



**OHIO SPECIAL RESPONSE TEAM, Inc**

## **Wear and Appearance of Uniforms**

**Summary.** This Instruction on uniforms and grooming establishes the standards for the authorized uniforms and grooming for all members of the Ohio Special Response Team, Inc. (OSRT).

**This directive replaces and supersedes all previous editions. Destroy all copies of previous versions.**

**Applicability.** This Instruction applies to all personnel of the Ohio Special Response Team

**Supplementation.** Supplementation of this regulation and establishment of command and local policies is strictly prohibited.

**Suggested Improvements.** Suggested improvements which may be considered for this Instruction should be forwarded in writing to the proponent agency of this regulation, OSRT, Chief of Office of Personnel and Administration, 597 Park Avenue East, Mansfield, OH 44905.

### RECORD OF CHANGES

Change Number	Date Entered	Entered By	Remarks

FOR OFFICIAL USE

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Commander

## **REFERENCES:**

None

## **ACRONYMS:**

EMS     Emergency Medical Specialist  
HQ     Headquarters  
I.D.     Identification  
NASAR National Association of Search and Rescue  
PIN     Personal Identification Number  
SSN     Social Security Number  
TBD     To be determined

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## Chapter 1

### General Information

#### 1.1. Purpose.

1.1.1. This instruction prescribes the uniforms which may be worn and the manner in which the uniforms are worn and the occasions when the uniforms will, or will not be worn, for all personnel of the Ohio Special Response Team, Inc., (OSRT). This regulation also prescribes the authorized material, design, and accessories.

1.1.2. Only uniforms as approved by Headquarters (HQ) OSRT, will be worn by OSRT members. Illustrations in this regulation are furnished for information purposes only.

**1.1.3. The wearing of insignia and awards on the utility shirt, utility jacket, and utility cap are prescribed in the regulation Insignias, Awards,, Recognition, and Identification items.**

1.1.4. The color guard uniform is defined in a separate directive.

1.1.5. No other additions or changes to the uniform are authorized unless approved by the Executive Committee. This includes the use of the OSRT logo and the organization name on clothing or on any other object(s).

#### 1.2. Wear of the uniform.

1.2.1. The uniform will be worn by all members when on duty. Duty is defined as performing assignments or a scheduled training.

1.2.2. All uniform combinations are authorized for year-round wear. However, appropriate discretion should be used based on weather conditions and duties. The wearing of combination of uniform items not prescribed in this manual is prohibited.

1.2.3. The wearing of a combination of civilian and OSRT clothing on duty or training is normally prohibited, but can be authorized by the unit commander, because of inclement weather or in the case of training requirements, or for safety reasons.

1.2.4. The wearing of uniforms is prohibited:

1.2.4.1. In connection with the furtherance of any political (promotion of candidates/rallies) or commercial interests.

1.2.4.2. When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by HQ OSRT,

1.2.4.3. When attending any meeting or event which is a function of, or sponsored by, an extremist organization.

1.2.4.4. In establishments that primarily sell alcohol. If the establishment sells alcoholic beverages and food, members may not wear uniforms within an establishment if is centered on drinking alcohol only.

1.2.4.5. When wearing the uniform would bring discredit to the member or OSRT.

1.2.5. Head gear will be worn with all uniforms except under the following circumstances:

1.2.5.1. When the wear of uniform headgear compromises safety. For example: the wear of industrial hard hats or a motorcycle helmet with the uniform is acceptable when required for safety.

1.2.5.2. Headgear should not be worn indoors as a courtesy, not a rule, unless hands are needed (i.e. carrying items, providing care or services), performing assigned duties (i.e. at a desk, doing building searches, or other indoor assigned station), is a safety issue, or is otherwise not practicable.

1.2.5.3. When not worn, headgear will be carried in hand or stowed out of site, not attached to the uniform or hung from the belt.

1.2.6. The OSRT hat, polo style shirt, printed t-shirt, and light windbreaker/casual jackets may be worn off duty-by members in good standing. Any off-duty wear of the uniform must be tempered by good judgment and taste and is subject to all the provisions of section 1.2.4 and 1.6 of this manual.

### 1.3. Uniform appearance and fit.

1.3.1. Appearance. Each member of OSRT will maintain a high standard of dress and appearance. Uniforms will be properly fitted (trousers/pants or shirts should not fit tightly), clean, serviceable, and pressed as necessary. Members must project a professional image that leaves no doubt that they live by a common standard and are responsible to order and discipline.

