

**CCEMS
OPERATIONS POLICY 100-2
MEDICAL CREW UNIFORM POLICY**

I. PURPOSE

- 1.1 To establish a standard uniform appearance for all CCEMS employees while on duty for CCEMS.
- 1.2 To ensure that crews are immediately ready to respond to a request for assistance, and time is not lost getting dressed.
- 1.3 This policy does not apply to CCEMS Administrative and Office staff.


II. POLICY

- 2.1 CCEMS employees will be in full CCEMS approved uniform as outlined by this policy when responding to a request for assistance, and at all times when in the public while on-duty.
 - 2.1.1 An exception to this policy would be while performing station duties like sanitizing or washing the EMS vehicles or performing cleaning chores around the EMS station. Employees can remove their Blue Polo shirt, provided that they are wearing an approved shirt under the Polo shirt while performing these tasks.
 - 2.1.2 Crew employees can remove their Blue Polo shirt, provided that they are wearing an approved shirt under the Polo shirt, and may remove their boots while sleeping after 20:00.
 - 2.1.3 Employee uniforms will be clean, free of wrinkles, free of stains, not excessively faded, and promote a professional appearance.
 - 2.1.4 This policy will not apply to personnel who respond to an incident while off-duty, or to personnel who respond to fill a station or answer an all-call. In those situations, the employee should still make sure that their attire will not compromise their personal safety and the safety of their patient.
- 2.2 CCEMS employees will have a second uniform, (pants, Polo shirt, and necessary undergarments, etc.) at work with them at all times while on-duty in the event that their first uniform becomes damaged, contaminated, or needs replaced.
- 2.3 The Director can approve a deviation from this policy for a particular day, or special event; i.e. cancer awareness, United Way dress-down day, holiday, or a Community event.
- 2.4 Persons deviating from this policy while on-duty will be asked to immediately correct the problem or will be relieved from duty without pay until the problem is corrected. Repeated infractions will be cause for corrective action.
- 2.5 All CCEMS issued uniform clothing is to only be worn while on-duty or while participating in a CCEMS event. Employees are permitted to wear CCEMS issued clothing while commuting back and forth to work, but are not permitted to wear CCEMS issued apparel for personal use.
- 2.6 The uniform for CCEMS crew will be as follows:

- 2.6.1 The CCEMS Blue Sport Polo shirt, either short or long-sleeved, issued to the employee by CCEMS, or purchased from an approved CCEMS uniform supplier.
 - 2.6.1.1 It is acceptable for employees to wear a T-shirt or turtleneck under the uniform shirt. However, this T-shirt or turtleneck must be a solid color of white, black, or dark blue and cannot have any lettering or symbols other than CCEMS that can be seen.
- 2.6.2 Pants will be of typical EMS design or uniform pants; dark blue or black in color; and constructed of cotton or other material that does not compromise the safety of the employee.
 - 2.6.2.1 Denim jeans and polyester are not permitted. No shorts may be worn and pants must touch the ankles and be free of rips, tears, and excessive fading.
- 2.6.3 Only jackets/coats issued by CCEMS or purchased from an approved CCEMS uniform supplier will be worn while on duty.
- 2.6.4 Job shirts, windbreakers, and sweatshirts approved by the Director or purchased through the approved CCEMS uniform suppliers are allowed. However, the Blue Polo shirt must be worn under the job shirt, windbreaker, or sweatshirt.
- 2.6.5 Head covering will be limited to baseball style hats or toboggans that are dark blue or black with the CCEMS letters or logo, a standard EMS logo, or plain.
 - 2.6.5.1 If entering a manufacturing facility, working near a fire scene, or in any other area where head protection is required, CCEMS employees will wear their CCEMS issued hard hat.
 - 2.6.5.2 Bright colored or reflective head covering that is designed to enhance the safety of the EMT while working around motor vehicle traffic or in hunting areas is permitted if specifically approved by the Director.
 - 2.6.5.3 Head covering purchased through the approved CCEMS uniform suppliers will be allowed.
 - 2.6.5.4 Specific winter head coverings designed to provide protection from extreme cold are allowed if they present a professional appearance and are approved by the Director.
 - 2.6.5.5 Any head covering with the name of another agency, other agency emblems, manufacturers' names or symbols, or commercial logos will not be permitted.
 - 2.6.5.6 Any head covering that is torn, ripped, faded, or presents an unprofessional appearance is not permitted.
- 2.6.6 A minimum of 6 inch boots are required for all crew employees while working. The boots will be made of a black material, preferably leather, that can be polished and will be kept polished at all times.
 - 2.6.6.1 Employees who have a documented medical condition that restricts their ability to wear boots can be given an exception to this requirement by the Director.
- 2.6.7 Trouser belts, radio belts, pager covers, and any attachments to your uniform belt will be black in color and not present a safety risk to the employee.

- 2.6.8 Cell phones and cases must be black or a neutral color if worn while on-duty and cannot have offense or inappropriate letters, graphics, or images on them.
- 2.7 General appearance requirement for all CCEMS employees will be neat, clean and free from body odor.
 - 2.7.1 Strong scents, i.e. after shave, perfume, are prohibited due to their potential impact on a patient's health status.
 - 2.7.2 Beards, mustaches and goatees are permitted but must be neatly trimmed so that they do not interfere with the employee's respirator fitting properly.
 - 2.7.3 Hair is to be worn neatly and in such a manner that the hair does not interfere with the employee's vision or patient care.
 - 2.7.3.1 For the employee's safety, it is recommended that long hair be pulled back and caution taken to ensure that hair cannot become entangled in objects or be grasped by a violent patient.
 - 2.7.4 Employees are strongly encouraged to avoid wearing jewelry while on-duty. Employees will be asked to remove any jewelry that poses a safety concern for the patient or employee
 - 2.7.4.1 Some locations that we enter will not allow jewelry to be worn on their premises for safety reasons and CCEMS employees could be asked to remove any jewelry or body piercings prior to entering. Because CCEMS recommends against wearing jewelry while on duty, CCEMS will not be responsible for jewelry lost while at work.
 - 2.7.5 Any tattoos or other body art that could be considered offensive to a patient or co-worker must be covered while on-duty.
- 2.8 Uniforms in need of replacement due to normal wear, damage, or other causes that make the uniform unacceptable for duty must be replaced.
 - 2.8.1 To assist employees in complying with this policy, CCEMS will provide the following:
 - 2.8.1.1 All newly hired part-time employees will receive 2 Polo shirts, a jacket, and a coat.
 - 2.8.1.2 All newly hired full-time employees will receive 3 Polo shirts, a jacket, and a coat.
 - 2.8.1.3 An employee promoted from part-time to full-time will receive an additional Polo Shirt.
 - 2.8.1.4 All employees are eligible for an additional new Polo shirt each year if they need one and can exchange their coat/jacket when a replacement is needed.
 - 2.8.1.5 Employees need to present any uniform items damaged while working at CCEMS to CCEMS Administration to get approval for CCEMS to replace them.

Director:



Effective: 6-1-17

Reviewed: _____

Revised: 5/18/17