

|  |
| --- |
| Section: General Rules & Administrations- 100.00 |
| SOP # 100.04 | Subject: Uniform Policy  | Page: 1 of 2 |
| Effective: 02/17/2022 | Authorized: Tiffany Lamp- Asst. Director |
| Revised: | Authorized:  |

 Rural Pope County Emergency Medical Services

 Standard Operating Procedures

100,04.01 Purpose

The purpose of this SOP is to establish policy and procedures for the issuance, composition, presentation, appearance, replacement and return of Rural Pope County Emergency Medical Services (RPCEMS) uniforms and service apparel.

100.04.02 Uniforms

RPCEMS will issue all employees shirts, number of which is dependent on hire status, either Polo or T-shirt. Hoodies and long sleeve shirts are available for employee personal purchase.

EMS Field Staff Uniforms consist of:

* Provided RPCEMS Shirt
* Navy Blue or Black Tactical EMS Pants
* Black Combat/Tactical EMS Boots
* Black Belt

100.04.03 Shirt Issuance

Shirts will be issued to each employee depending on their hiring status.

* Full Time- 2 Shirts
* Part Time- 1 Shirt
* PRN- 1 Shirt

These shirts are required to be returned to RPCEMS within one week of termination or employee departure. Extra T-Shirts can be purchased by the employee via personal funding for $12 per shirt ordered.

100.04.04 Cold Weather Gear

The employee can buy hooded sweatshirts at a price of $20 a piece via their own personal funding. The employee is allowed to wear their own jackets if they are appropriate for the workplace and do not reflect badly on RPCEMS.

100.04.05 Uniform Orders

All additional uniform orders will be directed to the Assistant Director for purchase.