1.3.1.1. Personnel will ensure that when articles are carried in pockets; i.e., wallets, checkbooks, combs, and keys, these articles do not protrude from the pocket or present a bulky appearance (except in the field).

1.3.1.2. Uniforms will be kept buttoned, zippered, Velcro fasten, or/and snapped; metallic devices will be kept polished; embroider insignias will be clean and not frayed; and footwear will be clean and shined as applicable; (some footwear may not be able to be polished, i.e. suede, rubber, etc).

1.3.1.3. Lapels and sleeves of coats and jackets should be pressed (without creasing). Utility shirt sleeves (not the utility jacket) may be creased.

1.3.1.4. Trousers, slacks, and sleeves of shirts should be pressed.

1.3.1.5. Trousers legs of the utility uniform WILL NOT be bloused except for the field and may be bloused above the boots using integral ties or elastic blousing bands. When bloused, trousers will not extend below the third eyelet from the top of the boot. Blousing in the field may not be practical for some low style of boots. In this case, for protection leg gaiters may be used. In the field blousing of trousers may be necessary due to inclement weather or at the discretion of the senior member on location.

1.4. Personal appearance. A neat and well-groomed appearance by personnel is fundamental to the OSRT, and contributes to safety and to building the pride and commitment essential to an effective team.

### 1.5. Responsibility for appearance.

1.5.1. It is the responsibility of section supervisor's and unit commanders to assure that members under their supervision present a neat and professional appearance.

1.5.2. It is the responsibility of each member to maintain the highest standard of personal appearance while in uniform.

1.6. Appearance standards. All members will observe the following minimum standards for all training periods and field training:

1.6.1. Hair. There are many hair styles which are acceptable. So long as a member's hair is kept in a neat, clean manner, the acceptability of the style will be judged solely by the criteria described below. Extreme or fad style haircuts or hair styles are not authorized. If dyes, tints or bleaches are used, colors must be natural to human hair and not present an extreme appearance. Lines or designs will not be cut into the hair or scalp. Styles of hair and texture differ among the different ethnic groups and these differences affect the style worn by each member. Haircuts, without reference to style, will conform to the following standards.

1.6.1.1. In all cases, the bulk or length of hair will not interfere with the wear of headgear or protective masks.

1.6.1.2. Sideburns of any style are permitted as long as they are neat, clean and not extreme in appearance.

1.6.1.3. Mustaches, beards, and goatees are acceptable, as long as they are clean, kept trimmed to a professional appearance, and not appear to be radical (radical as defined by HQ OSRT) in appearance.

1.6.1.4. The wear of a wig or hairpiece in uniform or on duty is authorized. When worn, it will not be a hinderance to wearing the uniform hat , various masks, and safety helmits.

1.6.1.5. Hair holding devices, if used, should be unadorned and must be transparent or similar in color to the hair and will be inconspicuously placed.

1.6.2. Cosmetics. Female members are authorized to wear cosmetics applied conservatively and in good taste. Lipstick and nail polish may be worn with all uniforms as long as the color is conservative and compliments the uniform.

1.6.3. Fingernails. All personnel should keep fingernails clean and neatly trimmed so as not to interfere with performance of duty, detract from a professional image, or present a safety hazard.

1.6.4. Body Piercing. The attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the skin while in uniform, or in civilain clothes while on duty, or any training, though not prohibited, the **overriding concern is safety, therefore should be tempered with good judgement.**

1.6.5. Tattoos. Tattoos in exposed areas may be required to be covered with proper wear of the uniform or flesh colored tape.

1.6.6. Hygiene and body grooming. Members are expected to maintain good daily hygiene and wear their uniforms so as not to detract from the overall professional appearance.

## 1.7. Wearing of jewelry.

1.7.1. The wearing of a wrist watch, a wrist identification bracelet, including a conservative style identification bracelet (only one item per wrist), and not more than two rings (wedding set is considered one ring) is authorized with uniforms unless prohibited for safety of health reasons as long as the style is conservative and in good taste.

1.7.2. No jewelry, watch chains, or similar items will appear exposed on uniforms. Exception would be a single pen or pencil stowed in the left breast pocket of the field utility uniform as functionally designed into the shirt by the manufacturer for this purpose. Members are not authorized to wear any type of earring(s) when in uniform in the field.( **This is a case where the overriding standard is safety**)

## 1.8. Wearing of eyeglasses

1.8.1. Conservative prescription eye-glasses are authorized for wear.

1.8.2. Conservative prescription and nonprescription safety glasses, goggles, or sunglasses are authorized for wear, except on those occasions where the member is in formation.

