Purpose:

To provide guidelines for the emergency care provider in the wearing of his or her uniform and personal appearance while on duty. The uniform and appearance of the emergency care provider provides recognition and professionalism when responding to an emergency or while in public.

Policy:

1. Uniforms furnished by the City of West Des Moines. The following uniform articles will be provided or made available by the City for the emergency care provider. (Any variations to quantities must be approved through your assigned Lieutenant.)
   - Class A Uniform Dress Shirt (quantity 1)
   - Winter/cool weather jackets (quantity 1)
   - Rain Coat (available at each station)
   - Name tag
   - CAAS Pin
   - Protective Gear for extrications (available on each ambulance)
   - Badge
   - Class B shirt (4 shirts issued to full and ¾ staff, 2 shirts to part-time staff)
   - Pants, black in color. (3 pairs of pants per full-time and ¾ time employees.)(2 pair of pants for part-time employees.)
Optional Uniforms that are approved to be worn at certain times but not provided. Optional uniforms will be marked as the Class B shirts are marked unless variations are administratively approved. (Current items listed below will be allowed with current markings until the need for replacement or a phase out timeframe has been established and communicated)

- Windbreaker type jacket
- West Des Moines EMS job shirt
- Winter stocking cap (approved WDMEMS cap)
- Ball Cap after 2300 hours (approved WDMEMS cap)
  (not allowed to be worn by hospital assigned crews)

2. Uniform Replacement

Uniforms will be replaced on an as needed basis throughout the year. When a uniform that is issued by the department needs to be replaced due to damage or wear, an email will be sent to the Lieutenant in charge of uniforms. The email should indicate the reason for the need to replace. The Lieutenant in charge of uniforms will then approve or deny the request via email to the requester. If approved, the requesting medic will submit the uniform order through the Gall’s online ordering system. The order will then be approved for processing by administrative staff. Upon receipt of the new uniform, the damaged or worn uniform will be turned in to the shift supervisor for disposal. This process only applies to those uniform items provided by the department. City issued uniforms are not to be worn for a secondary job.

3. Uniform maintenance

All ECP’s shall keep uniforms clean and neat in appearance.

4. Surrender of department uniforms

Upon separation from the department, each ECP shall return all City issued uniforms and markings associated with WDM EMS in his/her possession to the EMS Administrative Offices.

5. Patches on uniform

- Designated service patch will be worn on the right shoulder.
- Iowa EMS Alliance Patch will be worn on the left shoulder
- Other patches may be designated at the discretion of the EMS Chief or his designee.

6. Name bar and other markings
• Name bars will be issued by the department and displayed on the right breast of the Class A Uniform. It shall be placed 1/8th inch above the pocket flap, centered above the pocket button.
• Photo ID nametags will be worn at all times and made visible while on duty.
• Photo ID nametags will be worn on the left breast of the Class B uniform with the UnityPoint ID tag showing to the front when working on a hospital assigned ambulance. This location is also recommended for those working on city ambulance although this location is not required.
• A CAAS Accreditation Pin will be worn ½ inch above and centered over the name bar on the Class A uniform shirt.
• Years of service pins issued by the city can be worn with the class A uniform. These pins shall be worn at a point that is level with the CAAS Pin with both pins spaced evenly above the name bar on Class A uniforms.
• All ECPs with rank shall wear the appropriate collar brass indicating rank on Class A uniform shirts.
• ECPs who have been designated as Field Training Medics will be allowed to wear a top bar on their nametag indicating this.
• Other markings will only be allowed upon approval of the EMS Chief or his/her designee.

7. General Guidelines for All Uniforms

• Uniforms shall be worn in a professional manner.
• Shirts will be clean and well pressed.
• Class A shirts will be buttoned to the top with the exception of the top button.
• A solid white undergarment shall be worn under the Class A and Class B uniform shirts. Sleeve length shall be no longer than the sleeve on the shirt.
• Females must wear a bra or camisole that is white or neutral in color.
• Long sleeve uniform shirts will be allowed. Sleeves must remain full length and not be rolled up.
• Uniform pants shall be black in color and worn with a solid black belt with a generic belt buckle. Pants will be free of rips, tears or fraying at the cuffs. No reflective striping will be allowed. Approved pants will be those listed in the department ordering section in the Gall’s website.
• Shoes will be solid black in color providing adequate protection of the feet. Shoes with open toes or heels will not be permitted. Socks/hose shall be worn with shoes and should be dark in color if visible.
• Stocking caps will be permitted during cold weather. WDMEMS stocking caps approved by the department are the approved caps to wear. Other types of plain navy blue or black stocking caps can be worn with administrative approval. Stocking caps are not permitted to be worn within the stations or inside of the hospital.
• During periods of severe weather, the shift supervisor may alter the uniform policy to meet the needs of the situation.

8. Uniforms for hospital

• ECPS are allowed to wear the approved windbreaker style jacket while working on a hospital ambulance, if labeled as UnityPoint Health or labeled as the class B uniform shirt
• City of West Des Moines winter jackets are also allowed to be worn while working

9. Use of other uniforms

Certain uniform or outerwear items may be approved for use during work hours on a case by case basis. The following items have been approved to wear at certain times during your shift or at certain times of the year.

