	St. Clair Twp. New Miami Life Squad	Document No.: PER-P-001	Revision: A	Pg. 1 OF 8
		Title: Policy, Uniform and Dress Code		

Revision History:				
Rev.	Description of change:	Initiated By:	Approved By:	Effective Date:
-	Initial Release	S.Weigold	R. Bubemyre	19 April 2005
A	Added uniform replacement info	S.Weigold	R.Bubemyre	27 June 2005

1.0 PURPOSE

The purpose of this document is to provide the member of the St. Clair Twp. – New Miami Life Squad with direction as to proper attire out of uniform, definition of the standard uniforms, and expected use of safety apparel.

2.0 SCOPE

2.1 APPLICABILITY

This policy applies to all members of the St. Clair Twp. – New Miami Life Squad independent of rank or level of training.

2.2 RESPONSIBILITY

It is the responsibility of each individual member to ensure that he or she complies with this policy. It is the responsibility of the member's superior officers to ensure that this policy is enforced, and that corrective action is undertaken if not.


3.0 DEFINITION OF TERMS

Daytime Uniform - This term is used to describe the uniform worn during the period of 0600-2200 inclusive.

Nighttime Uniform – This term is used to describe the uniform worn during the period of 2201 to 0559 inclusive.

Danger – As used in this policy, danger is defined as a condition that may be reasonably expected to cause harm to members, patients, or bystanders during events normally expected during the course of a shift.

Voucher – written documentation issued to the member authorizing the uniform provider to fit and issue uniform items.

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4.0 REFERENCE DOCUMENTS

PER-F-001 Equipment Issuance Form
 PER-F-002 Equipment Returned Receipt
 PER-F-018 Form, Badge Agreement

5.0 EQUIPMENT USED

There is no equipment used related to this policy.

6.0 SAFETY CONSIDERATIONS

There are no special safety considerations related to this policy.

7.0 SPECIAL REQUIREMENTS


There are no special requirements related to this policy.

8.0 PROCEDURE

8.1 UNIFORM – DAYTIME

The following specified uniform is appropriate for daytime wear.

- ? Shirt – Golf Style with embroidery, royal blue
- ? Slacks – black (preferred) or navy blue, matches uniform shirt, EMS style optional
- ? Shoes - solid black in color. Safety preferred, boots optional. Shoes must entirely enclose the foot. “Slide on” shoes with no covering over the heel are prohibited.
- ? Socks - if exposed must be black
- ? Belt - black or navy blue, solid. Buckle should be length to width proportionate, and no wider than 1.25 times the width of the belt.
- ? Uniform Accessories – Optional, as noted in section 8.10
- ? Sweatshirt – Optional, department issued
- ? Duty Jacket – Optional, department issued with patches
- ? Undershirt - Optional, navy blue with department screen print

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- ? Turtleneck - Optional, navy blue or white
- ? Cap – Baseball style, department issue only

8.2 UNIFORM – NIGHTTIME

At this time, there is no difference between the daytime and nighttime uniforms

8.3 UNIFORM – CLASS A

The class A uniform has not yet been determined.

8.4 UNIFORM – BICYCLE PATROL

The bicycle patrol uniform has not yet been determined

8.5 JEWELRY

8.5.1 EARRINGS

Members may wear earrings of his or her choosing provided that the following conditions are met

- ? No more than one hoop earring per ear lobe.
- ? Hoop earrings must not exceed ½ inch in diameter
- ? All other earrings must be of the post or stud variety.
- ? Earrings must be small enough so as not to cause a danger to their wearer.


8.5.2 BODY PIERCING

Visible body piercing other than those noted in 8.5.1 are not permitted.

8.5.3 NECKLACES

Members may wear one necklace of his or her choosing providing the following conditions are met:

- ? Necklace must be enclosed in uniform shirt

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- ? Necklace must be of sufficient length such that it will not fall out of the uniform shirt.
- ? Necklace must not pose a danger to the wearer.
- ? Necklace must not interfere with proper performance of the member's duties

8.5.4 BRACELETS

Bracelets may only be worn in the event of a medical necessity, as in the case of a "medic alert" bracelet, and still must meet the following criteria:

- ? Bracelets must not interfere with the use of body substance isolation or other safety apparel
- ? Bracelets must not pose a danger to the wearer or a patient.
- ? Bracelets must not prevent proper performance of the member's duties

8.5.5 RINGS


Rings may be worn at the member's discretion provided the following conditions are met:

- ? Rings must not interfere with the use of body substance isolation or other safety apparel
- ? Rings must not pose a danger to the wearer or a patient.
- ? Rings must not prevent proper performance of the member's duties

8.5.6 WATCH

Members may wear one watch of his or her choosing provided the following conditions are met.