1.8.3. Eyeglasses or sunglasses that are faddish, gaudy, or have lenses and frames with adornments are not authorized for wear. Lenses that are so large as to detract from the appearance of the uniform will not be worn. [some safety glasses may have initials (i.e. okley, cabellas, remington, smith-n-wesson, sthil, etc. As long as in good taste and not gaudy, may be used].

1.8.4. Contact lenses may be worn when prescribed. Lenses may be clear or tinted. Tinted lenses must represent the appearance of normal eye color. When tinted lenses are worn, both eyes must appear similar in color.

## **Chapter 2**

### Basic Uniforms

2.1. Uniforms. The following basic OSRT uniforms and their authorized accessories as described in this directive are authorized for wear:

2.1.1. Utility service uniform. The US Coast Guard work uniform type, navy blue only (Black work uniform type trousers are authorized if already possessed, till member has to purchase a replacement pair due to serviceability, or 1 year after the issue date of this instruction).

2.1.2. Cold Weather Clothing

2.1.3. Polo type shirt, light blue Uniform

## **Chapter 3**

### Utility Uniform.

3.1. General guidelines.

3.1.1. How worn.

3.1.1.1. The Coast Guard work uniform navy blue, rip-stop fabric, is the basic OSRT utility uniform and may only be worn when prescribed by the commander. This uniform is intended to be worn in the classroom, field training, or mission oriented events. This uniform is designed to be loose and comfortable in fit and at the same time functional.

3.1.1.2. The shirt will be worn inside the trousers and the trousers worn with a belt. The shirt may be untucked in the field for ventilation and cooling. The trousers will not be worn bloused, except optional blousing when in the field using blousing bands if trousers are not tucked into the boots.

3.1.1.3. The uniform may be pressed and/or starched. Unit commanders may require the uniform to be pressed for special occasions when appearance should be especially sharp such as when special guests, instructors, public figures, and/or unit supporters may be present.

3.1.1.4. When the sleeves are rolled up, the outside will remain exposed. The sleeves will be rolled neatly above the elbow but not more than two inches above the elbow and not covering embroidered insignias on the upper arm.

3.1.1.5. The unit commander may authorize wear of the uniform without the outer shirt in temporary conditions caused by heavy exercise, labor, or climatic conditions. Navy blue or black undershirts are mandatory in this case.

3.1.1.6. The navy blue ball cap is the basic headgear for this uniform. The cap has the letters OSRT on the front. The cap will be worn in a professional manner. "Boonie" style navy hats are authorized in the field.

3.1.1.8. Members may wear gloves with utility uniforms. Use of gloves should be purposeful, functional, and not distracting. Use of high visibility gloves for safety is considered purposeful; whereas poorly fitting (too loose or bulky) gloves would be distracting and potentially dangerous.

3.1.1.9. Members may wear leg gators in a field environment at the wearer's discretion. Navy blue is the preferred color.

3.1.1.10. A cold weather coat may be worn with uniforms. A black or navy blue all weather coat may be worn as a raincoat with these uniforms.

### 3.2. Composition.

The primary uniforms are comprised as follows:

3.2.1. Shirt and trousers, hot weather, navy blue, rip-stop fabric utility uniform, procured through commercial sources (but meeting US Coast Guard work style design).

3.2.2. The Dark Blue hat must be obtained from Logistics.

3.2.3. The navy blue cold weather (field jacket M-65), may be worn with any uniform. The placement of insignias are in a separate directive titled Insignias, Awards, and Recognition. No awards and grades are authorized for wear on the field jacket.

3.2.4. Two styles of optional jackets are authorized – a light weight windbreaker and a heavier casual.. The jackets are waist length in style. Refer to illustration 1 for a view of the heavier casual jacket. The placement of insignias are in a separate directive titled Insignias, Awards, and Recognition. No awards and leadership position insignias are authorized for wear on the jackets.

3.2.4.1. Light weight windbreaker without an attached hood – navy blue or black.

3.2.4.2. Heavier casual jacket with a removeable liner and without an attached hood – navy blue or black.



Heavier optional jacket. Figure 1.

3.2.5. The optional light blue polo type shirt may be used in an administrative environment but not authorized in the field, except as authorized by Commander OSRT for instructors or Support Staff performing functions at the direction of the Commander. The polo shirt shall be 100% cotton, no pockets, 3 buttons at the collar. *No leadership position insignias or awards insignias will be worn with this shirt.* An embroidered OSRT logo, minus the outer blue ring and the white background, will be embroidered on the left chest area. Last name will be embroidered on the right chest in Navy blue. Only one source authorized as of the date of this publication, so check with OSRT Logistics for pricing and ordering.

