**Section 100 – Management & Administration**

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| General Rules & Administration - 100 |
| S.O.P # 100.06 | **Uniform Policy** | Page: 1 of 5 |
| EFFECTIVE: 10/14/2019 | Authorized: Board of Directors |
| REVISED: |  |

**100.06.01 Purpose**

The purpose of this SOP is to establish policy and procedures for the issuance, composition, presentation, appearance, replacement and return of Jefferson County EMS District uniforms and service apparel.

**100.06.02 Applicability**

This SOP applies to all staff and volunteers of the district.

**100.06.03 Definitions**

1. **Class A Uniform**: This is the JCEMSD dress uniform, consisting of the following issued items: Cap and cap device, dress blouse, long sleeve dress shirt (white for officers), tie, tie tack, dress gloves, dress trouser, belt and dress shoes. The Class A Uniform includes the appropriate department badge, name plate and collar insignias.
2. **Class B Uniform**: This is the standard uniform for all EMS staff within JCEMSD. The Class B Uniform shall be worn when meeting the public at events, meetings and functions. The Class B Uniform includes the following issued items:
	1. Navy blue short sleeve shirt (white for executive officers) with issued t-shirt underneath and embroidered name tape sewn directly over the right breast pocket. Officers will have embroidered rank insignias for their shirt collars.
	2. Black EMS utility trouser
	3. Black duty belt
	4. Black leather boots/shoes (no open toe footwear is allowed)
	5. An issued sweatshirt, sweater or jacket may be worn over the issued shirt if the employee feels the need for additional clothing layers
3. **Class C Uniform:** This is the working uniform for all EMS staff within JCEMSD, with exceptions as indicated in this policy. The Class C Uniform shall be worn between the hours of 0700-1800. The Class C Uniform includes the following issued items:
	1. Royal blue polo-shirt with issued t-shirt underneath with name and license embroidered over the right breast pocket. Officers will have their rank embroidered over the right breast pocket as well.
	2. Black EMS utility trouser
	3. Black duty belt
	4. Black leather boots/shoes (no open toe footwear is allowed)
	5. An issued sweatshirt, sweater or jacket may be worn over the issued shirt if the employee feels the need for additional clothing layers
	6. Between the hours of 1800-0700 EMS staff can wear the district t-shirt without the uniform shirt.
	7. If the employee/volunteer does not possess a polo-shirt, then they should wear their class B uniform shirt.
4. **Class D Uniform (Plain Clothes)**: This is the working uniform for office staff. This may also be worn by EMS staff while attending training functions. This uniform includes:
	1. Golf style shirts, polo shirts, slacks, khakis or skirts. Jeans may be worn on Fridays.
5. **Insignia**: Approved adornments indicating rank, awards, accomplishments or special affiliation. Included in this definition are nameplates, collar pins, special qualification pins, badges and meritorious service awards. Badges are issued to staff and volunteers after successful completion of their probationary period.
6. **Negligence**: An individual’s failure to exercise reasonable care.
7. **Optional Apparel**: Items or apparel approved by the Chief that may be purchased by the employee and worn as part of the approved employee’s uniform under certain conditions and/or specific times as described below:
	1. Mock Turtleneck, Turtleneck, Thermal and Long Sleeve Base Layer Undershirts: This shirt maybe worn under any approved uniform shirt. This shirt will not be worn in place of the uniform shirt, nor can it be worn as the outermost garment. This garment must be either navy blue or black in color.
	2. Hats and Caps: Employees may wear any approved baseball style hat or approved stocking/knit winter cap while on-duty and when weather dictates. When worn, the bill of the approved baseball style hat must be worn in the face forward position
8. **Patches**: The district patch will be worn on the left sleeve of the Class A and Class B shirts and jackets. The employee’s current Oregon EMS licensure patch will be worn on the right sleeve. Both patches should be 0.75” below the top seam, centered on the sleeve.

