



Force Policy

Document title: Uniform and Appearance Standards Policy

Document Reference: 21/373

Owner: Head of Department, Corporate Services

Review date:

This Force policy is suitable for public disclosure under the Freedom of Information Act 2000

This document sets out principles to help guide decision making and in some parts may be quite prescriptive. However, it is vital that officers and staff have the freedom to innovate, exercise discretion and take risk based decisions centred on the needs of the victim and the merits of each case.

There may be occasions when a member of staff is considered to have acted outside of the content of this document but if they have done so with honesty, integrity and professionalism, to make the best decision for the community we serve, they will be trusted and supported. On the occasions when this is the case, the rationale for it must be properly recorded.

This document should be read in conjunction with the Force Policy Statement.

Introduction

To maintain trust, confidence and respect in our organisation, members of the Derbyshire Constabulary should present a professional and credible image to the communities we serve as well as to partners and other organisations. This policy has been created in order to set out the necessary standards to achieve this, whilst striking the right balance with the needs of individuals and our requirement to keep our people safe.

Purpose

The purpose of this policy is as follows:

1. To maximise the safety of officers and staff, particularly in front line operational roles.
2. To ensure that members of the Derbyshire Constabulary represent the organisation in a professional manner through their appearance.
3. To ensure that all members of the organisation contribute to professional working environments, both physical and virtual, through their appearance.
4. To ensure legal compliance for specific operational activity.

The policy does not apply to staff who require specialist uniform and equipment covered in separate APP and/or linked to role specific risk assessments, such as firearms officers. However, all members of the Constabulary are required to present a smart, professional and credible image regardless of the role and duties they perform.

Principles

The specific directives within this policy have been created with reference to a set of overarching principles as set out below. It is recognised that no written document can cater for every conceivable circumstance, and so these principles are also there to guide managers when making decisions in individual cases and for individuals to apply to their own circumstances.

1. **Health and safety requirements.** The need to keep ourselves and members of the public safe is paramount, and will supersede all other principles and requirements.
2. **Cultural and religious needs.** The requirements of individuals based on culture and/or religion must be catered for wherever possible. Please consider this when implementing the following standards.
3. **Medical needs.** Individual medical needs may require deviation from the prescribed standards.
4. **Uniformity.** Policing is a disciplined service and the public expect uniformed staff to look professional and smart. Adherence to agreed standards and consistency of appearance for uniformed staff is required in order to achieve this.
5. **Visibility.** Members of the public feel reassured by a visible policing presence.
6. **Smartness.** Equally applicable to uniformed and non-uniformed staff, smart clothing and cleanliness are a requirement in order to convey a professional image.
7. **Societal acceptability.** Our standards need to reflect the expectations of our communities against current cultural norms. For this reason, the standards below will require periodic review.
8. **Valuing diversity.** The importance of individual expression within a diverse workforce must be balanced with the preceding principles.

Procedures

The Standards

These are the specific rules that define acceptable appearance for members of the Constabulary.