### 3.3. Headgear.

3.3.1. The navy blue ball cap, navy blue knit wool cap (nicknamed watch cap) and required safety helmets are authorized with the utility uniform. Navy blue “boonie” style hats are authorized for field use only.

3.4. Accessories. The following items may be worn with the utility uniform:

- 3.4.1. Belt, black web, or rigger with black open-faced buckle.
- 3.4.3. Boots or shoes, brown or black.
- 3.4.4. Coat, all weather black/navy blue
- 3.4.5. Rain wear, durable and functional
- 3.4.6. Gloves, functional to assignment.
- 3.4.7. Headgear.
- 3.4.8. Scarf, wool blend, navy blue, (with black/ navy blue all weather coat only).
- 3.4.9. Leg gators, navy blue, field environment only.
- 3.4.10. Neck gaiter navy blue
- 3.4.11. Socks cushion sole (any socks that are functional with field wear boots).
- 3.4.12. Socks, dress, black or navy blue
- 3.4.13. Sweater, pullover or cardigan, navy blue.
- 3.4.14. Undergarments.
- 3.4.15. Undershirt, navy blue, crew neck, with or without pocket. On the back, the letters OSRT in white, and approximately 5-5 ½ inch block letters, centered on the shoulders, will be silk screened. On the front, the OSRT logo, in white only, 2 ¾ inches, can be silk screened, centered on the left pocket or if no pocket, in the approximate same location
- 3.4.16. Personal hydration system, i.e., "camelback"
- 3.4.17. Boonie Hat, navy blue
- 3.4.18. Utility Jacket(type M-65 Coast Guard), navy blue, with or without liner
- 3.4.19. GORTEX type utility jacket/rainwear, navy blue.
- 3.4.20. Organizational equipment as determined by the unit commander.
- 3.4.21. Shirt, short sleeve, Navy blue, rip-stop utility, 2- pocket. As an optional uniform item, a short sleeve version of the utility shirt may be worn during warm weather, as long as it conforms to the same specifications as the long sleeve shirt, such as material, color, etc of the long sleeve version. All accessories on the shirt are the same as the regulation calls for in the long sleeve version.

## **Chapter 4**

Cold Weather Uniforms To be determine.

### 4.1. General Guidelines.

4.1.1.. The cold weather uniforms are available for wear at the wearer's option based on climatic conditions. The unit commander may prescribe certain uniforms for wear for uniformity, however, that decision must be

tempered by good judgment. **This chapter will be completed at a later date after research on type and design of clothing.**

4.2. Composition.

4.3. Headgear.

4.4. Accessories. The following accessories may be worn with the cold weather uniforms.

4.4.1. Boots, brown/black leather.

4.4.2. Boots, cold weather, insulated.

4.4.3. Gloves, black leather shell with inserts.

4.4.4. Mask, face, cold weather, navy blue

4.4.5. Overshoes, black.

4.4.6. Scarf, wool blend, navy blue

4.4.7. Neck gaiter.

4.4.8. Socks, cushion sole.

4.4.9. Thermal undergarments.

4.4.10. Organizational clothing and equipment as determined by the unit commander.

4.4.11. Watch Cap, wool, navy blue

## **Chapter 5**

### **Accessories (Optional uniform items)**

5.1. There are many uniform items that may be worn with the utility uniform. Most are Coast Guard or Air Force type. They are optional and not mandatory, and are designed for cold or wet weather. The illustrations are not meant to be all-inclusive, and in many cases show Coast Guard attachments to the uniforms, and they are merely for illustrative purposes.

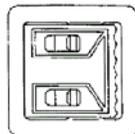


**Types of optional uniform items. Figure 2.**

**5.2. Belt, black web.**

**5.2.1. Description.**

5.2.1.1. The black cotton web belt is 1 ¼ inches wide and is trimmed to length by the wearer. They are a black metal tip. It is worn with the black, open faced buckle. A rigger's belt may also be worn.



**Open faced Buckle Figure 3.**

5.2.1.2. How worn. The black web belt with the black tip and buckle is worn with the utility uniforms by all personnel. The black tipped belt should be trimmed so that only 1 to 3 inches extend from the buckle. Males will thread the belt tip from right to left; females from left to right.

**5.3. Footwear.**

5.3.1. Footwear will be sturdy, supportive, comfortable, and functional to its application.

5.4.2. A “duty boot” like the high top or law enforcement style, is recommended but not mandatory. Hiking, hunting, or cold weather boots are authorized.

5.4.3. A dark color is the preferred color.