

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title:	Uniform and Appearance
Policy:	105.00
Purpose:	The purpose of this policy is to establish the official Okaloosa County E.M.S. uniform and personal appearance standards.

Policy:

Personal Hygiene

All county Employees are expected to meet the following standards with respect to personal grooming and hygiene upkeep, to include but not limited to;

1. Consistent bathing and oral hygiene,
2. No use of heavily-scented perfumes, colognes or lotions,
3. Clean, well-groomed hair (no artificial colors outside the norm);
4. Beards, moustaches, goatees and sideburns will be kept at or above the jawline to facilitate a clean respirator seal (no artificial colors outside the norm)

Dress and Appearance

Emergency Medical Services operations employees are required to wear their issued uniform while on duty. Failure to wear the specified uniform may result in being sent home without pay in addition to disciplinary action. Repeated violations of this policy may result in termination of employment.

Please note that no additional items are to be worn beyond those specified below or as listed in the County Policy Manual.

Approved Uniform for Field Personnel:

1. County issued pants, shirt (all shirt buttons will be fastened except for the top-most button).
2. Black uniform belt with plain silver buckle (provided by the employee).
3. Black, high-top boots, cleaned and polished (provided by the county).
4. Plain undershirt, either V-neck or crew neck style (no lettering). No other style of undershirt is authorized (such as half-cut, tank style, sports-bra, etc.).
5. Coat as supplied by OCEMS.
6. At least one clean spare uniform should be available on shift, in case of contamination.
7. Issued jumpsuits may be worn from dusk to dawn, but only if both crew members are wearing a jumpsuit. Non-matching uniforms on the same unit are prohibited except as approved by the EMS Shift Supervisor. A white or navy undershirt must be worn under the jumpsuit. The regular duty uniform should be worn during the dawn to dusk hours every day.
8. Excessive jewelry is prohibited. Authorized items include watch, rings (no more than 3), and necklaces (must be tucked inside of shirt and out of view). Earrings must be conservative in nature (stud-type, maximum of 3mm in diameter) and no more than one pair may be worn while on duty. Other piercings (eyebrows, nose, tongue, etc.) shall not have visible jewelry in place while on duty. Rings and/or fingernails that interfere with the donning of gloves or limit manual dexterity are not allowed. Nail color should be of a neutral tone with no extreme design or bright fluorescent colored polish.
9. Tattoos shall be covered from view while on duty. Tattoos on the face and neck are prohibited.

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10. Prescription and non-prescription eyewear worn on duty will be conservative in nature. The only non-prescription eyewear to be worn inside of a patient care facility or patient's residence will be protective eyewear.
11. Hair will be neat in appearance. Long hair must be worn up or tied back while on a call.
12. Employees are responsible for keeping uniforms in good condition and replacing uniforms as needed beyond the annual allotment. OCEMS crews will maintain a professional image at all time while representing the organization. If a uniform becomes damaged, to include fading, contact the on-duty supervisor as soon as possible. The supervisor will determine the need for uniform replacement. If it is determined the employee uniform is damaged due to neglect on the part of the employee, the employee may be responsible for the cost to replace the uniform.
13. Employees are required to sign for all issued items. When new issue arrives, employees will be sent an e-mail by Logistics with a 'cc' to the Commanders. New issue must be picked up within 2 weeks.
14. Upon termination, ex-employees have 15 days to return all uniform issue to Logistics. If issue is unreturned, Okaloosa County EMS will hold final pay checks. Okaloosa County EMS will file theft charges with the Okaloosa County Sheriff's Office if there is no final check to hold.

Accountability and Compliance:

1. It is the responsibility of each employee to acquire and maintain the appropriate uniform.
2. Each employee will ensure that their personal hygiene is above board.
3. Each employee will ensure that they carry a spare uniform at all times.
4. Each employee will ensure that they have the appropriate PPE at all times.
5. It is the responsibility of the shift commanders to enforce the dress code as outlined.
6. Shift commanders will document any counseling with employees and attach of a copy to the employee's folder for their annual evaluation.

Policy #: 105.00
CAAS: 106.07.01
Author: Bailey
Reviewed: Leadership
Approved: Leadership
Status: Active
Effective Date: 10/01/08
Revision Date: 02/26/16