



PD 602 Standards of Dress and Appearance for uniformed police officers, special constables and uniformed police staff

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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	May 2012	Sharon Ault	Head of Human Resources and Organisational Development	Revision of existing procedure PD361. PD361 now replaced with PD 601 & PD 602
1.1	June 2012	Melanie Winskill-Wilson		Insert section 4.4.6 on wearing medals/decorations

SECTION 2 BACKGROUND

Nottinghamshire Police must provide the best possible policing service to the people of Nottinghamshire. We have a responsibility to enhance confidence in Nottinghamshire Police and present a professional image of our organisation. The wearing of uniform must be consistent throughout the organisation.

All police officers, police staff and special constables of Nottinghamshire Police must portray a professional image to the public and communities we serve. A smart and professional appearance will project authority and command respect whilst providing reassurance to the public of a professional standard of service. The appearance of police officers and police staff is a factor that may influence opinion and poor appearance may detract from an otherwise excellent service.

SECTION 3 AIMS / OBJECTIVES

Nottinghamshire Police is committed to ensuring that, wherever possible, the diverse needs of all police officers, special constables and police staff are met, provided that they do not conflict with, or compromise, the delivery of operational services and obligations under Health and Safety legislation and the overall requirements and standards as set out in this policy.

The aim of the policy is to standardise the dress and appearance of all uniformed police officers, police staff and special constables in Nottinghamshire Police, thereby ensuring consistency and safety for staff whilst portraying an image which engenders confidence, credibility and respect from the public we serve. The policy complies with best practice as detailed in [Home Office Circular 051/2003](#).

The objective of the policy is to establish a framework of guidance and instruction that will assist police officers, police staff, supervisors and line managers in identifying and maintaining acceptable and expected standards of dress and appearance. Religious and cultural requirements will be accommodated wherever possible.

SECTION 4 DETAILS

4.1 Scope

This policy applies to:

- Uniformed police officers
- Uniformed police staff
- Special constables

This policy is applicable with immediate effect.

4.2 Key principles:

4.2.1 That all police officers, police staff and special constables portray a professional image at all times.

4.2.2 All police officers, police staff and special constables when at work display a positive image of Nottinghamshire Police in the standard of their appearance which is appropriate to their individual role.

4.2.3 All police officers, police staff and special constables should portray a professional image that is measured against the general standards of society, common sense and discretion need to be applied within the spirit of the policy

4.2.4 That line managers and supervisors manage appropriately the standards of dress and appearance of their people at all times.

4.2.5 The policy complies with Home Office Circular 051/2003.

4.2.6 Whilst maintaining the standards of dress, consideration will be given to extremes of temperature, health and safety, hygiene, ethnic, cultural, religious and medical factors.

4.2.7 The wearing of anything that detracts from the professional image of Nottinghamshire Police should be avoided.

4.2.8 Health and safety policy requires that each individual has a duty to ensure that they do not place themselves at unnecessary risk and will override this policy.

4.2.9 The policy complies with the guidance found in [First Impressions - Our Appearance Standards](#) booklet

4.3 Responsibilities

Individuals.

4.3.1 It is the responsibility of all individual police officers, police staff and special constables to ensure they adhere to this policy and associated procedures and guidance.

4.3.2 To ensure that a good standard of appearance is maintained.

4.3.3 To adhere to reasonable instructions by a superior in the wearing of uniform or work wear whilst working for Nottinghamshire Police

Line managers and Supervisors.

4.3.4 It is the responsibility of line managers and supervisors to ensure that all their officers and staff comply with the uniform and appearance standards and that a good standard of appearance is maintained.

4.3.5 They must decide on the suitability of dress and appearance whilst taking into account the role being undertaken and likely extremes of temperature, health and safety, hygiene, ethnic, cultural, religious or medical factors.

4.3.6 Where supervisors/managers are concerned about an individuals' appearance, the individual should be appropriately and sensitively challenged, informed of the standards of

dress and appearance requirements. The reasons for their failing to adhere to the standards should be established.

4.3.7 To instigate disciplinary procedures if appropriate.

4.4 Appearance

4.4.1 Hair.

It should be clean, neat and tidy. It should be worn so that it is cut or secured above the collar and ears and presents a professional image. Hair motifs, colour, patterns and extreme styles are not appropriate and should not prevent the wearing of headgear.

4.4.2 Facial Hair.

In general police officers, police staff and special constables should be clean shaven. Fully grown beards and other facial hair should be kept clean, neat and tidy. A new beard should be grown during a period of leave away from the work environment. Warrant cards/ID cards must be updated when there is a substantive change in appearance.

