



Shared Human Resource Service Centre

Providing HR Services for Derbyshire & Leicestershire

Joining Information

The following information is a guide to some of the things you may need to know during your first week. Please take time to read this guide carefully.

DRESS

Civilian clothes should be worn on your first day. You are expected to be smart in appearance and therefore formal dress should be worn, e.g. a suit or other similar standard garments (male officers are required to wear a collar and tie). Jeans are not permitted. Hair should be cut short or pinned securely, so that it is off the collar.

JEWELLERY

There is a clear risk of injury if certain items of jewellery are worn when in contact with the public.

As such the following items must not be worn whilst on duty:

- Earrings
- Nose ring(s)
- Studs/bars or any other form of visible body piercing jewellery

There is an increased risk of injury if excessive jewellery and items with sharp stones or other protruding features are worn in operational circumstances. The only jewellery permissible is:

- A ring (i.e. wedding ring, civil partnership ring, engagement ring, eternity ring and modest signet ring).
- A watch.

Bracelets will not be worn unless a medical alert bracelet or worn for reasons of faith.

Necklaces and similar jewellery can be worn but should not be visible.

Sikh officers and uniformed staff are permitted to carry a miniature Kirpan which should be worn beneath outer clothing.

USE OF PRIVATE CARS

Please ensure that your car insurance is appropriate for all business use in addition to journeys to and from your place of work. You will be required to produce a valid Insurance Certificate to make sure you have the correct insurance cover prior to reimbursement of expenses. Full details of how to claim are on the Force Intranet.

SPECTACLES

Home Office Approved Spectacles

Officers are required to wear Home Office Approved Spectacles and are entitled to a contribution towards replacement glasses every two years where there has been a change in prescription. Further details can be found on the force intranet.

FITNESS TEST

Although you will have passed your fitness test as part of the recruitment process, during the initial training you will be required to take the Job Related Fitness Test to demonstrate the required level of fitness to be able to take part in the Officer Safety Training.

If you do not pass/demonstrate the required level of fitness you will not be allowed to participate in this part of the course. It may also result in dismissal if you are unable to maintain the minimum level of fitness for the role of constable

Please note that you will be required to keep this level of fitness throughout your career and will be tested annually as part of Officer Safety Training.

FOOTWEAR

Footwear is not provided by the Force and you are therefore required to be in possession of one pair of laced black boots or shoes which should be broad toed and plain fronted, with rubber or leather soles and low heels (Hi-Tec Magnum boots are acceptable). The footwear should be substantial and suitable for operational policing.

NO SMOKING POLICY

Derbyshire Constabulary promotes a healthy working environment for employees and aims to protect non-smoking staff from the dangerous effects of passive smoking whilst on police premises in compliance with the requirements of the Health and Safety at Work etc., Act 1974 and the Smoke-free (Premises and Enforcement) Regulations 2006.

A full copy of the No Smoking Policy can be found on the force intranet.