



Derbyshire Constabulary

Appearance Standards Policy

"POLICY REF. AEB & AIA"

This policy is suitable for Public Disclosure

Owner of Doc: Head of Department, Corporate Services

Date Approved: November 2009

Review Date: November 2010

2. Legislative Compliance

This policy has been drafted in accordance with the principles of the Human Rights legislation. Consideration has been made with regards to balancing the rights of the individual and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have been considered to ensure compliance with Equal Opportunity legislation and policies. In addition, Data Protection, freedom of Information and Health and Safety Issues have been considered. Adherence to this policy will therefore ensure compliance with all relevant legislation and internal policies.

3. Introduction

Derbyshire Constabulary is committed to providing a high quality policing service to everyone in Derbyshire. Our values dictate that we perform to the highest possible standards and take responsibility for what we do; this includes our appearance standards and the manner in which we present ourselves to the public and our work colleagues alike.

This policy sets the standards of appearance and dress expected of the employees of Derbyshire Constabulary. It is intended to provide police officers and police staff with clear guidance on their appearance having due regard to projecting a professional image and to health and safety considerations. It is also intended to enable supervisors to be able to challenge individual members of staff who do not meet the standards laid out in this policy.

Derbyshire Constabulary is committed to valuing diversity and will make every effort to meet individual dress and equipment requirements.

When applying this policy maintaining the professional image of Derbyshire Constabulary and the health and safety of staff are paramount considerations.

4. Policy Statement

Derbyshire Constabulary is committed to providing a high quality policing service to the public and ensuring that all members of the Constabulary are aware of this commitment. To maintain the confidence and respect of the public, members of Derbyshire Constabulary should present a professional and credible image to the communities we serve.

5. Procedures

Role of the Individual

It is the personal and professional responsibility of each employee to meet these standards; to display a positive and professional image of Derbyshire Constabulary irrespective of their role.

Role of the supervisor

Supervisors are guardians of excellence and must ensure their staff members meet the standards of appearance laid out within this policy. Supervisors are expected to challenge those members of staff who do not present a professional image of the Force through their appearance standards.

General

The requirements of this policy must be met whilst on duty.

Uniformed Police Officers & Police Staff

All uniformed staff will ensure that their uniform is worn in a smart and professional manner.

Only items of uniform issued by Derbyshire Constabulary can be worn. It is the responsibility of all officers to maintain issued uniform in a clean and serviceable condition and all garments must be clean and pressed.

Non Uniformed Police Officers & Police Staff

The principles of this policy and the need to maintain a professional image of Derbyshire Constabulary apply equally to police staff and non uniformed officers as it does to those wearing uniform.

Staff will dress in business wear which is smart and clean. Clothes which may be considered as revealing should not be worn.

All staff engaged in manual or mechanical work, should dress appropriately to the task; with due regard for health and safety requirements. It is recognised that this clothing is likely to be more casual than business wear however it is expected that it should be clean and present a professional image of the Force.

Specialist issue clothing and equipment

Some specialist roles within the Force are issued with specialist items of clothing and equipment, staff will only make use of these specialist items when performing that role. It will be inappropriate for an officer to continue to wear specialist issue items when returning to non specialist roles. Equally officers issued with cycle uniform shall only wear that uniform when performing that role.

Headgear

Uniformed staff must wear their issued headgear whenever outside in public. Officers in police vehicles may remove their headgear, but it should be worn when they are outside the vehicle.

Officers riding pedal cycles will wear force issue safety helmets.

Ties and Cravats

Issued ties or cravats will be worn at all times when on duty in uniform.

Exceptions are made in cases of hot weather conditions at the discretion of a supervisor. It is also accepted that the tie or cravat can be removed when the officer is on a meal break and away from public view.

A single, discreet and appropriate tie pin or badge may be worn. Tie pins should not be discriminatory, rude, racist, sexist, sectarian, homophobic or threatening and should not indicate alignment with a particular group which could cause offence to members of the public or colleagues.

Footwear

In uniform, officers and staff must wear clean plain black boots or shoes with flat soles and socks should be plain black or dark navy blue. Tights should be plain black.

For non uniformed staff footwear should be clean, smart and appropriate to the nature of work to be undertaken. The wearing of certain styles of shoes is inappropriate in certain situations due to health and safety considerations, e.g. high-heeled shoes and open toe sandals. Staff should consult the relevant risk assessment if in doubt.

