

Dress and Appearance

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All members of Boston EMS must present a neat, clean, and professional appearance while on duty or in uniform. Employees required to wear a uniform shall do so the entire time they are at work unless specifically exempted. All attributes of departmental uniforms, including requirements, variations, and accessories are subject to final approval of the Chief of Department. The uniform must be clean, pressed, and kept in good repair. Personnel who are not required to wear a uniform shall dress in a manner that is business appropriate. Members shall not be unkempt, disheveled, or malodorous while on duty or in uniform. Hair, beards (if permitted), and mustaches must be kept neat, clean, trimmed, and well-groomed.

UNIFORMED MEMBERS

Personnel holding the following ranks are considered uniformed members of the service and shall wear a complete and proper uniform while on duty:

Chief of Department, Superintendent in Chief, Superintendent, Deputy Superintendent, Captain (Principal EMT), Captain (Training Supervisor), Lieutenant (Senior EMT), EMT-Paramedic, EMT-Basic, and EMT-Recruit.

Uniform Allotment Issued Annually

A uniform allotment shall be issued each fiscal year. Members may obtain the prevailing allotment of uniform requirements at a vendor designated by the Department and in accordance with collective bargaining agreements.

Modifications

From time to time, changes may be made in the description or specification of authorized items of uniform and equipment. When such changes occur, unless otherwise directed by the Chief of Department, existing issued items of uniform and equipment may continue to be worn or used. However, when such articles are replaced, they will be replaced with the currently approved version.

Wearing the Uniform Off-Duty

The uniform shall not be worn off-duty except immediately commuting to and from work. Other than while carrying out patient care duties, it will not be worn at rallies, political meetings, demonstrations, or anywhere that would indicate departmental sanction without prior approval of the Chief of Department or the Superintendent-In-Chief.

Appearance

Hair that normally extends below the collar shall be tied up or arranged in a manner that will conform to the general shape of the head and keep hair above the collar. Hair, beards (if permitted), and mustaches must be kept neat, clean, trimmed, and well

groomed. Fingernails must be kept clean and trimmed short and smooth so as not to interfere with patient care duties.

Footwear

The proper footwear shall be either black low-cut uniform shoes, black uniform work boots, or black leather athletic style shoes that can be shined. Shoes and boots shall be cleaned, shined and scuff-free. Field personnel are strongly recommended to wear black uniform work boots. Dark brown or black socks shall be worn.

Shirts

Shirts shall be permanent press with epaulettes, badge tab and military creases as supplied. Shirts for EMTs shall be tropical beige in color. Shirts for Paramedics, Lieutenants, Captains, and above shall be white in color. Shirt tails must always be worn inside the trousers and tucked in neatly;

Members of all ranks may wear the short sleeve uniform shirt year round. Short sleeve shirts shall be worn with the top (collar) button open unless worn with a tie. A short sleeve uniform shirt shall not be worn over a long sleeve undergarment.

The long sleeve shirt may be worn from October 15th through April 30th, or whenever the temperature is forecast to drop below 65 degrees. When worn without a necktie, the long sleeve shirt will be worn with only the top button (collar) open.

Whenever a uniformed member of the service assigned to Administrative Headquarters or RTQI, a Field Supervisor, or a member of higher rank wears a long sleeve shirt, it shall be worn with a uniform tie unless worn with a turtleneck.

A plain white tee shirt shall be worn under the uniform shirt. During cold weather, a white, brown, or black turtleneck shirt may be worn under the long sleeve uniform shirt to provide an additional layer of warmth as needed. A long sleeve turtleneck shirt may not be worn under a short sleeve shirt. When worn with a turtleneck, the top (collar) button shall be opened. Personnel may opt to wear a turtleneck shirt under a department issued sweater without a uniform shirt. When worn in this manner (without a uniform shirt), the turtleneck must be the correct color related to rank (brown for an EMT, white for a Paramedic or Supervisor).

