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**Department of Emergency Services  
Fire-EMS Division  
Standard Operating Procedures**

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## General Policies

Subject: Uniforms  
Revised: 8-21-02  
Section: 217.00

### 217.01 Purpose

- A. To facilitate the display of a neat and professional appearance by members of the Fire-EMS Division by establishing policy and guidelines concerning Fire-EMS Division uniforms.
- B. To provide command, company, and functional identification for the Fire-EMS Division personnel and the public.
- C. To establish the uniformity of dress for all uniformed members of the division.
- D. To establish guidelines for the placement of uniform accessories and guidelines on work shoes furnished by the division.

### 217.02 Policy

- A. All uniform clothing worn by Fire-EMS Division members shall meet Ocean City Fire-EMS Division specification and shall be neat in appearance.
- B. Fire-EMS members shall maintain, at least, the minimum amount of uniform clothing necessary to meet the standards set forth in this policy.
- C. Members shall not remain in any state of undress or semi-undress during waking hours.
- D. Those uniforms which are listed within this policy shall be the only officially recognized uniforms of the Ocean City Fire-EMS Division.

### 217.03 Scope

This policy covers uniforms worn by members of the Ocean City Fire-EMS Division.

### 217.04 Authority and Responsibility

- A. The Emergency Services Director shall have the authority to establish or change Fire-EMS Division uniform standards and policies.
- B. All members are responsible for maintaining a neat and professional appearance within the guidelines of this policy.
- C. All officers are responsible to insure that those whom they supervise comply with Fire-EMS Division uniform standards.

## 217.05 General

- A. Fire-EMS personnel shall wear and maintain their uniforms in such a manner so as to present a neat, clean, and professional appearance.
- B. Uniforms shall be clean and free of rips, tears, and holes and shall not be missing any required parts such as buttons, patches, and accessories.
- C. Only those uniform accessories which are listed within this policy are approved to be worn with Fire-EMS uniforms.
- D. Uniforms are to be worn only during On-Duty working hours unless otherwise approved by the Emergency Services Director. Employees shall not wear uniforms for private purposes such as working around the house, outside employment, or other like activities.
- E. When reporting for normal duty, Fire-EMS personnel shall wear a regulation uniform (class B). T-shirts are not to be worn in place of the regulation uniform shirt when in public view.
- F. Employees must wear their full uniforms at all times when in public view.
- G. All uniforms shall conform to the standards established in this policy by the Emergency Services Director.
- H. Members may change into civilian clothes at the discretion of the Officer-In-Charge if they are leaving their normal tour of duty.
- I. Members of the division will report for normal duty in a clean uniform.
- J. No civilian clothing will be worn over top of any Fire-EMS Division uniform at any time or Fire-EMS Division clothing over civilian clothing.
- K. Fire-EMS personnel shall not display any items that promote private enterprise such as hats, shirts, jackets, etc.
- L. Any item sold with OCEMS/OC Fire-EMS or Ocean City Emergency Services, must have the approval of the Emergency Services Director.
- M. Sweatshirts, sweaters, job shirts or other non-issued clothing may not be worn during on-duty time without direct permission of the Emergency Services Director.
- N. All uniforms will be clean, free of excessive wear, lint & loose thread and pressed where appropriate.
- O. Any exemption from the above must have the approval of the Emergency Services Director.

## 217.06 Work Uniform

The work (Class B) uniform is worn by all personnel attached to Fire-EMS Division. The following items comprise the work uniform:

- A. Uniform shirt – standard issue: Navy blue shirt, long or short sleeve. Shirt buttons fastened except the top collar button. Shirt tails tucked into trousers.
- B. Collar pins – standard issue. Collar insignia will be worn one inch above the tip of the uniform shirt collar, one inch from the inner edge, and centered on the collar, along an imaginary line bisecting collar point. Insignia should be clean and show no tarnish. Rank identification will be worn by all ranks Lieutenant and above.
- C. Name plate – standard issue. Name plates will be worn centered over the right breast pocket with the pin parallel to and touching the top of the pocket.

