



**Orange County Emergency Services
Standard Operating Guidelines**

SOG Name: Issued Attire

SOG Number: GEN-002

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Approved By: F.R. Montes de Oca

Date Effective: October 12, 2009

I. OBJECTIVE

1. The Director will establish approved attire for all uniformed personnel. The items will be periodically reviewed and amended as appropriate to assure adequacy and appropriateness of the items issued and/or approved for staff.

II. SCOPE

1. This guideline applies to all Emergency Services personnel.

III. PROCEDURE

1. General Guidance

- a. Departmental personnel will wear issued and complete uniforms of the appropriate class for a given situation.
- b. It is the responsibility of each member to properly maintain and/or cause to replace items according to this guideline.
- c. The department will purchase sufficient quantities of approved items for uniformed personnel through established purchasing procedures.
- d. Only approved items purchased from approved vendors will be worn on duty. Items to be purchased from an authorized vendor are limited to those listed in the attached "OCES Approved Issued Attire" Catalogue.
- e. The established uniform may change based on item availability.
- f. It is the employees' responsibility to remain properly outfitted with current approved items.
- g. All attire will be clean and pressed and boots or shoes will be polished/shined and maintained in a safe, serviceable manner.
- h. Effective July 1, 2009 employees may purchase their own approved items through the vendor specified by the department.
- i. Replacement of an approved issued item due to damage outside of the daily performance of job duties is the responsibility of the employee.

j. It is the intent of the Department that all non-probationary employees will be issued a complete Class A uniform by the close of FY 2010-2011. Personnel who wish to purchase their own Class A uniform is not authorized until completion of the employee's initial probation.

2. "Class A" Attire

- a. Shined solid black leather shoes
- b. Black or navy blue socks
- c. Navy-blue dress uniform slacks
- d. Black leather belt, smooth or basket-weave pattern
- e. White long-sleeved uniform shirt with service time-appropriate insignia
- f. Optional plain white undershirt with no printing/embroidery
- g. Navy-blue uniform tie- clip-on or safety breakaway style
- h. Navy-blue double-breasted dress uniform blouse (Lieutenants and above)
- i. Dress hat
- j. White dress gloves

3. "Class B" Attire

- a. Black shoes or boots (lace-up approved) zipper optional
- b. Black or navy blue socks
- c. Navy-blue uniform pants or slacks
- d. Black leather belt, smooth or basket-weave pattern
- e. White long-sleeved uniform shirt with rank appropriate insignias
- f. Navy-blue uniform tie – clip-on or safety break-away style
- g. White plain t-shirt with no printing/embroidery may be worn under uniform shirt
- h. Approved mid layer (as found in Approved Issued Attire Catalogue)
- i. Work Jacket

4. "Class C" Attire

- a. Black shoes or boots (lace-up approved) zipper optional
- b. Black or navy blue socks
- c. Navy-blue uniform pants or slacks
- d. Black belt: ESHQ and Communications – smooth or basket weave pattern; EMS – nylon tactical
- e. Issued shirt: ESHQ and Field Lts – white short-sleeved dress shirt with rank-appropriate insignias; All others – polo shirt.
- f. White plain t-shirt with no printing/embroidery may be worn under uniform shirt
- g. Approved mid layer (as found in Approved Issued Attire Catalogue)
- h. Work jacket
- i. Logo ball cap or knit cap

5. "Class D" Attire

- a. Closed-toe and closed-heel shoes or boots
 - b. Navy-blue uniform pants, slacks or khaki pants
 - c. Department issued or approved shirt
 - d. Sweatshirt with round logo
 - e. Department issued or approved shirt
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- f. Work jacket
- g. Logo ball cap or knit cap
- 6. Class of Uniform to be worn
 - a. Class A will be worn at formal official functions or ceremonial occasions with prior approval from the Director.
 - b. Class B will be worn daily by Headquarters staff and Communications Lieutenants for the entire range of Emergency Services activities between November 1st and May 1st and for other staff as assigned.
 - c. Class C will be worn for normal day-to-day operations, special event operations, and public education at casual and outdoor events: Headquarters staff and Communications Lts: May 1st until October 31st; all others: year round.
 - d. Class D will be for attending conferences, seminars, in-house training, and off-site meetings.

IV. RANK AND INSIGNIA DESIGNATIONS FOR DRESS SHIRTS

- 1. Lieutenant
 - a. One Collar Bar Upright on each collar tab
 - b. One Sleeve Stripe for dress blouse
 - c. Gold
- 2. Captain
 - a. Two Gold Collar Bars Upright on each collar tab
 - b. Two Sleeve Stripes for dress blouse
 - c. Gold
- 3. Major
 - a. Oak Leaf on each collar tab
 - b. Three Sleeve Stripes for dress blouse
 - c. Gold
- 4. Colonel
 - a. Eagle on each collar tab
 - b. Five Sleeve Stripes
 - c. Gold

V. UNIFORM SPECIFICATIONS

- 1. White button-down uniform shirts:
 - a. Department patch on each sleeve, centered, 1" below shoulder seam
 - b. Engraved metal nametag centered above right breast pocket, bottom edge parallel to the top of the pocket with ¼" clearance, and single line of all capital text, personnel last name only.
 - c. Badge on left chest above pocket through badge mounts
 - d. Metal rank insignia centered on collar tabs, placed ¾" above the point of the collar, and placed in line with long axis toward point of collars.
 - e. Optional tie tack or tie bar, plain or with approved insignia listed below no larger than 1" in diameter and NC State Seal
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f. Optional National certification pin (one only) no larger than 1", centered above nametag, National Registry of Emergency Medical Technicians, National Academy of Emergency Medical Dispatchers or North Carolina Sheriff's Commission bar.

g. Any other decoration, insignia or emblems shall only be work with prior approval from the Director.

2. Class A blouse

a. Department patch on each sleeve, centered, 1" below shoulder seam

b. Department Coat badge on the left breast

c. NC seal insignia on left and right lapels

d. Gold piping on sleeves around the cuff of ½" width: one band for Lieutenant, two bands for Captain, three bands for Major, and five bands for Colonel

e. Gold stars on left sleeve, based on longevity in emergency services – one star for each 5 years of emergency service

3. Class A Cap

a. OCES Round Cap badge in center of peak of cap

b. Cap band for Sergeant and above, with gold NC Seal buttons

4. Mourning Bands

a. Mourning band is ½" wide black elastic

b. Mourning band is worn horizontally covering the seal of the badge

c. Uniform badges will be covered by mourning bands only as follows:

- For the death of OCES personnel: all badges, worn with class A or class B uniforms; starting as soon as practicable after the death; and ending after the funeral or 7 days, whichever is shorter.
- For the death of affiliated agency personnel: badges worn with Class A uniform only; during visitation and funeral services only.
- All mourning uniform actions approved by the Director

Variance from the uniform policy, including temporary or permanent modifications or the wearing of a different class of uniform than prescribed below may be authorized by the Director.