• Wind jacket (proper uniform must be worn underneath)
• West Des Moines EMS –Light Jacket(with administrative approval)
• Job Shirt

10. Class A Uniform

• Dress uniform shirt
• Black ems pants with a black belt
• Solid white undergarment under shirt
• Black shoes
• Dark socks or hose
• CAAS Pin
• Gold nameplate
• Collar Brass indicating rank
• Department issued badge

Class A uniforms will be required to be worn at certain times throughout the year as designated by administrative staff. The Class A uniform should be readily available if notified to wear it prior to arriving for your shift.

11. Class B Uniform

• Polo Shirt
• Solid white undergarment under polo shirt
• Black EMS pants with a black belt
• Black shoes
• Dark socks or hose
• Picture ID visible (hospital crews should have their UPH tag showing and attached to the right chest area)
A department approved ball style cap is allowed to be worn with the Class B uniform after 2300 hours. Ball style caps are not to be worn by hospital assigned crews.

The Class B uniform will be the primary uniform worn by ambulance personnel while on duty 24 hours per day.

12. Personal Appearance – Male

Hair

• Hairstyle shall not be more than medium length and fullness
• A neat pattern on the rear of the neck shall be maintained, with growth neatly trimmed near the collar line and the length not to exceed over the shirt collar.
• The hair will be cut in a neat and proper manner which does not reflect on or detract from the wearing of the department uniform.
• Hair color must be of natural tones. Colors such as pink, blue and purple etc. are not acceptable. Extreme trends such as dreadlocks, Mohawks and long spiked hair are not acceptable.

Sideburns

• Sideburns will be neatly trimmed with straight lines.
• The base will be a clean-shaven line and the length of the hair that constitutes the sideburns will be evenly tapered in the same manner as the remainder of the hair on the side of the head.
• The base of the sideburn will not extend downward beyond the line parallel to the ground and drawn horizontally from the bottom of the ear lobe. The forward and rear edges will be maintained at a vertical line and shall not exceed one and one-fourth (1-1/4) inches at the broadest point.
• The growth shall not be more than one-half (1/2) inch in length.

Mustaches

• The mustache will not extend more than one-fourth (1/4) inch past an imaginary vertical line running from the corners or the mouth.
• The hair from the mustache will not extend over the upper most edge of the upper lip.
• The hair of the mustache will be groomed in such a manner so as not to present a bushy appearance.

Beards (Also refer to Section 5.12, City of West Des Moines Safety Program Manual)

• Full beards are not allowed. OSHA Standard 1910.134
  1. 1910.134(g)(1)(1) The employer shall not permit respirators with tight-fitting face pieces to be worn by employees who have facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function or any condition that interferes with the face–to-face piece seal or valve function.
  2. Partial beards/moustaches are allowed as long as they are around the mouth and within the facial seal area but not on the seal. The partial beard cannot be long enough that it pushes against the mask breaking the seal.
  3. The partial beard must be neatly trimmed with clean lines and no longer than ½ inch in length.
  4. You are expected to be clean shaven when starting your shift.

Jewelry
• Items shall be of a nature which will not detract from the uniform or interfere with the ECP’s duties or cause a hazard to the ECP.
• No earrings or exposed body piercings will be allowed including the tongue.
• Piercings that are hidden by clothing should not be visible through the clothing.

Tattoos
• Tattoos shall be covered at all times while on duty. Either a long sleeve shirt will be worn to cover arm tattoos or skin colored arm sleeve will be worn. This policy is temporarily suspended with the exception of neck tattoos, sleeved arms and offensive tattoos as determined by EMS Administration. No facial tattoos will be allowed.

Body Odor
• ECPs must be odor free and practice personal hygiene.

Cologne/body lotions
• The wearing of cologne and after shave is allowed however the smell should not be overwhelming to staff or patients.

13. Personal Appearance – Female
Hair
• Free hairstyles shall not interfere with patient care or the safety of coworkers.
• Hair will be worn in a neat manner which does not detract from the wearing of the uniform.
• Hair longer than shoulder length shall be appropriately pulled back off the collar in a ponytail, bun or French Twist when in public or in the station when the public is present. The public is considered anytime you are outside of the station, including in the ambulance. This also applies to the hospital setting. When in the hospital you are considered to be in public.
  - Hair color must be of natural tones. Colors such as pink, blue and purple etc, are not acceptable. Extreme trends such as dreadlocks, Mohawks and long spiked hair are not acceptable.

Makeup
• Excessive makeup such as dark, heavy eye shadow, false eyelashes and heavy mascara, which would detract from the uniform, is prohibited. Makeup should be moderate and natural looking.

Jewelry
• Jewelry items shall be of a nature which will not detract from the wearing of the uniform or interfere with the ECP’s duties or cause a hazard to the ECP.
• One post earring will be allowed per ear. The piercings most be located in the ear lobe.
• No other exposed body piercings will be allowed, including the tongue.
• Piercings that are hidden by clothing should not be visible through that clothing.

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Body Odor
• ECPs must be odor free and practice personal hygiene.

Perfume/ body lotions
• The wearing of perfume is allowed, however the smell should not be overwhelming to staff or patients.