- D. Departmental badge - standard issue. Badges as issued will be worn on the uniform shirt or coat above the left breast pocket and be held in place by a proper badge tab.
- E. Specialty pins may be worn with approval by the Emergency Services Director.
- F. Emergency Services patch will be worn on the left shoulder
- G. State of MD. certification patch will be worn on the right shoulder.
- H. Pants – standard issue, dark blue.
- I. Shoes or boots – black leather with hard soles, clean and polished. No canvas shoes will be worn. Shoes will be kept clean and polished at all times while on duty. Shoes with rips, tears, and /or holes will not be worn while on-duty.
- J. Black belt – standard issue, will show no signs of excessive wear and secured in all belt loops.
- K. Uniform coats – currently issued
- L. Dark socks. White may be worn with approval but may not be visible.
- M. Dark blue T-shirts – standard issue. T-shirts issued by the division may be worn with civilian clothes while off-duty. T-shirts worn as the outer shirt of the work uniform must be tucked inside the uniform pants. T-shirts may be worn while on-duty in lieu of work uniform shirt while performing station duties.
- N. Only official Emergency Services/Fire-EMS hats may be worn by on-duty personnel.
- O. Sweaters – Navy blue uniform sweaters that are issued may be worn over the uniform shirt. The standard issue Emergency Services badge shall be worn on the front of the sweater. The badge must be held in place with a proper badge tab. No patches are to be worn on the sweater.
- P. Jackets – currently issued.

## 217.07 Dress Uniform

The full dress (Class A) uniform is worn by Fire-EMS Division members during special events As approved by the Emergency Services Director or Fire-EMS Division Captain. This uniform is issued upon availability. The following items comprise the dress uniform:

1. Dress coat and trousers - navy blue, class A suit, issued.
  - a. Division badge, issued, is placed in the badge holder on the left side of the coat.
  - b. Awards, issued and/or approved, are worn parallel to the badge, on the right side of the coat, multiple awards will be placed two wide and continue superior toward the collar.
  - c. Collar insignias, issued, are to be worn depicting rank or division insignias and be worn in a manner consistent throughout the Fire-EMS Division. The front edge of the insignia shall be no more than in-half to three-quarter inches from the front edge of the collar.
  - d. Patches, issued, will be worn, certification on the right sleeve and Emergency Services on the left sleeve.
  
2. Shirt – white, long or short sleeve, displaying lapel rank or division insignia,

issued.

- a. Division badge, issued, is placed in the badge holder on the left side of the shirt.
  - b. Name tag with “serving since” plate, issued, will be worn above the right pocket and centered.
  - c. Patches, issued, will be worn, certification patch on the right sleeve and Emergency Services on the left sleeve.
3. Gloves – white
  4. Shoes – black, patent leather with plain toes and black socks.
  5. Tie – black.
  6. Belt – black leather, shined.
  7. Cap – blue, matching the class A suit, issued, worn squarely on the head, division badge on the front of the cap.

## 217.08 Basic Uniform Issue

- A. Work (Class B) Uniform
  1. Work pants – 2 pairs. Plain, dark blue.
  2. Work shirt – 3 long sleeve or short sleeve or any combination of issued navy blue.
  3. Winter coat – 1
  4. Uniform shoes – 1 pair
  5. Black belt – 1
  6. T-shirts – 3
- B. Dress (Class A) Uniform
- C. Accessories
  1. Emergency Services patch – 1 per shirt
  2. State certification patch – 1 per shirt
  3. Collar insignias – 1 pair
  4. Uniform badge – 1
  5. Name plate – 1
  6. Emergency Services/Fire-EMS baseball cap – 1

## 217.09 Clothing Requests

- A. Members wishing to obtain replacement uniform items shall submit a written request for such to their direct supervisor.
- B. Clothing requests shall contain a list of the clothing items desired, quantities of each and sizes.
- C. Requests will then be forwarded to the Captain of the Fire-EMS Division for approval.