Purpose:
To develop a standard dress code for all personnel working for Duplin County Emergency Medical Services

Guideline:
All Emergency Services employees should strive to be neat and well groomed at all times. On-duty uniforms should not be worn off duty (excluding reporting to and from work and EMS functions)

Personal appearance is important when contacting members of the public under patient care situations. The following guidelines will be mandatory for Duplin County Emergency Services personnel.

Class A
Class A uniforms will be issued to senior staff members and members of the honor guard unit. These uniforms consist of black Eisenhower style jackets over white dress shirts, navy style dress covers will be provided for wear with Class A uniforms. Covers are to be worn at any point the individual is performing drill, or is out of doors. Covers are not to be worn indoors unless specifically engaged in ceremony.

Class B
Class B uniforms consist of white or tan dress shirts (long or short sleeve), worn above black trousers. Black neck tie or tab is authorized for wear with long sleeve shirts. If worn in normal duty situations neck ties should be of the clip on or Velcro varieties. Class B Uniforms shall be worn at all time when crews are voluntarily leaving the station, except as below.

Class C uniform
Class C uniforms consist of white or tan polo style shirts, worn above black trousers. Class C uniforms are authorized for wear between the dates of July 1st and September 1st and when leaving the station involuntarily after 1900.

Haircuts
All employees will keep their hair neat and well groomed at all times. Long hair is to be styled in a fashion that keeps it high off of the collar and prevents it from hanging in the face of the employee or patient.

Mustaches
All facial hair will be well groomed and will be in compliance with OSHA regulations.

Fingernails
Fingernails will be clean and well manicured. Pursuant to MMWR 51(RR16); 1-44, healthcare workers are not authorized to wear artificial nails of any type.
Jewelry
Watches and medical bracelets are allowed, earrings will be limited to post-type and are limited to one pair (one earring per earlobe). Rings should be limited to a wedding set, class or graduation ring. No more than two rings will be permitted. Necklaces must not be visible outside of the uniform at any time. Tongue piercings should be maintained with a flesh colored stud. All other openly visible piercings will not be permitted while on duty.

Badges
Badges will be worn at all times on Class A or Class B uniforms. Belt wear is permitted with class C uniforms, provided a leather type holder is provided by the employee.

Name Plates
Name plates may be worn over the right pocket, with serving since plate below the name plate with 1/8 inch clearance between the bottom of the name plate and the top of the right pocket.

Shirts
All personnel will have their shirts buttoned up to the first button of their shirt, excluding the top button. This is for males and females. Shirttails must be tucked in at all times.

Pants
All personnel will wear black uniform pants purchased by Duplin County or approved black EMS pants.

Patches / Pins
The left sleeve will have the DCEMS patch, with either North Carolina, National Registry, Critical Care, or a United States Flag patch on right sleeve. No other patches are to be worn on the DCEMS uniform. One small pin may be worn on the right upper chest of the uniform. The pin must maintain the professionalism of the uniform and cannot be distasteful or offensive. Pins may be worn centered on the right breast pocket.

Achievement Insignia
Awards for personal achievement are authorized on Class A and B uniforms. A single award may be worn centered over the name tag, subsequent awards should be worn side by side, up to three abreast, a fourth should be centered above three and so forth. Awards should be worn in order of seniority, with the most distinguished award being worn towards the right and higher positions.

Order of Seniority
Lifesaver I-Red, white, blue with red cross
Lifesaver II – Red blue white (red to the right shoulder)
Pediatric Performance-Pale blue with two vertical white stripes
Commendable Service-Red, white, blue with gold laurel
Employee of the Month-Red, white, with blue M
Educational Achievement-Yellow, blue, red (yellow to the right shoulder)
Advanced Instructor – Blue and green (blue to the right shoulder)
Advanced Education-Red w/ white and blue diagonal stripe
Color Guard-Red, white, blue flag symbol

Belts
All Personnel will furnish their own belt, black in color.

Socks
All personnel will furnish their own socks, black in color (if visible).

Shoes
All personnel will furnish their own footwear. Footwear will be black in color, reinforced sole, non slip tread, non open toed or heeled. “Crocs” are not authorized for wear.

Cold weather gear
Wind shirts, and fleece style collard sweaters, which are embroidered with the DCEMS logo, are authorized for wear over any Class B or Class C uniform year round. Gray/ash sweatshirts are not authorized for wear. Turtlenecks or Mock turtle necks are authorized for wear under Class B Uniform shirts. At no time should a long sleeve shirt be worn under a short sleeved shirt.

