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## Standard Operating Guidelines, Operations Department, All Divisions

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ISSUED: April 1, 2015

REVISED: December 01, 2016

APPROVED: November 18, 2015 BY: Operations Management Team

SUBJECT: **Uniform Standard**

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### Purpose:

The purpose of this guideline is to establish authorized uniform items and set standards for the correct wear of department uniforms and insignia.

### Applicability:

This guideline applies to all uniformed Agency personnel.

### Responsibility:

Supervisors shall ensure that each employee under their supervision is in conformance with the standards as outlined in this guideline. Each employee is also individually responsible for conformance with these guidelines.

A supervisor may at any time require that the employee wear specific safety clothing or correct uniform items that do not meet this guideline.

All uniforms, T-shirts, and optional items must be clean, not faded, not wrinkled, torn or with holes.

No Agency issued clothing or accessories should be worn while off duty. Any item with the Agency logo represents you as part of the Agency. You are expected to use good judgment as to where you display any Agency logo.

If the uniform is worn it must be complete. This includes transit to/from work, upon clocking in for shift, and when in the office/public areas at post 100.

The Field Operations Class B uniform will be worn by all care providers when attending continuing education classes.

Special Operations serves as the Agency Quartermaster and must authorize all purchases by the Agency through approved vendors for Agency issued items. Uniform items, including footwear, purchased by the employee are not eligible for reimbursement.

Guidance:

The Agency issues the following uniform items from our approved vendor supply based on the employees work assignment:

CMED Operations:

- Class A Uniform
  - Uniform Pants, Navy 4 pocket
  - Shirt, Long Sleeve, Blue
  - Agency Badge, Silver
  - Tie
  - Belt
  - Footwear
- Class B Uniform
  - Uniform Pants, Navy (4 pocket or 6 pocket EMS pants)
  - Uniform Shirts, Blue (with agency/certification patches)
  - Agency Badge, Silver
  - Tie
  - Belt
  - Footwear
  - Jacket (Water resistant shell)
  - Jacket Liner

Field Operations:

- Class A Uniform
  - Uniform Pants, Navy 4 pocket
  - Shirt, Long Sleeve, Blue
  - Agency Badge, Silver
  - Tie
  - Belt
  - Footwear
- Class B Uniform
  - Uniform Pants, Navy (4 pocket or 6 pocket EMS pants)
  - Uniform Shirts, Blue (with agency/certification patches)
  - Agency Badge, Silver
  - Tie
  - Belt
  - Footwear
  - Jacket (ANSI Class 2 / NFPA 1999 PPE Certified)
  - Jacket Liner
  - Pants (NFPA 1999 PPE Certified)
  - Vest (ANSI Class 2)

## Special Operations:

- Class A Uniform
  - Uniform Pants, Navy 4 pocket
  - Shirt, Long Sleeve, Blue
  - Agency Badge, Silver
  - Tie
  - Belt
  - Footwear
- Class B Uniform
  - Uniform Pants, Navy (4 pocket or 6 pocket EMS pants)
  - Uniform Shirts, Blue (with agency/certification patches)
  - Agency Badge, Silver
  - Tie
  - Belt
  - Footwear
  - Jacket (ANSI Class 2 / NFPA 1999 PPE Certified)
  - Jacket Liner
  - Pants (NFPA 1999 PPE Certified)
  - Vest (ANSI Class 2)
- Class C Uniform
  - Polo Shirt, Heather Grey (with agency logo)
  - Uniform Pants, Navy (4 pocket or 6 pocket EMS pants)
  - Belt
  - Footwear
  - Jacket (ANSI Class 2 / NFPA 1999 PPE Certified)
  - Jacket Liner
  - Pants (NFPA 1999 PPE Certified)
  - Vest (ANSI Class 2)

#### Operations Supervisor - Communications:

- Class A Uniform
  - Dress Double Breasted Blouse Coat, rank on sleeves (with agency patches)
  - Agency Badge, Gold
  - Shirt, Long Sleeve, White
  - Tie
  - Pants, 4 pocket
  - Belt
  - Footwear
- Class B Uniform
  - Uniform Pants, Navy, 4 pocket
  - Uniform Shirts, White (with agency/certification patches)
  - Agency Badge, Gold
  - Tie
  - Belt
  - Footwear
  - Jacket (Water resistant shell)
  - Jacket Liner