Hair

Hair should be clean, neat and tidy. For uniformed officers and staff hair should be worn so that it is cut or secured above the collar and ears. Any hair accessory must be plain in design and black or navy blue in colour. Hair dyes must be of natural colouring and multi-coloured dyes are not acceptable other than as discreet highlights.

Facial Hair

Moustaches and beards are permitted but they should be neat and tidy. Unshaven stubble is not acceptable.

Tattoos

Derbyshire Constabulary accepts that the wearing of tattoos is an accepted social practice and does not seek to impinge upon the rights of the wearer but must balance these rights against the need to present a professional image of the organisation.

Tattoos are not acceptable if they are located in clearly visible places, such as face, neck or hands and cannot be covered by clothing. Officers and staff may be required to wear long sleeved shirts if they have tattoos on the lower arms to preserve the professional image of Derbyshire Constabulary.

The nature of a tattoo must not bring Derbyshire Constabulary into disrepute, this includes both on and off duty. The following list, which is not exhaustive, outlines examples of unacceptable tattoos.

- Tattoos that are considered as discriminatory, rude, racist, sexist, sectarian, homophobic or threatening.
- Indicate alignment with a particular group, which could cause offence to members of the public or colleagues.

Inappropriate tattoos may constitute a breach of the Police Code of Conduct for police officers and for police staff a breach of the terms and conditions of their employment.

Jewellery

Due to the nature of uniformed and public facing work, there is a health and safety implication arising from the wearing of excessive jewellery and items with sharp stones or other protruding features. The only jewellery permissible whilst on duty is a band ring and a watch. Whilst on operational uniform or plainclothes duty, officers and staff will not wear earrings, sleepers or other visible piercing.

For members of staff who operate in non public facing roles jewellery must maintain the professional image of the force and should be minimal and appropriate to the role performed and subject to an appropriate health and safety risk assessment for the role.

Special consideration is given to officers and members of staff who wish to wear additional forms of jewellery for medical reasons or reasons of faith. Every effort should be made to wear these items under outer clothing, out of sight.

Make-Up

Make-up should be minimal and appropriate to the individual's natural skin tone. Vivid colours are unacceptable.

Sunglasses

Wearing sunglasses whilst driving is permitted for safety reasons but to maintain the image of the Force they should be removed when speaking with members of the public. The wearing of sunglasses on foot patrol is inappropriate.

Name Badges

Name badges are issued to Enquiry Office or Reception staff and should be clearly visible to members of the public.

Warrant, Identification and Electronic Swipe Cards

Cards must be available for production on request. The loss or theft of a card must be reported to a line manager immediately due to security implications.

Epaulettes must be worn at all times on at least the outer layer of clothing.

Personal Protective Equipment

For uniformed officers and staff issued Personal Protective Equipment will be worn at all times when in public view. It is an individual's personal responsibility to ensure that they are in possession of their issued PPE and that it is fit for purpose.

Body armour is provided for the individual's personal protection and officers are encouraged to wear it; if not worn then it should be taken out on patrol and be readily at hand. When worn it shall be over the shirt and under all other outer layers of issued clothing. It should not cover any reflective or high visibility clothing.

Issued equipment carriers must be worn over the body armour. It is NOT a replacement to the body armour and so it should not be worn without the body armour underneath.

Wet weather and high visibility clothing must be kept clean and serviceable. The reflective surfaces must not be obscured as they conform to EN 471 class 2 and form part of personal protective equipment.

Medals/Medal ribbons

All decorations and medals authorised by the Sovereign are worn on the left breast. Other decorations and medals, e.g. Royal Humane Society, should be worn on the right breast.

IPLDP Student Officers

Whilst training at Headquarters or associated training sites the officer is deemed as on duty and as such, must comply with this policy. Dispensation may be given by training staff regarding headgear to facilitate the smooth running of any exercise or training.

Deportment

To maintain the confidence and respect of the public, members of Derbyshire Constabulary should present a professional and credible image to the communities we serve. The deportment of staff is likely to have a direct impact upon public confidence in the Force. The chewing of gum in public and smoking in public are examples of behaviour that are inappropriate.

6. Monitoring and Review

The Head of Corporate Services is responsible for monitoring the implementation and impact of this policy.

The policy will be reviewed 12 months from its implementation date and the outcome of the monitoring process will inform this review.

7. Appeals Process

If any individual feels that this policy has been applied unfairly, they should discuss this with their line manager in the first instance. Individuals may also include a Unison or staff association representative in these discussions. If the matter is not resolved successfully at this stage, they may initiate the Dispute Resolution Procedure by completing Form 51.