4.4.3 Cosmetics.

Makeup and nail polish can be worn in moderation, and must convey a professional image. Nails must be of a functional length that does not represent a health and safety issue. Mehindi (henna plant) decorative body painting in accordance with religious or cultural observance may be worn.

4.4.4 Tattoos.

Tattoos that may be considered offensive and impact on the professionalism of the police service must be covered at all times. [Police officer national recruitment standards](#) provide greater detail.

4.4.5 Jewellery.

The minimum amount of jewellery should be worn to maintain a professional image and minimise any risks to health and safety. No excessive jewellery in terms of amount or colours is acceptable as this detracts from a professional image.

Police officers, police staff and special constables have a duty of care to themselves and colleagues to carry out a risk assessment of the jewellery being worn and the circumstances they are in.

Jewellery which is worn as part of a religious or cultural belief may be worn providing there is no significant risk to health and safety.

4.4.6 Wearing Decorations (medals)

Medals will normally be worn so that each medal is suspended from between 3.17cm and 3.81cm of ribbon and so fastened as to cover the ribbons on the jacket. If more than one medal is worn it may be necessary to vary the length of ribbon so that the lower extremities of the medals are in a horizontal line. Tunic ribbons can be taken to Stores who will arrange for them to be fitted in the correct position.

Specific instructions will normally be issued on each occasion when officers are required to wear their medals. Generally such occasions will be visits by members of the Royal Family, where the police either form a guard of honour or are in special attendance or are otherwise brought into contact with Royalty, and when taking part in processions where members of other services are present and wearing their medals. In the case of visits by H. M. Inspectors of Constabulary the wishes of the Inspector will be followed.

Medals of any description must be retained whilst in service in order to comply with any force requirement to wear medals at relevant events.

The Medal Sequence

When wearing medals / affixing medal ribbons to Tunics the sequence they need to go on is (left to right):

- Victoria Cross / George Cross (These take preference over any other Medal).
- MBE or OBE or CBE.
- Queens Police Medal.
- Operational Medals (in order of when individual conducted operational theatre).
- Diamond Jubilee Medal.
- Golden Jubilee Medal.
- Accumulated Service Medal.
- Long Service and Good Conduct Medal.
- Any foreign decorations or medals that H. M. The Queen has given permission to be worn.

4.4.7 Sunglasses.

May be worn when required, but must be removed when speaking or dealing with a member of the public and when inside a building.

As soon as it is known that for medical reason there is a necessity for sunglasses to be worn then this must be discussed with a supervisor or line manager.

Bright coloured frames and mirror reflective lenses are not acceptable. Uniform standard full details may be found in First Impressions – Our Appearance Standards booklet.

4.4.8 Food.

Police officers, special constables and police staff should not use gum, eat or smoke when dealing with the members of the public or media.

4.5 Uniform Dress Code

4.5.1 The uniform that is worn will only consist of items issued by the HQ Supplies department.

4.5.2 Whilst on duty, uniformed police officers and uniformed police staff will wear the clothing issued at all times unless authorised by their line manager to wear plain clothes. To avoid confusion about the identity of the role wearer, different uniforms must not be mixed.

4.5.3 In cases where uniformed police officers and police staff are on recuperative or restricted duties, consideration needs to be given as to whether the health and safety risk assessment, individual's circumstances and / or disability may affect the wearing of uniform. In such cases, plain clothes can be worn.

4.5.4 All items of uniform must be kept clean and in good repair. It is the responsibility of police officers and police staff to ensure lost/damaged items of uniform are replaced. Unless authorised to wear plain clothes uniformed police officers and police staff will wear uniform at all times when on duty. Except for footwear, uniformed police officers and police staff may wear only items issued by Nottinghamshire Police and authorised for the particular duty as per the relevant [kit list](#).

4.5.5 When travelling to or from work, police officers and police staff may wear certain uniform items including skirts or trousers. This will be subject to a personal risk assessment. Any Nottinghamshire Police insignia / badge must not be visible. A civilian jacket and/or over garments should be worn over the items of uniform.

4.5.6 Uniformed police officers and police staff attending court are to wear their number one uniform. Personal protective equipment, including body armour should not be worn when giving evidence but should be stored at the court. In circumstances where there is an identified risk a decision may be made that such equipment should be worn.

4.5.7 When police officers and/or police staff are on patrol in pairs or a larger group then they should try to ensure consistency of appearance i.e. shirt sleeve order in order to show a professional and corporate image.

4.5.8 When off duty the wearing of uniform or part uniform will not take place unless prior approval has been obtained from the relevant Divisional Commander or Departmental Head.

