



## Dress and Appearance Policy

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<b>Policy Owner</b>	Executive
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<b>This document has been assessed for:</b>	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
Human Rights compliance	<input checked="" type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>

## 1. Policy statement

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Cleveland Police are committed to delivering a high quality, cost effective and professional service. In support of this and in line with the code of ethics, it is important that all police officers and staff working with or on behalf of Cleveland Police portray a professional image which instils confidence, credibility and respect. It is therefore important that all staff understand the expectations set out around the high standards of personal appearance, dress and the personal responsibility required in pursuit of these values and priorities.

This policy applies to everyone who works for or on behalf of Cleveland Police - all Police Officers both in uniform and non-uniform roles, police staff employed by the Chief Constable, special constables, cadets and volunteers engaged by the Chief Constable.

Uniform is provided in various roles and whilst this policy deals with the general principles of uniformity, every reasonable effort will be made to accommodate variations in uniform for religious and cultural reasons.

Where non-standard items of uniform are authorised and issued for particular duties or for specialist role, the items may not, as a matter of course, be worn for other duties or as a substitute for standard uniform.

Where a member of staff or police officer contradicts this policy, managers are expected to deal with issues promptly and robustly and in line with the code of ethics.

All supervisors / managers within every role and at every rank, have a responsibility to maintain the standards laid out within this policy and to challenge and ensure the standards are maintained by all staff at all times across the organisation. If required guidance on the application of this policy can be sought through the dress uniform and equipment group.

## 3. Underpinning procedures

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### Hair

Hair of all staff must be clean, neat and tidy. Supervisors must respect that colleagues will have different natural hair textures, so the definition of neat and tidy should be based on each individual.

To reduce risks the hair of all staff issued uniform by Cleveland Police must be either cut or secured above the collar and ears. It should not present a health and safety hazard. Hair must not impede individuals from wearing issued head gear, protective helmets or uniformed hats effectively.

For officers, PCSO's, Specials, uniformed police staff and other operational staff, pigtailed and bunches are not acceptable due to officer safety implications

and any ponytails where the overall length exceeds the collar line, must be tied up in a low neat bun above the collar.

Non uniformed staff must ensure their appearance reflects the same high standards required of all other members of the force dependent upon their working environment. If the role is not one that requires face to face contact with the public there is room for discretion but must be smart and business like.

Regardless of role, hair will not be dyed in shades of conspicuously unnatural colours. Hair styles should look professional discreet and natural. They can be inclusive of people's cultural, faith or religious beliefs.

### **Facial hair**

Moustaches, beards and sideburns, unless for religious or faith reasons, must be trimmed, neat and tidy. For health and safety reasons, within some roles such as operational policing, beards are not to be long and therefore would need to be tied up appropriately. Unshaven and stubbly facial hair (including 'Designer stubble') is not acceptable unless you have committed to growing a beard or moustache. This does not apply where there is a genuine medical reason not to shave is.

Eyebrow hair must not be shaved or styled to portray any pattern or design.

Again, regardless of role, any facial hair will not be dyed in shades of conspicuously unnatural colours.

In certain roles it may be necessary to adjust facial hair for afford the face fit of PPE equipment dependent upon role and at the advice and discretion of supervision.

### **Make up**

All staff are welcome to wear makeup, those who choose to wear makeup are to aim for a neutral, professional appearance consistent with the role being undertaken. Make up to conceal a facial disfigurement or significant blemish is welcome. Make up appropriate for cultural, faith or religious belief is also welcome.

### **Nails**

Nail varnish must be uniform across both hands and the length and style of false or natural nails must not hinder or prevent the performance of duty or present a risk to others.

Officers and staff will only wear neutral nail varnish and for health and safety reasons should keep their nails short and clean. Jewellery or attachments to nails are not permitted in these roles.

## **Jewellery**

Operational staff must be aware of potential health and safety risks to yourselves, colleagues and members of the public when wearing any jewellery. Only a wristwatch, a wedding ring / partnership ring and one pair of stud earrings worn only in the ear lobe should be visible (in the case of a pair - one earring in each ear lobe). Sleepers or spacers are not to be worn. Cleveland police will not be held responsible for loss or damage of such items or any injury received as a result of wearing such items.