Patches/Bars/Pins

A brown and gold, "Boston Emergency Medical Services" patch with the City Seal shall be sewn midline to the outside Left sleeve 1/2" down from the shoulder seam; former "Health and Hospitals" patches are not permitted;

A red, white, and blue City of Boston patch denoting level of Department certification shall be sewn midline to the outside Right sleeve 1/2" down from the shoulder seam. Jackets for cadets, recruits, and non-clinical members of the Department shall not have a Department Certification patch;

The requirements for patches shall apply to all shirts, jackets, sweaters, coats, and jumpsuits; Lieutenants and members of higher rank shall wear a gold "EMS" pin on each collar of the shirt. The "EMS" pin shall be worn parallel to the bottom edge of the collar of the long-sleeved shirt;

EMTs and Paramedics may wear silver "EMS" pins on each collar of the shirt parallel to the bottom edge of the collar of the long-sleeved shirt;

Collar devices for the short sleeve shirt, with the top button open, shall be worn in a position perpendicular to the collar point. Long sleeve shirts (or a short sleeve shirt with a necktie) shall have the devices parallel to the neck edge of the collar;

Command Staff and Supervisory Staff shall wear gold stars or bars on both epaulettes of the uniform shirt, and on the epaulettes of the uniform coat/jacket according to designated rank:

Chief of Department	Five Stars
Superintendent in Chief	Four Stars
Superintendent	Four Stars
Deputy Superintendent	Three Stars
Captain	Two Bars
Lieutenant	One Bar

Department issued award ribbons, preceptor rockers, American Flag, union pin, or City Service pins may be worn on the uniform shirt above the right shirt pocket or on a badge holder if one is worn. (For further information on the Department's awards program and ribbons, please refer to "Commendations and Awards"). No other pins, patches, or insignias shall be worn on or with the uniform unless authorized in writing by the Chief of Department.

Badge

An official Department badge shall bear a full color, enameled City of Boston Seal in the center of the badge; the line immediately above the City Seal shall read "Boston" with a blue background; the line below the City Seal at the bottom of the badge shall read "Emergency Medical Services; The color and title of the badge indicate the rank of the member wearing the badge. EMTs and Paramedics shall wear a silver badge indicating rank. The badge for Supervisors shall be gold in color and the rank line shall read "Lieutenant", "Captain", "Deputy Superintendent", "Superintendent", Superintendent-In-Chief" or "Chief," according to the member's rank; The use of the word "Police" on any worn badge or other uniform item is forbidden;

A black elastic "mourning band" ribbon, ½" wide shall be worn on the badge, covering the seal of the City of Boston, but leaving the badge number and rank designation visible, acknowledging a death in accordance with the Department's "Death / Funeral Policy".

Uniformed members of the service shall wear the issued badge on the outermost uniform garment being worn, except when wearing a "turnout" style coat without a badge tab. In that case, a rectangular "BOSTON EMS" patch designating rank or assignment shall be worn.

Trousers

Trousers shall be straight, cuffless, 18" leg width, dark brown, and permanent press, as supplied by the Department's vendor. Trousers length should "break" over the shoelaces

when worn in the normal waist position. The Department also authorizes wool blend dress pants and BDU (“battle dress uniform”) or “cargo pants”.

Hats

The uniform hat shall be an 8-point hat brown in color. The visor color and the chinstrap shall be as follows:

<u>RANK</u>	<u>VISOR COLOR</u>	<u>CHIN STRAP</u>
EMT	Black	1/2" Black Simulated
Paramedic	Black Leather	Silver Flex Strap
Lieutenant	Black	Gold Flex Strap
Captain	Black	Gold Weave
Deputy Superintendent	Black with Gold Weave	Gold Braid
Superintendent	Black with Gold Weave	Gold Weave
Superintendent-In-Chief	Black with Gold Weave	Gold Weave
Chief	Black with Gold Weave	Gold Weave

The 8-point uniform hat shall be worn squarely on the head with the front edge horizontal. Hair must not show under the front brim. The hat should be worn as appropriate at dress functions, and may be worn at standby details and at other times while on duty;

A brown or black baseball type cap with “Boston EMS” embroidered on the front, as issued by the Department’s vendor, may be worn. The cap shall be worn squarely on the head with the bottom edge horizontal. There may be no irregularities in the visor arrangement, nor additional ornamentation added;

Two optional hats may be worn during the winter months: a dark brown, trooper-type cap with Nylon/Rayon crown and acrylic ear flaps as supplied; or a black or brown woolen watch cap;

A Department approved hat device shall be worn on the front center of the 8-point hat or the trooper-type cap.

