PURPOSE: The purpose of this policy is to establish a consistent, citywide uniform and insignia identification system and to establish standards for the correct wearing of departmental uniforms for the Chief of Emergency Medical Services, his staff, and other certified members of the Department. It is intended to promote camaraderie, enhance Department visibility and aid in identifying those individuals who have been delegated operational authority by the Chief of Emergency Medical Services pursuant to City Code Section 2-422.

APPLICABILITY: This policy applies to all volunteer members of the Department of EMS when not in conflict with the by-laws of the squad to which the certified member is affiliated. It also applies to the career force as the uniform standard.

POLICY STATEMENT: It shall be the policy of the Department to establish guidelines on the wear and appearance of EMS uniforms and insignia. The EMS insignia system is intended to build on the existing rescue squad hierarchy insignia system and to give squad officers the status and visibility they need to execute their duties.

This section focuses on dress, semi-dress, casual, and work uniforms as follows:

I. Insignia
   A. Metal insignia

<table>
<thead>
<tr>
<th>Position</th>
<th>Collar Tabs/Epauletttes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS Chief (Colonel)</td>
<td>Silver Spread Eagles</td>
</tr>
<tr>
<td>Deputy EMS Chief (Lt. Colonel)</td>
<td>Silver Oak Leafs</td>
</tr>
<tr>
<td>Division Chief (Major Colonel)</td>
<td>Bronze Oak Leafs</td>
</tr>
<tr>
<td>Brigade Chief (Major)</td>
<td>Gold Oak Leafs</td>
</tr>
<tr>
<td>Rescue, Team EMS Capt (Captain)</td>
<td>Silver Bars</td>
</tr>
</tbody>
</table>
Position  
Squad and Team Officers:  
1st. Lt.                Silver Bar  
2nd Lt.      Gold Bar  
Sergeant     Chevron

Note: Miniature insignia are used for collar tabs and standard size insignia are used on epaulettes. Embroidered bright and subdued insignias are authorized for Class B, C, D and E uniforms

II. Uniform Wear

A. Classes of Department Uniforms

1. Class A (formal/dress) uniform shall be the formal and dress uniform of the Department and it shall consist of the following:

   a. Uniform long sleeve white shirt with tie, metal insignia and accouterments
   b. Uniform navy blue pants with black belt with gold/silver buckle (men)/skirts (women)
   c. Uniform navy blue socks and black shoes (hose for women)
   d. Uniform five button navy blue Eisenhower style jacket (men) or navy blue blazer (women) with insignia and accouterments When worn, it Shall be known as class A, Dress uniform.
   e. Uniform hat as required
   f. The EMS Chief shall specify the wearing of the Eisenhower jacket (men) and Blazer (women) according to the occasion. If not specified, the class A uniform shall be understood to be as described in a, b, and c.

2. Class B (semi-formal) uniform shall be the semi-formal dress uniform of the Department and it shall consist of the following:

   a. Uniform open collar short sleeve white shirt (all seasons) or long sleeve white shirt and navy blue tie (winter dress) with metal insignia and accouterments
b. Uniform navy blue pants and black belt with silver/gold buckle (men/women) or skirt (women).
c. Uniform navy blue socks and black shoes / hose for women
d. Uniform navy blue jacket (winter coat) with shoulder boards, metal insignia and accouterments
e. Class B embroidered and subdued uniform badge is optional and shall follow the guidelines of the Class B semi-formal uniform.

3. Class C (casual or working) shall be the everyday work uniform of the Department and shall consist of the following:

a. Uniform short sleeve white polo shirt with embroidered bright or subdued badge over the left chest
b. Uniform khaki or navy blue pants and brown or black belt, respectively
c. Uniform brown or navy blue socks and brown or black shoes, respectively
d. Uniform jacket or work shirt are optional
e. Department ID worn clipped to an epaulette, collar tab or around the neck on a lanyard with the member’s picture visible at all times regardless of student status.