Outerwear
Only approved lime yellow reflective coats may be worn while on duty with Duplin County EMS. Duplin County Emergency Services employees will only wear issued cold weather or rain gear while on duty.

Safety Vests
Duplin County EMS employees will wear reflective vest provided on each EMS unit or their issued reflective coat when working on or in close proximity to roadways.

T-Shirts
Duplin County EMS T-shirts are not authorized for wear outside of the station, under any circumstances. Gray or ash T-Shirts may be worn while performing station duties, but must be changed prior to responding on calls.

Personal Hygiene
Employee hygiene is a serious concern that affects patient and employee welfare. Duplin County Emergency Services Employees will be clean and free of body odor when reporting for duty. Complaints of body odor will be taken seriously and is grounds for being relieved of duty until the employee returns home to bath or shower. The wearing of perfume or scented body lotions is discouraged.

Sleepwear
All employees shall sleep in clothing which would be generally acceptable for wear in public. At no point should an employee be attired in less than (or the equivalent of)
‘shorts and a t-shirt’. Sleeveless shirts or tank tops are permitted for sleep wear, but should not be routinely worn around the station.

**Hats**

Headwear must be neutral and corresponding in color (i.e. black, khaki, tan). Commercial logos, emblems, or insignia from other organizations is prohibited. Non-specific, generic, EMS or Star of Life Insignia are acceptable, as is the Duplin County ES ‘flag logo’ or DCEMS. Headwear can be worn year round, provided it is clean and in good repair. Administration holds the right to approve or disallow any headwear.

**Class A uniform insignia regulations**

Rank insignia shall be worn on the collar, centered on the bulk of the collar and ¾ of an inch above the crease of the collar. Insignia should be worn perpendicular to the ground. No collar insignia shall be worn on the dress shirt under the Eisenhower jacket. Name tags are not authorized for wear on the Class A jacket. Achievement ribbons are authorized for wear on the right chest, centered above the angle of the pocket and parallel to the ground. Rank stripes are authorized on both sleeves, with the following rank structure:

1 Silver stripe/Silver FTO-Field Training Officer  
2 Silver stripes/ Silver Bar – Lieutenant (Assistant Supervisor)  
3 Gold stripes/ Parallel Gold bar – Captain (Supervisor)  
4 Gold stripes/Gold Oak leaves – Major (Operations/Training)  
5 Gold stripes /Gold Eagle- Colonel (Director)

**Class B Uniform insignia regulations:**

When worn open collar, the vertical axis of the rank insignia is positioned along the imaginary line bisecting the angle of the collar point. The center of each insignia is 1 and 7/8ths of an inch from the collar point. The center of the insignia is positioned at the point where 1-inch lines perpendicular to the front and lower edges of the collar touch the imaginary line.

When worn closed collar, the center of the rank insignia is positioned 1 inch from the front edge and 1 inch below the upper edge of the collar. The vertical axis of the rank insignia is perpendicular to the upper edge of the collar.

**Private Clothing**

Any private clothing worn MUST NOT interfere with the professional appearance of employees functioning within the Duplin County EMS System. Only during extreme weather circumstances will private clothing be allowed, colors should be neutral or corresponding with existing dress policies. Administration holds the right to approve or reject any private items worn while on duty.

**Maternity Uniform**

Exemptions will be made to ensure that pregnant employees are dressed in appropriate clothing and able to perform their duties. Any combination of tailored, altered, or purpose purchased maternity clothing may be utilized, with the consent of the Shift Supervisor, to maintain a neat and professional appearance.
**Undershirt**  
Shirts, t-shirts, turtle-necks, mock turtle-necks, and any other underclothes worn under uniform shirts should be neutral in color (tan, white, black). Brassieres should NOT be visible through the fabric of the uniform shirt. Turtle necks may be worn with embroidery on the collar, acceptable items include: Star of life, DCEMS, EMS or any combination thereof. Long sleeve shirts are NOT to be worn under short sleeve shirts. Special exemptions may be made for specific events (ie breast cancer awareness), requests for exemptions may be directed to the EM Director in writing.

**Administrative Dress Code**
Administrative officers and office staff members shall be neat and professional in appearance at all times. They are exempt from many of the requirements set forth in this Standard.

**Duplin County EMS uniforms (or any part of the uniform) will not be worn in the service of other counties or agencies or for any purpose not sanctioned by DCEMS.**
All DCEMS uniforms will be returned upon separation or termination.