1. Only force issue uniform will be worn. The practice of wearing alternative, privately purchased items of clothing or equipment is not permitted. However, if an item of clothing is required for cultural or religious reasons then a privately owned item may be worn with line manager approval if no force issue items are available.
2. When in uniform, staff must wear clean, smart, black footwear, either formal or tactical in nature. Black trainers are not permitted.
3. When visible, only black or navy socks are to be worn by uniformed staff.
4. Uniformed staff must wear the same configuration of clothing as colleagues with whom they are working wherever possible. For example, two constables crewed or patrolling together will both wear a fleece, both wear waterproof jackets or both have short sleeves. Cultural or religious requirements and medical requirements supersede this standard.
5. Wherever possible, uniformed staff will wear the carrier vest as the outermost garment to prevent delays in accessing PPE and to increase visibility. In some circumstance other high visibility clothing may need to be worn as the outermost garment to satisfy Health and Safety requirements, such as attending incidents on the fast roads network. Uniform Staff can wear either the black carrier vest or the high visibility one, depending on their role requirement or specific duties at that time.
6. Black carrier vests can only be worn when conducting duties specifically requiring them against a recorded risk assessment, for example when officers are on active ARU duties or when likely to deploy Stinger.
7. The wearing of body armour is mandatory for officers and staff when deployed on uniformed operational duties.
 - Body armour should be worn as close to the body as possible, with minimal material in between, such as a thin shirt or base layer. If thicker layers are worn underneath, such as a fleece, it may adversely affect the fit of the armour panels, which could increase the vulnerability of the wearer. As the girth of the wearer increases, caused by wearing additional layers of clothing, the junctions between the front and back armour panels will be moved further apart. This means there will be a larger gap over the shoulders and under the arms, less overlap at the sides of the armour and the bottom of the front and back of the armour may protrude further away from the body. If the armour is not close fitting, it is likely to move about whilst the officer is running or climbing stairs.
8. Epaulettes must be worn on the outer layer of uniform and must be clearly visible, including indoors and on police premises. An exception to this is where alternative numbering/identification systems are used for security reasons.
9. For staff not in uniform, force issue lanyards must be used to hold identity cards. An additional lanyard to show affiliation to a group such as a staff network is permissible.
10. Uniform must be clean and in good order. Badly worn or damaged uniform must be replaced.
11. Uniformed staff must wear headgear when on outdoors duty. This will not be necessary for brief periods, for example when walking from a police vehicle to a police station, unless engaging with a member of the public. Headgear must be carried in vehicles to be available when needed.

12. All employees not in uniform must wear smart office attire unless the role requires otherwise, such as when conducting covert enquiries or performing maintenance duties.
13. Hair must be kept tidy. When in uniform or in a public facing, operational role (either uniformed or non-uniformed), long hair should be kept in such a way as to prevent it from being grabbed, for example by wearing it close to the head. Specifically, pony tails are not permitted in those roles.
14. Facial hair should be kept neat and tidy. When in a public facing, operational role it should not be worn in a way that creates a risk from being grabbed, such as plaited.
15. Hair colourings are permitted, however bright or garish hair colourings are not permitted. This includes facial hair.
16. Finger nails must be kept clean and short enough to ensure that no health and safety issues are created for either members of the Constabulary or members of the public. They must not impede the use of mobile data terminals or other systems. Nail colourings or varnishes must be neutral and uniform across all nails.
17. The wearing of jewellery must not create unacceptable health and safety risks nor detract from the overall impression of professionalism. For example, plain rings and stud earrings are acceptable, whereas hooped earrings are not. Jewellery must not be of a kind that can be easily grabbed or that can easily catch and cause injury. Piercings are included in this, and non-visible piercings must be taped or in another way prevented from being grabbed or ripped out through clothing. This is applicable to all public facing roles and duties, uniformed and non-uniformed.
18. When using Teams or other online video conferencing facilities, uniform, or other smart attire must be worn. Other than for informal calls, a corporate background should be used for all Teams meetings when not joined from force premises (insert hyperlink to Connect).
19. Pictures used for Outlook, Teams or other digital accounts must be of the individual alone and have an appropriately professional composition. Artwork, avatars, or other representations should not be used.
20. Visible tattoos are covered in a separate tattoo policy (insert hyperlink) due to their permanence and consideration within recruitment procedures.

Decision Making

In most circumstances this policy will give clear direction to individuals and to managers. In the event that an answer is not clear, a decision will need to be made based upon the principles outlined above. In these cases first line managers will be responsible for decision making, with second line managers acting as final arbiter if necessary. No further escalation will be required, save for formal grievance procedures.

Governance

This policy will be subject to ongoing review via the Uniform and Equipment Group and the Health and Safety Group.

An Equality Impact Assessment will accompany this policy and will be subject to periodic review.