4. Class D (summer) shall be an optional working uniform of the Department authorized for wear from April 15th through October 1st and shall consist of the following:

a. Uniform short sleeve white or blue polo shirt with embroidered bright or subdued badge over the left chest.
b. Uniform khaki, navy or black shorts (must have a 7” inseam), and matching belt.
c. For field personnel, white tennis shoes with plain white socks. Socks shall be high enough to cover the anklebone. Office staff is authorized to wear either white tennis shoes or docksider style shoes
d. Jackets and work shirts are not worn with shorts.
e. Department ID worn clipped to epaulette, collar tab or around the neck on a lanyard with the member’s picture visible at all times regardless of student status.

5. Class E (work) shall be the work uniform of the Department and shall consist of the following:
   a. Uniform royal blue Flight Medic attire
   b. Uniform navy blue jump suit attire
   c. Uniform Dive Team attire
   d. Uniform SWAT Medic attire
   e. Uniform Bike Team attire
   f. Uniform Squad Truck attire
   g. Uniform gray short sleeve polo shirt
   h. Other attire as approved by Chief of EMS

6. Class F (Personal Protective Equipment) PPE shall be worn for special purposes such as inclement weather or tactical situations, which may present potentially hazardous conditions. PPE shall include:
   a. Traffic safety vest (Worn at ALL MVA scenes when extrication gear is not required)
   b. Hardhat or helmet (white for captain and above, blue all others)
   c. Lightweight extrication ensemble. Worn in the “Hot zone”. (Tan for captain and above, blue all others)
   d. Heavy weight turnout gear (white for chief officers, rescue squad color for squad teams)
   e. Rain coat and rain pants

III. Wearing of Insignia and Accouterments

The following establishes uniformity in the wearing of insignia, name badge, and badges of rank:

1. Officer collar devices shall be worn so that their center axis’s are parallel to, and one inch from the front edge of the collar and one inch down from the upper edge of the collar in both long sleeve and short sleeve shirts. There is no difference with regard to open or closed collar wear.
2. Collar devices worn by sergeants and non-officers shall be placed with the center axis's located on an imaginary line which bisects the collar point, one inch from the front edge and one inch from the upper edge of the collar of both long sleeve and short sleeve shirts. There is no difference with regard to open or closed collar wear.

3. When the eagle is worn, the head of the eagle faces front. Silver, bronze or gold oak leafs are oriented so the stem curves toward the shoulder seam. Silver or gold bars are worn parallel to the front edge of the collar. Chevrons are worn with the point facing upward. Stars of life are oriented with the caduceus upright.

4. The badge shall be worn centered over the left pocket.

5. Nametags are worn centered on the right pocket flap. The clutch pinpoints pierce the top seam line of the pocket flap.

6. Bar pins or ribbons shall be worn centered above the right pocket and ¼” above the nametag.

7. Flight Medic wings shall be worn centered horizontally and ¼” above the nametag. If bar pins or ribbons are worn, the Flight Medic wings shall be centered ¼” above the bar pins or ribbons.

8. Chief Medical officer (CMO) bars shall be worn centered horizontally on the right pocket flap and also centered vertically between the top seam and the button.

9. Longevity stars shall be worn centered horizontally on the left pocket flap and immediately below the top pocket seam.

10. American flag pins shall be worn centered horizontally on the left pocket flap and also centered vertically between the top seam and the button.

11. The Commonwealth of Virginia EMT patch shall be worn on the right sleeve and the agency patch on the left. Both patches are centered on the apex of the shoulder seam line and one inch down from the shoulder seam.

12. Recognition pins (heart, stork, etc.) may be worn only on Class
B uniforms on the left pocket flap and shall not exceed 3 in number.

Winter Jacket (Men and Women) –

1. When the winter jacket is worn, the epaulets shall be adorned with soft shoulder boards or standard size metal rank insignia, which are to be located 5/8 of inch inboard from the shoulder seam and centered on the epaulets. When the eagle is worn the head of the eagle faces forward. When the oak leaf is worn the stem faces the outside shoulder seam. Silver or gold bars are worn parallel to the outboard shoulder seam.

2. The Badge (cloth or metal) shall be worn centered over the left chest.

3. The Commonwealth of Virginia EMT patch shall be worn on the right sleeve and the agency patch is to be worn on the left sleeve. Both patches are worn centered on the apex of the shoulder seam and one (1) inch down from the shoulder seam.

