

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

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TITLE: UNIFORMS	SECTION: LAND AMBULANCE
DATE: June 29, 2001	POLICY NO.: KDSB-LAS-IV-01
APPROVED BY: Resolution No. 2001-102	REVISED: October 20, 2005 March 31, 2007

1. POLICY STATEMENT

Uniforms will be issued to each employee and volunteer of the Kenora District Services Board Land Ambulance Service and will reflect a professional standard in all situations that require an employee to represent their profession.

2. PROCEDURE

2.1 Uniform Standards

To ensure a standard professional image for the land ambulance service operated by the Kenora District Services Board the following standards will apply to all uniform items issued to employees.

- Shirts: navy blue with shoulder epaulettes
short-sleeve or long-sleeve
- Pants: navy blue tactical (paramedic) 'blousy' style
Reflective striping on both legs
- T-shirts: white or navy blue
Crew neck, V-neck or turtleneck
- Sweaters: navy blue with twill patches on elbows, shoulders & epaulettes
paramedic insignia
V-neck or crew neck
- Jumpsuits: navy with reflective striping on legs and arms
sewn seam and elasticized waist
short-sleeve and long-sleeve
- Boots: black, high cut, CSA approved
- Jacket: navy blue with zip-out lining
Two inch circumferential reflective striping below elbows on sleeves.

2.2 Uniform Issue

- a) To maintain a high degree of professionalism, the Kenora District Services Board will provide, at the discretion of the Ambulance Service Manager or Coordinator, up to five uniforms to new employees of the ambulance service, exclusive of boots, jacket, and sweater.
- b) Each employee may request the style of uniform they wish to have issued and this may be a combination of the standard uniform items (e.g. 2 jumpsuits, 3 shirts/pants).
- c) One jacket with zip-out lining will be made available to each employee to protect them from adverse weather conditions.

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- d) Upon request a sweater as described in the uniform standards will be issued to an employee of the ambulance service.

2.3 Wearing of Uniform

- a) Ambulance staff are to report for work at the designated time in a clean, well-pressed uniform and polished black shoes/boots as approved. Proper personal grooming is also a requirement of the desired appearance.
- b) Uniforms may only be worn by ambulance staff while at work, proceeding directly to or from work, on stand-by duty, during public relations, court duty, or at other times approved by the Director of EMS and must be worn completely and in accordance with this policy.
- c) At no time will ambulance staff enter an establishment that sells liquor or alcoholic beverages while in uniform, with the exception of responding to a call or for the purpose of obtaining a meal while on an out-of-town transfer.
- d) An identified need for summer and/or winter headgear must be supported by a written request to management for issue of an appropriate style. Non-issued headgear is not worn under any circumstances.
- e) The only crest permitted on the uniform is a shoulder service flash to be worn on both shoulders of shirts, jackets, and parkas.
- f) The employee may wear an approved pin in the left lapel pocket of uniform tunics, or as a tiepin with a maximum of two pins worn on the uniform at any time. Approved pins include safe driving award and community college A.E.C. pins. Any other pins must be given prior approval by the Ambulance Service Manager or Coordinator.

2.4 Responsibility for Issued Uniform

- a) Each Paramedic is responsible for all portions of the uniform issued to him by the employer and may be charged replacement cost for any item that is lost, stolen or ruined through the employee's neglect.
- b) An employee leaving the employment of the Ambulance Service is required to return all portions of issued uniform, except safety footwear, to the Manager/designate, prior to receipt of their final pay cheque.
- c) Uniform items are returned by the employee to the Manager, or a person designated by the Manager for that purpose, when they are no longer serviceable. They may not be retained by the employee for personal use. Upon return, the uniform items are stricken off the employee's uniform issue record.
- d) A uniform record is maintained by the Manager, or a person designated by him for that purpose, and this record contains the employee's measurements and the quantities of all uniforms issued or returned, and the date of the transaction.

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2.5 Uniform Cleaning

Employees will be responsible for cleaning of uniform items issued to them. If items are soiled excessively they may be cleaned by a designated cleaning service but the responsibility for pick-up and delivery of the uniform items is on the employee's own time.