Part 1 Human Rights

1. What is the policy or procedure title, what is its purpose or objective and who will be affected by it?
2. Will the policy or procedure restrict anyone's Convention rights?
If the answer to Q2 was Yes proceed to Q3. If the answer to Q2 was No proceed to Part 2, Equality Impact Assessment. However, be alert to any possibility that your policy or procedure may restrict someone's Convention rights, things may change and you may need to reassess.
3. What Convention rights are restricted? Are they absolute rights or limited rights?
4. What is the legal basis for the restriction?
5. What is the legitimate aim for the restriction?
6. Are the actions that restrict the right proportionate? Are you sure you are not using a sledgehammer to crack a nut?
7. Are the actions that restrict the right fair, non-discriminatory and least intrusive?
8. Does the policy or procedure specify that a record of any decisions that affect someone's rights are documented?
9. Has legal advice been sought on the policy or procedure?

Part 2 - Equality Impact Assessment

This form should be completed electronically and on completion forwarded to the equality unit mailbox.

This Equality Impact Assessment form must be used to inform your decision making when reviewing or developing new policies/guidance/procedure/ working practices. It should remain a live document and be reviewed at key milestones during development or at least yearly.

The General Duty

The general duty is set out in section 149 of the Equality Act 2010. In summary, those subject to the Equality Duty must have DUE REGARD to the need to:

- eliminate unlawful discrimination, harassment and victimisation, between those who share a protected characteristic and those who do not;
- advance equality of opportunity between those who share a protected characteristic and those who do not;
- foster good relations between those who share a protected characteristic and those who do not.

Authors have a statutory requirement to have DUE REGARD to the relevant protected characteristics shown below, whilst taking a common sense approach

- age
- disability
- gender reassignment
- marriage & civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex (gender)
- sexual orientation

Name of the document, project or working practice:	Policy/Ref No:

1. Briefly describe the intention of the document, project or working practice?

2. Does this document, project or working practice have a direct impact on people who :-				
a. Work for Derbyshire Constabulary (including specials and volunteers)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b. Reside or visit Derbyshire	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3. How does this policy affect the following protected groups?				
Include what relevant quantitative and qualitative data you have. This may include national/local research, surveys, reports, complaints and meetings. Please list any evidence in the boxes below.				
Protected Characteristic	Positive Impact or Benefits	Negative Impact or Risks	Where impact/risk identified, what, if anything can be done?	
Age:				
Disability (physical, sensory, learning)				
Transgender (person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex)				
Race (Black, Asian, Chinese & Other, Mixed Race, White, Gypsy/ Travellers, Asylum Seekers)				
Religion/Belief Religion/Belief (Religion means any religion and a reference to religion includes a reference to a lack of religion. Belief means any religious or philosophical belief and a reference to belief includes a reference to a lack of belief)				
Sex (Gender)				
Sexual orientation (lesbian, gay man, bisexuals, heterosexual)				
Pregnancy and Maternity				
Marriage and Civil Partnership				

4. Is there any further engagement or consultation required to support the above?				
No If No go to 7	<input type="checkbox"/>	Yes	<input type="checkbox"/>	If Yes please contact the Equality Unit – Compliance and Inclusion Officer (75 04865) for advice on who to consult with.
5. Who have you consulted with and what was their feedback? Was their feedback adopted? (If not why not?)				
6. Action Plan This EIA will be reviewed on a yearly basis to monitor the impact on protected characteristics. Following consultation and feedback what action will you take?				
Action	Timescale	Action Owner		

7. Quality Assurance -

This assessment requires the signature of the EIA author. It should then be forwarded to the Equality Unit.

I am satisfied this assessment demonstrates compliance with the General Duties under the Equality Act 2010 , and that due regard has been given to the need to;-

- Eliminate unlawful discrimination
- Advance equality of opportunity
- Foster good relations

EIA Author:	Date:	Department:
Head of Equality:	Date:	
This EIA will be retained until the next review date:		

Part 3 - Consultation

1. What departments, individuals and organisations have been consulted in the development of this policy or procedure? At the very least you should consult with the below. It may also be beneficial in some cases to consult with the Force Staff Network co-ordinator and Legal Services.

Name	Department / Organisation	Date
Police Federation		
Unison		
Data Protection		