



SENECA COUNTY

Emergency Services



Seneca County Emergency Medical Services Standard Administrative Guideline

Subject: Uniform Guideline for Paid Personnel

Policy: DRAFT

Effective: August 2022

Review Date: Annually

Policy/Procedure for Paid Personnel Uniforms

Purpose/Background:

It is the intention of Seneca County EMS that each employee's dress, grooming and personal hygiene be appropriate to their work environment. All employees are expected to present a professional appearance to the public.

Uniforms

The appropriate uniform, as noted below, shall be worn by all employees of Seneca County EMS when on duty. All department employees are responsible for obtaining the uniform items required for their duties from any available resource, but items must conform to the Authorized Uniform Items list.

All uniforms shall be maintained by the employee in presentable condition. Faded, worn or damaged clothing is not acceptable; this includes faded lettering or markings on uniforms that require such markings.

Civilian Clothes

Optional for employees assigned to Administrative Staff and others with special assignments as authorized by the Director. Employees who are authorized to wear civilian clothes will be required to follow standards accepted as business casual, in accordance with the current Seneca County Personnel Policy.

General Instructions

Supervisors and shift commanders have a responsibility to ensure that all crew members are appropriately dressed at the start of their shift and that each crew member maintains an appropriate appearance throughout the shift.

A single American Flag pin may be worn on the collar of the job shirt, or on the lapel or collar of any approved outerwear. Only the approved Seneca County EMS emblem or patch shall be affixed to any Seneca County EMS uniform. A valid Seneca County EMS ID badge shall be worn at all times by field personnel.

Approved Uniform Items

Items described as "regulation" must meet approval standards established by Seneca County EMS. Specific information on approved items are listed in the appendix of this policy. The Director shall be the final authority on all uniform regulation disputes.



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Daily Uniform

A. Shirt-

Uniform Shirt: 5.11 Polo or equivalent. Color: Navy Blue

Employees may wear a navy blue undershirt beneath the polo uniform shirt. Shirts must be properly tucked in and buttoned with no more than the collar button undone. Rolling or “cuffing” of the sleeves is unacceptable and is prohibited.

B. Pants-

Uniform Pants: 5.11 EMS pants or equivalent. Color: Navy Blue

C. Belt/Buckle

Belts shall be 1” or 1 ½” wide and plain, black in color with a plain silver buckle. Buckle shall have no logo or picture in any fashion.

D. Socks

Socks must be black or navy blue if they are visible at the ankle. White socks may be worn with combat or tactical boots.

E. Footwear

Uniform footwear shall be worn anytime employees are performing their duties or interacting with the public.

Plain, smooth-toe black leather, and includes standard shoe height, chukka-style shoes, high tops, and shin length boots. The footwear may be secured by Velcro straps, zippers, laces, or they may be a pull-on style. All uniform footwear must be securely fastened while being worn. No dangling shoestrings or unzipped boots.

Crocs or slip on sandals are authorized for station wear but shall not be worn on an EMS run.

F. Badge

Seneca County will issue identification badges at the time of hire. These badges are the property of Seneca County and must be returned at termination or resignation from employment with the County.

Badges are required to be displayed on your uniform at all times. The ID must be worn on the waist or higher. These badges should be worn in all instances when performing any training or education to the public.

Approved items but not necessary for daily dress-

Ball Cap (optional)

Ball caps shall be navy blue (to match trousers in color), Any six-panel ball cap, plain or with appropriate lettering. shall be marked with approved Seneca County EMS embroidery. Hats may also have the name of the wearer embroidered in an arc above the cap’s rear opening or flat along the back of the hat in fitted caps. Hats shall never be worn with the bill facing the rear or bent upward.



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Winter Hat (Optional)

A winter hat is permitted in cold weather. It shall be plain and all navy or black in color. It may have the same embroidery as authorized for ball caps.

Coats

The regulation uniform coat shall be current style/brand provided to all Seneca County EMS employees.

Job Shirts (optional)

5.11 Tactical Quarter-Zip Job Shirt or equivalent. Color Navy
Appropriate markings as described for the uniform shirt.

Uniform variations:

Extreme Heat Uniforms

When the heat index exceeds 80F in Seneca County the following are appropriate attire:

Tee Shirts (optional)

Tee shirts shall be 100% cotton or 50/50% blend crew neck design. Tee shirts shall have the appropriate Seneca County EMS markings. All other tee shirts are prohibited.

Shorts (optional)

Navy blue, cargo-style shorts; right below or 2 inches above the knee is appropriate length
Approved shorts may be worn in all weather as long as EMS turnout PPE is available

Maternity Uniform

Regulation shirt may be worn with maternity slacks. Flexibility is warranted in this circumstance; however, uniforms must be approved by the Director.