#### Operations Supervisor - Field:

- Class A Uniform
  - Dress Double Breasted Blouse Coat, rank on sleeves (with agency patches)
  - Agency Badge, Gold
  - Shirt, Long Sleeve, White
  - Tie
  - Pants, 4 pocket
  - Belt
  - Footwear
- Class B Uniform
  - Uniform Pants, Navy, 4 pocket
  - Uniform Shirts, White (with agency/certification patches)
  - Agency Badge, Gold
  - Tie
  - Belt
  - Footwear
  - Jacket (ANSI Class 2 / NFPA 1999 PPE Certified)
  - Jacket Liner
  - Pants (NFPA 1999 PPE Certified)
  - Vest (ANSI Class 2)

The Agency allows employees to purchase the following optional uniform items after they have completed their probationary period:

- Sweater: "Commando Style" with V-neck collar, navy blue as supplied by the Agency approved vendor (with agency/certification patches). Authorization form must be received from the Agency Quartermaster for purchase.
- Jacket: Summit Soft Shell with hood, navy blue or black, manufactured by Condor and available from multiple vendors.
- Jacket: Phantom Soft Shell no hood, navy blue or black, manufactured by Condor and available from multiple vendors.
- Jacket: M65 Field Jacket, black, available from multiple vendors.
- ~~Jacket: Softshell micro fleece, black, with Agency logo, available from Agency store. May be worn if already purchased.~~
- ~~Vest: Nylon, fleece lined, black, with Agency logo, available from Agency store. May be worn if already purchased.~~
- Vest: Port Authority, Core Soft Shell Vest, black, Model #J325, available from multiple vendors.
- Job Shirt: ¼ Zip Job Shirt (#72314), fire navy blue (720), with Agency patch logo on left chest, first initial and last name on right chest centered above certification level or division name (Agency specified), manufactured by 5.11, as supplied by Municipal Emergency Services, Inc. (MES). Authorization form must be received from the Agency Quartermaster for purchase.
- Hat: Baseball style, navy blue, with Agency logo, available from Agency store.
- Hat: Knit cap, navy blue, with Agency logo, available from Agency store.
- Hat: Headband, navy blue, with Agency logo, available from Agency store.
- Hat: Baseball style, navy blue, no logo, available from multiple vendors.
- Hat: Toboggan, navy blue, no logo, available from multiple vendors.
- Hat: Headband, navy blue, no logo, available from multiple vendors.
- Hat: "Boonie" style, navy blue, no logo, available from multiple vendors.
- Pants: EMS Pants, Pocket style, manufactured by 5.11, style # 74310 or #74363, navy blue, available from multiple vendors.

Employees are permitted purchase and wear body armor as long as it meets the requirements set forth in this SOG.

A concealable vest carrier must match the T-shirt being worn under the uniform shirt.

An external vest carrier must be the same style and will match the uniform shirt.

No tactical or other style outer vest carrier is permitted to be worn unless assigned to and while functioning as part of a Special Operations team.



NOT PERMITTED



NOT PERMITTED



PERMITTED



PERMITTED

Acceptable items to be displayed on the Class B uniform shirt:

- Identification badge (as issued by the Agency).
- Badge (Silver for non-supervisory personnel; gold for supervisor personnel)
- Name tag (optional, employee purchased) should match the badge color, will not exceed 5/8 inch height and may be displayed with attached "Serving Since XXXX" bar. The name tag will be worn centered just above the right shirt pocket.
- EMS service related pins/bars may be worn above the right pocket or name tag. Pins/bars should not exceed the width of the pocket (three bars). Multiple pins worn should follow uniform display standards.
- Approved pins/bars include School pin, American Flag pin or bar, Agency issued pins/bars.
- Colored epaulette covers will be worn by academy students.

Uniform shirts will be worn tucked into pants and buttoned completely, with the exception of the top button at the collar (unless worn with a tie).

Tee shirts or turtlenecks worn under the uniform shirt and visible at the collar will be white or navy in color. No logo from an undershirt should be visible through the uniform shirt.

Undergarments will not extend beyond the shirt sleeve. White turtlenecks should only be worn by supervisory staff.

Turtlenecks may be worn under the optional commando sweater without the Agency uniform shirt by CMED and Field Operations employees. All other outerwear (Job Shirt, Jackets, Etc.) require the uniform shirt to be worn at all times.

Operations Supervisors (CMED and Field) are not permitted to wear the Job Shirt while on-duty.

Ties are only to be worn with long sleeve uniform shirts and should not be worn with 6 pocket pants. The tie should be no longer than the middle of the belt buckle.

Uniform trousers will be properly fitted to the individual, worn waist high; length will produce a slight break at the cuff.

Belt buckle should match the color of the Agency badge unless the nylon belt is worn.

Socks if visible should be solid colored, navy blue or black in color.

Footwear will be leather, non-permeable, black in color and must be approved by the Quartermaster.

All Operations employees must have a second uniform available when working.