



**PD 601** Standards of Dress and Appearance for non-uniformed police officers and 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 PD341. PD341 now replaced with PD 601 & PD 602

### 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

All police officers and police staff 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 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 this policy is to outline the standards required of those who do not wear uniform, thereby ensuring consistency and safety for staff whilst portraying an image which engenders confidence, credibility and respect from the public we serve.

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:

Non-uniformed police officers

Non-uniformed police staff

This policy is applicable with immediate effect.

### **4.2 Key principles**

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

4.2.2 All police officers and police staff 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 and police staff 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 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.

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

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

4.2.7 All clothing must be smart, business like and appropriate to the working environment. Police officers and police staff wearing plain clothes for their role should ensure that their standard of dress and appearance reflects the same high standard required of uniform staff

4.2.8 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 and police staff 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 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 police officers and police staff maintain a good standard of appearance.

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 Identity cards.**

Police officers and police staff will wear their identity cards at all times when in police premises except where it would compromise their role, however it must be available for inspection.

**4.5 Clothing.**

4.5.1 Police officers and police staff should dress in business wear which is smart and clean.

4.5.2 Male police officers and male police staff should wear a tie.

4.5.3 Business suits or an appropriate smart jacket are acceptable for wearing by either sex. These are the expected form of dress when representing Nottinghamshire Police at events, in court, or contact with the public.

4.5.4 All clothing when worn should be appropriate to the dignity and professionalism of the work place and to avoid embarrassment or cause offence to colleagues.

4.5.6 Police officers and police staff engaged in covert operations where their identity must be concealed may dress to suit their personal appearance appropriate to the circumstances.

4.5.7 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.

4.5.8 On the very rare justifiable occasions, for example moving office, a more relaxed approach may be taken when authorised by the line manager.

4.5.9 Police staff in roles with a consistently high element of manual handling are permitted to wear polo shirts/sweat shirts

4.5.10 Unless for operational requirements or on medical or health grounds the following styles of dress are not acceptable:

- Jeans
- Sweatshirts / T-shirts with indiscrete slogans or Logos or motifs which may be considered offensive
- Leggings unless worn as an under garment
- Sportswear including trainers
- Beach wear including flip flops

#### **4.6 Hair.**

4.6.1 Hair styles must be neat and take account of any safety requirement for the role performed.

4.6.2 Where police officers and police staff are required to meet with the public, the directions to uniformed staff concerning hair colour will apply.

#### **4.7 Jewellery.**

Moderate formal jewellery may be worn. It must be consistent with their role and portray the professional image of Nottinghamshire Police

#### **4.8 Personal effects.**

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.

#### **4.9 Health and Safety**

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