**100.06.04 Policy**

1. All issued uniform items and apparel shall remain the property of the Jefferson County EMS District and must be returned upon the employee’s separation of service or as the uniform items/apparel are retired from useful service.
2. Uniforms must be worn in compliance with this policy.
3. When requested by the Chief and/or his/her designee, employees must produce issued uniform items and equipment.
4. Employees must wear or display only the approved items defined in this policy and must maintain uniform items in compliance with this policy.
5. All on-duty personnel must wear the appropriate class of uniform as established by this policy.
6. Employees shall be clean, neat and presentable at all times. The duty supervisor will determine the acceptable presentation of uniform.
7. Shirts will be tucked while on-duty.
8. Duty boots and/or uniform shoes will be laced up and/or zipped up and shined while on-duty.
9. Issued uniform articles are to be worn during on-duty hours or when representing the District; and not to be worn for external department activities (i.e., secondary employment and/or other volunteer service).
10. No other uniform item from another agency is approved to be worn in conjunction with this district uniform.
11. Employees are prohibited from consuming alcoholic beverages while wearing or displaying any part of the issued uniform.
12. Off-Duty: at no time is an employee or volunteer to wear any part of the district uniform in a capacity that is misrepresenting the agency; or to be worn off-duty in establishments not appropriate, ie: bars. This extends to the employee’s or volunteer’s spouses, family members or friends.
13. Employees who have been suspended or relieved from duty shall not wear or display any part of the issued uniform unless attending a required or authorized JCEMSD meeting or hearing.
14. Employees are prohibited from modifying or altering issued uniforms and apparel in any way that does not comply with the provisions of this policy.
15. During warmer months when the temperature exceeds 80˚ Fahrenheit it is permitted for EMS staff to wear the department t-shirt without uniform shirt. For all public events (ie: BP clinics) or meetings the complete Class B uniform will be worn regardless of temperature.

**100.06.05 Reporting Procedure for Lost, Stolen, Poorly Fitted or Damaged Uniforms**

1. When any uniform component is discovered to be lost, stolen, poorly fitted or damaged, the employee must report this fact to their supervisor. The supervisor will then investigate the circumstances and determine who is responsible. If the loss or damage is the result of an employee’s negligence, as defined in this policy, the employee will be responsible for the replacement or repair of the item.
2. Stolen items valued at $100 or more must be reported to the law enforcement agency having jurisdiction.
3. Damaged or unserviceable uniform items and apparel must be disposed of in the proper manner. The proper manner for uniform disposal shall be:
	1. Removal of all patches, emblems and insignia
	2. Shred the uniform item or article in a manner so that it may no longer be worn by another individual
	3. Throw the shredded garment into the dumpster or trash

**100.6.06 Insignias, Emblems, Badges & Service Awards**

1. Insignia, buttons, badges and belt buckles for officers are gold in color. Insignia, buttons, badges and belt buckles for all other employees and volunteers are silver in color. The specifications for rank insignia are described as follows:

**RANK INSIGNIA**

Chief Gold Star

Asst. Chief Gold Eagle

Captain Two Vertical Gold Bars

1. Sleeve stripes for Class A uniform blouses are gold. Each sleeve stripe is ¼” wide and sewn to the circumference of the lower sleeve on each arm of the uniform blouse. Officers must appoint their uniform blouses with striping as follows:

**RANK STRIPING**

Chief 5 Stripes, ¼” Wide

Asst. Chief 4 Stripes, ¼” Wide

Captain 2 Stripes, ¼” Wide

**100.06.07 Responsibilities**

1. Employees must clean and maintain issued uniforms and insignia according to the manufacturer’s instructions.
2. Employees must comply with the uniform issuance schedule as needed for routine replacement.
3. An employee who has been promoted must report to the personnel officer to obtain needed uniform items as soon as reasonably possible. Previously issued insignia must be remitted to the personnel officer upon request.
4. Due to the inherent and potentially “messy” nature of our business it is recommended that all personnel keep a spare uniform with them at the station.
5. Supervisors or senior ranking officers are responsible for insuring that those whom they supervise comply with this policy.
6. The Chief and/or his/her designee shall have the authority to establish or change uniform standards or policies as deemed necessary.