Jacket/Coat

A dark brown nylon jacket with zip-out lining, winter reefer style jacket, or Cruiser jacket as supplied may be worn during cold weather. Jackets issued as part of personal protective equipment are also permitted;

NOTE: Effective January 1, 2007 leather jackets are no longer authorized.

Sweater/Vest

An issued brown V-neck wool sweater with epaulettes patches may be worn at any time the member wishes to do so for comfort, unless directed otherwise. If the brown sweater is worn without a jacket or reefer coat, the badge shall be worn on the sweater for identification;

A brown insulated vest, as issued, may be worn during cold weather.

Raincoat/Rain Pants

A hooded raincoat and rainpants or “all weather pants”, as issued, may be worn during inclement weather, or as needed. The badge must be worn on the raincoat in the badge tabs.

Neckties and Tie Bars

Neckties shall be dark brown, with pointed bottom. A “breakaway” style tie is recommended for personnel assigned to Field duty. Neckties shall be worn in the proper, uppermost position when worn. A plain gold colored or silver colored tie bar worn at mid-pocket level may be worn to hold the necktie in place. The color of the bar shall correspond with the badge color. A gold or silver colored tie bar the City Seal is also authorized.

Belts, Buckles, and Suspenders

A black velcro belt or leather uniform belt, and a black utility belt, shall be worn as required.

Suspenders are not a mandatory uniform item. If members wish to wear suspenders with the uniform, the suspenders must be brown or white to match the uniform shirt, and may be worn only when covered by the uniform sweater or jacket when in public.

Jumpsuits may only be worn when the outside temperature is below 32 degrees Fahrenheit.

Spare Uniforms

All uniformed personnel shall keep a spare shirt, trousers, socks, and undergarments in their personal lockers or vehicle.

Service Stripes

Length of full-time, paid municipal EMS service may be visibly acknowledged by the wearing of diagonal service stripes on the left outer midline sleeve of the jacket. Each service stripe denotes five years of service. Service stripes shall be a woven gold or silver in color. The color of the stripe shall correspond with the color of the badge worn.

The “Class A” uniform shall consist of the following:

- Dark brown uniform trousers (not BDU)
- Beige long sleeve uniform shirt for EMTs
- White long sleeve uniform shirt for Paramedics, Lieutenants, and above
- Dark brown uniform tie, tie bar, and EMS Collar pins (gold or silver) commensurate with rank
- Black uniform low cut shoes
- Black socks
- Nylon jacket with liner or nylon reefer jacket.
- A brown V-Neck sweater may be worn under jacket.

The Dress Uniform shall consist of the following:

- Dark brown dress pants. EMT and Paramedics shall have a single 1” stripe down the side of the pants; Lieutenant, Captain and Deputy Superintendent shall

have two ½” stripes; while Superintendent, Superintendent in Chief, and Chief shall have a single velvet stripe;

- Beige long sleeve uniform shirt for EMTs;
- White long sleeve uniform shirt for Paramedics, Lieutenants, and above;
- Dark Brown uniform tie, tie bar, and EMS Collar pins (gold or silver) commensurate with rank;
- Black uniform low cut shoes
- Black Socks
- Uniform Hat
- Blouse Coat

Instead of wearing gold stars or bars on epaulettes of the dress uniform coat, Lieutenants and above shall have gold rank stripes around each sleeve as follows:

Lieutenant	One Gold Stripe	½” in width
Captain	Two Gold Stripes	½” in width
Deputy Superintendent	Three Gold Stripes	½” in width
Superintendent	Four Gold Stripes	½” in width
Chief	One Gold Stripe	2” in width

The rank stripes shall be 2” up from the bottom of the sleeve. There shall be a space of 5/16” between stripes.