- ? Watch must be worn on the wrist
- ? Watch must not interfere with the use of body substance isolation or other safety apparel
- ? Watch must not pose a danger to the wearer or patient
- ? Watch must not prevent proper performance of the member's duties

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8.6 HAIR STYLE

The member's hairstyle shall meet the following requirements

- ? Hair must be clean and kempt
- ? Hair must be of a natural hair color, unnatural colored dye is prohibited
- ? Hair shall be cut so as to present a neat appearance
- ? Hairstyle must not interfere with the use of body substance isolation or other safety apparel
- ? Hairstyle must not pose a danger to the member or others.
- ? Hairstyle must not interfere with the proper performance of the member's duties.

8.7 MAKEUP


The member may wear makeup of his or her choosing provided the following conditions are met:

- ? Makeup must accentuate the member's appearance without calling undue attention
- ? Unnatural makeup colors are prohibited.
- ? Makeup shall be applied so as to present a neat appearance
- ? Makeup must not interfere with the use of body substance isolation or other safety apparel
- ? Makeup must not pose a danger to the member or others.
- ? Makeup must not interfere with the proper performance of the member's duties

8.8 BACKUP/MANPOWER RESPONSE

Members responding to a request for manpower or for a run dispatched as "backup" are preferred, but not required to meet the uniform specifications described in sections 8.1 and 8.2. All other provisions of this policy are in force. Attire worn for backup and manpower responses must meet the following criteria:

- ? Shoes must fully enclose the foot. Sandals and "slide on" shoes are prohibited
- ? Long slacks

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- ? Shirt shall be in good taste and without offensive slogans or images
- ? A professional appearance should be strived for

Members are reminded that they are representing the department at all times, and should endeavor to look the part, even for non-scheduled duties.

8.9 UNIFORM ACCESSORIES

Uniform accessories are not permitted to be used on the golf style uniform shirt. Limited accessories may be used on the Duty Jacket as indicated below:

- ? Years of Service pin – a years of service pin may be worn as desired on the Duty Jacket. If worn, the pin shall be located on the right chest below the name plate
- ? Birth Award – a birth award (a stork pin) may be worn as desired on the Duty Jacket. If worn, the pin shall be located on the right chest below the name plate. Birth Awards must have been issued by this department in order to be eligible for use on the uniform.


8.10 UNIFORM REPLACEMENT

8.10.1 STANDARD UNIFORM

Each member is entitled to replacement of standard uniform items each year on his anniversary date. The standard uniform package is as follows:

- ? 2 golf shirts
- ? 2 sweatshirts
- ? 2 t-shirts, short sleeve
- ? 2 t-shirts, long sleeve
- ? 2 uniform pants, cargo/utility/EMS

Members may substitute quantities of items on the standard package provided the dollar value of the uniform allowance is not exceeded. Request for substitutions must be received in advance of voucher issue in order to reflect proper quantities on the uniform voucher.

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Procedure:

1. Obtain uniform voucher from Uniform Officer
2. Report to the authorized uniform vendor for fitting and provide voucher.
3. Pick up any in stock uniform items
4. Coordinate return visit to pick up ordered (non-stock) items

Additional uniform items from the approved list may be purchased at the member's expense. Any other item from the vendor not on the approved list must be purchased at the member's expense.

8.10.2 CLASS A UNIFORM

Each member is entitled to replacement of class A uniform items as needed for wear and tear. Class A uniforms are expected to last longer than one year. The class A uniform package is as follows:

- ? 1 button front shirt, white or light blue as per rank
- ? 1 black straight leg pants, dress
- ? 1 silver or rhodium badge as per rank


The procedure for replacement of the class A uniforms is the same as for the standard uniform as indicated in section 8.10.1

8.11 GENERAL CONSIDERATIONS

While many of the uniform items specified herein are issued by the department, the member is expected to maintain such items as if they were owned by the member. The uniform is intended to all the member to present a neat and professional appearance, and as such, should be kept clean, pressed and neat. The member is responsible for the safety and return of all issued uniform items, and is responsible for damage to such items above and beyond normal wear and tear except as provided for by the infectious control policy and other department policies.

9.0 DOCUMENTATION

Upon receipt of any of the above issued uniform items, it is the responsibility of the issuing officer to document the issuance of the item on the standard uniform

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issue form: PER-F-001. The member is then expected to sign this form as per the form instructions, and the form will then remain in the member's personnel record permanently.

Upon return of any of the above issued uniform items, it is the responsibility of the receiving officer to document the receipt of the item on the standard uniform receipt form: PER-F-002. The member will receive a copy of this form, and a copy will remain in the member's personnel record permanently.

Issuance of badges will be recorded separately on PER-F-018. The member is expected to be financially responsible for the care of the badge. The cost of the badge will be deducted from the member's pay if not cared for or returned on leaving the department.