to wear the T-shirts or mock turtleneck shirts described herein under the job shirt, the job shirt is not to be removed while assigned to an incident or otherwise engaged in official business.
- L. Winter Jacket and other apparel – A departmental issued 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.
- M. Formal Hats – Hats shall be worn at outdoor formal events as directed by the EMS Chief.
- N. 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.

ORDERED:



08/08/2017

EMS Chief

Date

Attachment – Sample Uniform Pictures

