

# STANDARD OPERATING PROCEDURES

[Uniforms]



**Department:** Operations

SOP #103

**Applicable to:** All Staff

**Effective Date:** 1 Mar 2020

2 Pages

**Authority:** Chief Dean

**Applicable CAAS Standard:**

**Revised Effective Date:** 1 Nov 20

## Purpose

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding establishing a uniform appearance for providers of the agency. This will include what is worn, how it's issued, footwear, and other considerations.

## Scope:

The scope of this document applies to all personnel in the Operations Chain of Command.

## Guideline:

1. There are six (6) types of uniforms.
  - 1.1. Class A - Formal attire for Public Relations, Parades, Funerals, and as designated by the Chief. Consists of high polished black footwear, straight navy pant, white long sleeve button down collared shirt, black tie, navy dress coat, bell cap, and white gloves.
  - 1.2. Class B - Standard Duty uniform. Consists of Black EMS Boots, EMS pants in navy, class b style shirt in navy (white for Operations staff), branded ball or knit cap. Matching color undershirt.
  - 1.3. Class C - Temporary Assignment. Consists of Black EMS Boot, EMS Pants in Navy, BVA Branded non-button down shirt, and branded ball or knit cap if desired.
  - 1.4. Special Duty - Bike Medics, consists of sneaker or black boot, black bike shorts, BVA polo, helmet.
  - 1.5. Business Attire - Commonly accepted articles of clothing, neat and professional, preferred to be agency branded shirts.
  - 1.6. Training Uniform - This is the Class C uniform model, but with black footwear, Blue Training Dept. Polo, and Gray EMS Pants.
2. Standard Uniform Expectations
  - 2.1. EMS Staff on Ambulance: Class B
  - 2.2. EMS Staff not on Ambulance: Class B or Business Attire
  - 2.3. Training Staff: Class C Training Uniform
3. Collar Brass and adornments.
  - 3.1. All Staff - Name bar and American Flag over right chest pocket, Badge if issued/owned.
    - 3.1.1. Badge cost will be split between the agency and the staff member. Either personal funds or uniform allotment can be used. Split cost of the badge can not be used if the staff member will be short uniform attire.

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- 3.2. Collar Brass
    - 3.2.1. Road Staff - Caduceus on collar
    - 3.2.2. Operations Staff - Appropriate Rank on collar
  - 3.3. Additional commendations and skill pins will be worn on the right chest above the nameplate and below the American flag.
  4. Outerwear.
    - 4.1. Personnel will be issued a midweight Job Shirt.
    - 4.2. Full-Time personnel will be issued a High visibility parka
      - 4.2.1. Part-time personnel will use loaner coats and have coats issued after one year of service.
    - 4.3. Staff may elect to purchase with their uniform allotment a softshell jacket or commander style shirt after one year of service.
  5. Staff on duty that are not on the road may wear either a Class B uniform or Business Attire.
  6. Weather Considerations
    - 6.1. Should the temperature exceed eighty-five (85) degrees Fahrenheit, staff are permitted to dress down to the Class C level uniform on their own judgment. Personnel are expected to self-police and wear appropriate uniform levels based on the conditions.
  7. Soiled Uniforms.
    - 7.1. In the event a staff member's uniform is destroyed beyond serviceability, the Quartermaster has the authority to reissue/replace uniform items. Staff is expected to care for their uniforms and arrive in a clean, properly appearing uniform.
  8. Issuance of Uniforms.
    - 8.1. Full-time - Two (2) pants, Three (3) Short Sleeve Class B, One (1) Long Sleeve Class B, One (1) T Shirt, Job Shirt, Parka, Name plate, American Flag commendation bar, and appropriate collar brass.
    - 8.2. Part-time - One (1) pant, Two (2) Short Sleeve Class B, One (1) T Shirt, One (1) Job Shirt, Name Plate, American Flag commendation bar, and appropriate collar brass.
    - 8.3. Hats will be issued as requested.
  9. Annual Uniform Allowance is aligned with staff anniversaries.
    - 9.1. Full-time - as specified by the Chief
    - 9.2. Part-time - as specified by the Chief
  10. Uniform Requests will be submitted via a form on Agency Intranet

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