Grooming Requirements

Personal Hygiene

EMS is a both a public safety and a health care occupation. Employees are expected to report to work with an appropriate standard of personal hygiene and wearing a clean and properly maintained uniform.

The presence of body odor, unkempt or greasy hair, an unshaven appearance, or other offensive sights or smells on an employee' body and/or clothing are grounds for disciplinary action up to and including termination.

Perfumes, Aftershave, Cologne, and other fragrances

To decrease the possibility of a patient or co-worker having an allergic reaction, perfumes, after shave lotion, and other fragrances should be used sparingly or avoided.



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Hair

- Hair will be clean, well groomed, and safe. Any hairstyle considered unsafe shall be trimmed accordingly or bound to eliminate the hazard. Unnatural and bizarre hair coloring and hair styles are prohibited.
- Hairpieces and wigs may be worn only if the individual's real hair conforms with the hair standards and/or for reasons of baldness or disfiguration. When worn, hairpieces and wigs will conform to the hair standards.
- Moustaches may be worn but must be kept clean and neatly trimmed at all times.
- Sideburns can extend to the bottom of the ear lobe and may not be more than one and one-half inches in length.
- **Any facial hair that may interfere with the seal of a protective mask is prohibited.**

Jewelry

- A wristwatch or other time telling device which displays time in seconds shall be worn.
- One pair of matching earrings, posts or hoops no larger than ¼ inch may be worn. Only one earring is permitted in each ear. For safety reasons, dangling earrings are not permitted.
- One ring on each hand may be worn. A wedding band and engagement ring shall be considered one ring. For the safety of the employee, rings which sit up high and could be caught or entangled in equipment are not permitted. A ring shall not interfere with wearing protective gloves.
- For safety reasons, necklaces are not recommended. If worn, they shall be kept inside the shirt at all times so they are not visible to the public
- 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 employee, the bracelet shall be snug fitting with no dangling charms or similar components.

No other visible body piercing jewelry may be worn, including but not limited to jewelry in the tongue, eyebrow, nose, lip, etc. Employees with such piercings will be required to replace the jewelry with clear acrylic blanks while on duty to minimize the appearance of their piercings.

Accessories

- Only department approved uniform pins and insignias shall be worn on the uniform
- A Medic Alert bracelet or necklace may be worn.

Tattoos

Visible tattoos are permitted but may not be of an offensive nature. Employees with offensive tattoos shall cover them with an appropriate uniform article.

Rescue Protective Clothing – “turnout gear”

Seneca County EMS will provide all Full-Time EMS employees with sized and fitted Protective Garments (Rescue Turn- Out Gear) with an approved coat, pants, suspenders, helmet, boots, and gloves per NFPA 1999 Emergency Medical Operations.

All Part Time/Intermittent employees will have several sizes of the same gear available for use while on duty.

Reflective “ANSI” vests shall be worn per guideline on all EMS Scenes on all scenes on roadways or any time an EMS crew is operating near or around traffic.



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High Visibility Tee Shirts (optional)

High Visibility Tee Shirts shall be 100% cotton or 50/50% blend crew neck design and shall be florescent lime yellow in color. These shirts are to be worn at special events where maximum crew visibility is necessary and/or environmental conditions (heat, mud, etc.) necessitate special clothing. The shirts shall have "SCEMS" screen printed in large boldface letters on the back of the shirt and the Seneca County EMS circular logo on the left breast area.

During hot and humid weather will be authorized along with white athletic socks and employee-provided tennis shoes (sneakers).

The high visibility tee shirts and cargo pants require specific authorization from a supervisor before they may be worn.

Uniform Allowance and Allocation

Seneca County EMS shall provide all part-time employees:

- two (2) polo shirts
- two (2) t-shirts
- one (1) pair of pants
- one (1) jacket
- one (1) county identification badge

A part time employee promoted into a full-time position will have their uniform needs assessed by the Director. Seneca County EMS will provide additional uniforms up to the quantity specified for a new hire full-time employee as may be needed.

Seneca County EMS shall provide all full-time employees:

- three (3) polo shirts
- three (3) pairs of pants
- three (3) t-shirts
- Two (2) job shirt
- One (1) jacket
- one (1) pair of boots at initial hire
- one (1) county identification badge

Winter hat and baseball caps can be provided to full time and part time staff if requested

Seneca County EMS uniforms will be replaced only on an as needed basis. Employees should not expect to get all new uniforms every year, but only as needed for replacement. Any uniform item destroyed or damaged beyond repair or use on duty time may be replaced on a case-by-case basis after an incident report has been filed with the station-level supervisor.

Any employee whose resigns or their employment is terminated shall return all uniforms, jackets, emblems, ID cards, and other county property.

The use and wearing of uniforms while off duty, without express permission of the Director, is prohibited due to Public Employee Ethics Rules and Regulations.