4.5.9 Police officers, special constables and police staff are not permitted to wear uniform when appearing on internet sites in an off-duty situation.

4.6 Police Issue Headwear

4.6.1 Police issue headwear will be worn at all times outside police buildings, unless in immediate pursuit of an offender, travelling in a vehicle or other extenuating circumstances.

4.6.2 The appropriate headwear as per the kit list for the role will be worn. The kit list is available on the intranet.

4.6.3 Headwear is an integral part of the uniform and is an important element in enabling the public to recognise Nottinghamshire Police personnel.

4.6.4 The hijab can be supplied and should be worn underneath the police issue hat.

4.6.5 A black or dark navy turban may be worn and a PC cap badge will be provided.

4.7 Police issue uniform trousers / skirts

4.7.1 These will be worn as per the current uniform kit list for the role.

4.8 Police issue shirts, long or short sleeve.

4.8.1 Police officers and police staff on operational deployment will wear wicking shirts or the equivalent as per the roles [kit list](#).

4.8.2 On other non-operational occasions such as appearing at court or on training days, officers and staff will wear the formal shirt with ties.

4.8.3 Shirts will be tucked into trousers or skirts. Embroidered named epaulettes will be worn at all times. Undergarments worn under white shirts will be plain and appropriate in colour.

4.9 Police issue ties

4.9.1 Police issue ties or the police cravat (for female officers) will be worn at all times when wearing the formal shirt which will be buttoned up to and including top button. Female police staff may choose to wear a tie or cravat.

4.9.2 Ties and cravats may be removed at the discretion of an officer of the rank of Inspector or above.

4.9.3 Police officers and police staff are only permitted to wear **one** small tie pin/enamel badge that would not be considered offensive or inappropriate, on the tie.

4.10 PSU clothing

This may be found in appendix A [Public Order – Part II – Police Support Units](#).

4.11 Police issue body armour

4.11.1 The default position of the organisation is that the body armour will be worn when on patrol unless the dynamic risk assessment indicates otherwise.

4.11.2 They must be worn when engaged in activity or in areas where a dynamic risk assessment has shown it to be necessary.

4.11.3 This must be worn under the fleece at all times.

4.12 Footwear

4.12.1 Foot wear must be of a black, lace up, low-heeled design and plain, in keeping with uniform appearance.

4.12.2 Footwear must be polished.

4.12.3 Plain black or dark blue socks or black tights/stockings will be worn when in uniform

4.12.4 When a risk assessment requires protective footwear to be worn for a task / operation, it will be worn by all police officers and police staff involved unless a manager specifies otherwise.

4.12.5 In the event of a police officer or police staff having their personally owned footwear seized for forensic evidence then a uniform requisition can be submitted to HQ Supplies for the issue of a replacement pair of approved style boots which are held in stock or alternatively a claim for up to a maximum of £50 can be submitted.

4.13 Scarves

4.13.1 Scarves can be worn during inclement weather, however, if worn scarves will be navy blue or black in colour and consideration given to health and safety risks.

Scarves will be worn inside the outer jacket and in keeping with the uniform and the [First Impressions Our - Appearance Standards](#) booklet.

4.14 Maternity wear

4.14.1 Maternity wear is available. It should be discussed with the individual's line manager along with HQ Supplies.

4.14.2 This uniform is for uniformed police officers and police staff. It is not compulsory that it is worn.

4.15 Carrying of equipment

4.15.1 All operational officers and uniformed police staff must, where their role dictates, be in possession of the following items of uniform / equipment:

- Warrant card/ID card
- Airwave radio
- Speed cuffs
- Baton
- Limb restraints
- CS Spray
- Personnel First Aid Pouch

4.15.2 Officers can choose which additional items to carry but must ensure that the belt is tidy and not overloaded. All items must be force issue.

4.16 Personal effects.

4.16.1 Personal effects, unless caused in the course of duty, claims for loss or damage to jewellery or wristwatches will not generally be accepted. A maximum of £25.00 will be paid to cover repair or replacement.

4.17 Medical issues

4.17.1 Any uniform concerns based on medical grounds should to be referred to the Occupational Health Department for resolution.

4.18 Health and Safety

4.18.1 Further advice and guidance on the fitting and maintenance of uniform can be obtained from the trained staff at the HQ Supplies Department.

4.18.2 Section 7 of the Health and Safety at Work Act 1974 states: It shall be the duty of every employee whilst at work

- to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed and complied with.

SECTION 5 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the Equality Act 2010 and the public sector Equality Duty; Data Protection Act; Freedom of Information Act; European Convention of Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.