Retired members of the service are permitted to wear the “Class A” or “Dress Uniform” to Department recognized events so long as the uniform includes a “RETIRED” rocker under the certification patch on the right shoulder.

Uniform/Equipment Items Outside the Annual Allotment

Uniformed members will be issued a helmet, body armor, raincoat, safety goggles, winter coat, safety gloves, respirator mask and filter cartridge. If any of these items becomes unusable due to normal wear and tear, the item will be replaced.

Reasonable Care of Uniform and Equipment Required.

It shall be considered neglect of duty on the part of any member to fail to secure or to take reasonable care of his/her uniform and equipment, to lose any part of his/her uniform or equipment, or to neglect to report such loss immediately to a Supervisor.

Lost or Damaged Uniform/Equipment or Badge

If any Department issued uniform/equipment item becomes damaged or destroyed in the performance of duty, the item shall be repaired or replaced by the Department;

The replacement cost for any Department issued uniform/equipment item lost, damaged, or stolen due to the member's own negligence may be deducted from the annual allotment.

Return of Uniform and Equipment

A member who separates from the Department shall return all issued items of uniforms and equipment to the Department, except that members retiring may be permitted to keep the Class A and Dress Uniform for department functions. These items shall include any issued badge, Department identification cards, keys and access passes, safety equipment, patient care equipment, and clothing;

Failure to return issued items shall be considered theft of Department property. A notice letter shall be mailed listing the missing equipment and stating the name and location of the person to whom the equipment should be returned and the date by which it should be returned. The notice letter shall also state that if the equipment is not returned by the required date, EMS will take one or more of the following steps: file a notice with the Boston Retirement Board concerning the misappropriation of public property, file a stolen property report with the Boston Police Department, and inform prospective employers of the employee's failure to return the equipment.

Specialty Units

Practical modifications may be made to the uniform policy for specialized units such as the Bike Team or Harbor Unit assignments. All such modifications shall be authorized by the Chief of Department and promulgated in the Specialized Unit's operational guideline. Modified uniforms are only permitted for personnel while working in the Specialized Unit. For example, personnel assigned to the Bike Team may only wear the authorized Bike Team uniform when assigned to a bicycle for a special event. Short-term modifications to the required uniform of the day may be made through special order issued by the Chief of Department or designee.

Members Not Required to Wear a Uniform

Short-term exceptions (less than one week) to the requirement to wear a uniform while on duty may be granted by a Division Commander or Section Director to accommodate a special circumstance. Long-term exceptions (greater than one-week) must be authorized in writing by a Superintendent. Requests to otherwise temporarily modify the uniform policy must be authorized in advance by the Superintendent in Chief or Chief of Department. Reasonable accommodation will be made for employees' religious beliefs, cultural traditions, and health care needs when they are consistent with the necessity to present a professional appearance to the public.

NON-UNIFORM OR EXEMPT EMPLOYEES

Employees, students, and observers who are not required to wear a uniform are expected to dress in a manner that is neat and clean, and which is appropriate for the work they perform. Employees are expected to dress in a professional manner. Examples of clothing which are forbidden:

- Shorts (that are not part of a dress suit)
- Tank tops or tube tops
- Hats or caps
- Tee-shirts with slogans
- Clothing that is torn, stained, or disheveled
- Beachwear (flip-flop sandals, etc.)
- Clothing with suggestive themes
- Distracting or revealing clothing
- Jeans
- Athletic / recreational clothing (sweatpants, spandex leggings, sweatshirts, jogging suits, sneakers)

Support Services / Materials and Facility Management Personnel

Personnel assigned to Fleet Services; Communication Engineering; and Materials & Facility Management play a key role in the day-to-day operation of the Department. Their duties frequently require them to operate department vehicles, interact with hospital staff, or to assist at the scene of an incident. As such, personnel assigned to these areas will wear a standardized work uniform so that their role may be easily identifiable. The uniform will consist of work pants with matching button down shirt, or coveralls. A Boston Emergency Medical Services patch will be worn on both shoulders. Relevant certification patches may be worn on the right shoulder in place of the second Boston EMS patch if approved by the area manager.