

Effective Date: October 15, 2002

GEORGETOWN-SCOTT COUNTY EMERGENCY MEDICAL SERVICES

Personal Appearance and Uniforms Guidelines

PURPOSE: The purpose of this guideline is to provide a consistent and understandable standard for appearance and uniform wear for employees.

SCOPE: This policy applies to all Paramedics, EMT's, Supervisors, Administrative Office personnel and Administrators of GSCEMS.

OVERVIEW: Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professionalism and business image GSCEMS presents to patients and the community.

Employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees reporting for a scheduled shift who fail to meet this standard will be directed to return to work in proper attire and appearance. Under such circumstances, employees may not utilize compensated time for the time away from work.

Procedure:

- I. General standards of appearance.
 - a. Pins, jewelry, hats, name/insignia or other identifying symbols which are not professionally related to authorized uniforms are prohibited from being worn.
 - b. Any tattoos should be covered wherever possible.
 - c. Hair (including facial hair) is to be neat and groomed at all times. If a member or employee has long hair then he or she must arrange it in such a way that it does not present a safety hazard or distract from duties. Mustaches and beards must be clean, well trimmed, and neat, and must not interfere with the wearing of any safety or medical device, including personal protective equipment (PPE).
 - d. Perfume, cologne, aftershave, scented lotion, etc., should be used in moderation or avoided altogether. Jewelry should not be excessive and should be limited to items that do not functionally restrict the employee or create a danger to personnel or others. Facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs, is not permitted to be worn during working hours or while on duty.
 - e. Personnel are expected to arrive to work in a clean, presentable manner with all appropriate uniform attire in place.

II. Uniform(s).

- a. GSCEMS will provide three (3) uniforms (or reimburse for the cost) per year to all personnel. Additional uniforms may be purchased through GSCEMS's designated vendor.
- b. Only the standard GSCEMS uniform shall be worn while on duty. The approved footwear will consist of black leather boots or shoes with a smooth toe that can be polished (no tennis type shoes). The approved belt is to be black leather basket weave with a silver buckle (gold for supervisors).
- c. Uniforms must remain clean, unwrinkled, neat, and in good repair. Uniforms items that are faded, torn, or worn are not acceptable.
- d. Pager, radio, or Company-issued phone is considered a part of the uniform and must be worn appropriately.
- e. All personnel are responsible for the care and maintenance of their uniforms. If your uniform becomes soiled during a shift, it should be changed, if at all possible.
- f. Personnel should not wear their uniform when not on duty, except that personnel who are on call may wear their uniform during on call time.
- g. GSCEMS will replace uniforms that are contaminated or damaged in the line of duty.