All other apparel (Men and Women)

1. Other apparel such as caps, windbreakers, job shirts, etc. may be worn following the general pattern guidelines set forth herein or in accordance with rescue squad policies. Career uniform articles shall follow the metal badge, embroidery, and screen-printing patterns as currently established. The EMS Chief shall approve all uniform items.

2. Other accoutrements may be worn with permission of the Chief of EMS. This includes, but is not limited to, casual hats and mock turtleneck shirts. The Chief of EMS shall approve specific hat styles and uniform articles that bear manufacturers monogrammed logos that are visible when worn.
3. Class A Hat – The class A uniform hat shall be a standard officer’s hat with badge. Captains and above shall have a gold badge and metal chin strap. All others shall have a silver badge and metal chin strap. The Chief and Deputy EMS Chief shall have decorated brims (scrambled eggs).

4. Department issued helmets shall only be marked with department-issued rockers, shields, etc. An American Flag decal may be added centered at the back of a helmet at the wearer’s discretion. Otherwise, no personal modifications to helmets are permitted without approval of the Chief of EMS.

IV. Occasions for Wear

A. Class A (Dress) - The Class A uniform shall be worn to all Dress occasions (e.g., ceremonies, funerals). It may also be worn to semi-formal occasions.

B. Class A uniforms must be worn by uniformed Career EMS personnel when representing the Department of Emergency Medical Services in a court of law.

C. Class B or class C uniforms shall be worn by Division Chiefs and Career Brigade Chiefs for all in-service training classes or on duty meetings.

D. Class B or class C uniforms shall be worn by Paramedics and Intermediate ALS providers for all in-service training classes, instructor duties, or meetings while being compensated.

E. Class B or class C uniforms must be worn by Career Paramedics and Intermediate ALS providers for any meeting located at the Municipal Center. Chief officers may wear the uniform or professional civilian attire.

F. Class C uniforms with navy blue pants, including department-approved tactical style pants, will be worn by Career Paramedics, Intermediates, and Supervisors while on duty.
G. Class D uniforms (Shorts) may not be worn by Career Brigade Chiefs, Captains, or any member functioning in the EMS 5 or EMS 6 role on duty at anytime.

H. Class D uniforms may be worn by Career personnel if weather dictates or as stated in section II paragraph 4.

I. Class E uniforms may be worn during special assignments or when engaged in dirty work and must be approved for wear by the Deputy EMS Chief.

J. Instruction Supervisors must wear Class B or Class C uniforms while teaching class or representing the Department of EMS at any meeting.

K. Recruitment Officer must wear Class B or Class C uniforms while conducting recruitment, presentation orientation etc. sessions.

L. Shirts - In general, short sleeve shirts may be worn year round. However, long sleeve shirts may only be worn from October 1st to April 15th. Men and women may wear long sleeve mock turtleneck pullovers (white or navy) under the shirt. For men, the wearing of plain white crew neck undershirts is required when wearing Class A and B uniforms. If a T-shirt is worn under the Class C shirt, it must be plain white or navy blue crewneck style.

M. Workshirts/Jobshirts – Men and women shall wear a uniform shirt (polo), white or blue mock turtleneck pullover, or a plain white or navy blue crewneck T-shirt under their uniform workshirt. If the member chooses not to wear a uniform shirt under the workshirt, the workshirt is not to be removed while assigned to an incident scene or otherwise engaged in official business.

N. Winter Jacket and other apparel - The winter jacket and other apparel considered semi-formal or work garments, may be worn at the discretion of the individual provided appropriate weather conditions exist and they are neat in appearance.
O. Formal Hats – Hats shall be worn at outdoor formal events as directed by the Chief of EMS.

P. Protective Apparel shall be worn as appropriate for the environment or work setting. Turnout or extrication ensemble pants are not to be worn as a substitute for uniform pants during routine responses.

Q. Regardless of event or personnel title, the Chief or Deputy Chief of EMS may order uniform assignments.

This policy shall become effective upon approval by the Chief of Emergency Medical Services.

APPROVED:

______________________________  7/12/2010
Burrell Edwards
EMS Chief  Date

Originated  Revised
12/27/2005  7/12/2010