A bracelet or necklace for the purpose of medical alert or for cultural, faith or religious belief, can be worn but operational officers and staff must be aware of the health and safety risks and must discuss with their line manager. Such an item must be worn under the uniform to prevent any risks in a confrontational situation.

Sikh officers or staff are permitted to carry a miniature Kirpan, out of sight and beneath outer clothing.

Facial studs and visible body piercings are not permitted, which includes tongue piercing, nose, lips and eyebrows unless deemed acceptable and necessary for operational needs and in these circumstances can be worn only for that specific duty.

Metal should not be worn under the body armour due to safety issues. Any other body jewellery that is not visible must be assessed by the wearer. Such items pose the risk of injury should they become caught, detached, stuck or impaled into the wearers body. It is therefore recommended that such items are not worn and therefore will not be held responsible for damage caused of such items or injuries sustained.

If you are not operational and therefore there is no perceived risk or confrontation, you may wear jewellery provided it is not excessive and does not hinder or prevent the performance of duty or present a risk to others. Charity rubber bracelets can be worn by all staff and officers.

## **Sunglasses**

Sunglasses should only be worn when on duty whilst driving a car, riding a motor bike or a bicycle, and only if conditions dictate their use to be appropriate. Sunglasses should not be worn in any other circumstance.

Mirrored or reflective lenses are not permitted and frames should be plain or neutral in colour. Glasses used for every day vision can be of any colour or design.

Sunglasses must always be removed when not driving and if stopped whilst driving, they must be removed as a matter of courtesy when speaking with a member of the public unless this will impede the effective performance of duty.

There is an exception if the glasses are medically required or are prescription glasses with transitional lenses.

When not wearing the sunglasses they are not to be placed on view about their person, hung upon on their uniform or worn around the head.

### **Tattoos / Body Art**

Members of the public are now largely accepting of police officers with visible tattoos. Tattoos on the face are not acceptable unless for religious or medical reasons.

Any tattoo / body art (including henna) that is deemed inappropriate or offensive must be covered at all times when on duty.

In addition tattoos / body art whether visible or otherwise should not:

1. Undermine the dignity and authority of officers or staff
2. Indicate unacceptable attitudes towards any individual or section of the community
3. Indicate alignment to any particular group which could give offence to members of the public or colleagues
4. Be considered inflammatory, rude, crude, racist, sexist, homophobic, violent or intimidating.

The interpretation of offensive will take into consideration the sensitivity of the public and colleagues and the impact the design may have.

### **Chewing gum and smoking / Vaping**

Chewing gum whilst on duty is not acceptable when on patrol or dealing with members of the public or other agencies

Smoking or Vaping is not permitted on police premises or within any police vehicles. When smoking off site any items of identification such as uniform or lanyards must be covered up.

Reasonable adjustments can be made for medical needs and requirements.

### **During travel**

Avoid wearing 'half blues' when commuting to and from work, or to and from meetings in your own motor vehicle.

There is a national threat against police officers which is constantly assessed and there are members of the community that may wish to target those working for the police. Officers and uniformed police staff are therefore putting themselves at risk by wearing any element of their uniform visible when travelling to and from work, or to meetings in your own motor vehicles.

## **Personal Protective Equipment**

Where Personal Protective Equipment (PPE) is issued for protection of officers and staff, it must be worn and employed appropriately for its intended purpose. It is the responsibility of the individuals to ensure that their equipment is maintained and continues to be fit for purpose.

## **Warrant and identity cards**

Every Employee must carry their warrant/ identity card whilst on police premises and be able to produce their warrant/ identity card if required. The loss of these cards must be reported immediately due to the security risk it poses.

Warrant/identity cards must be on view and if worn on a lanyard, for security reasons, the lanyards must be 'official' and as supplied Cleveland Police or lanyards provided by their employer. It is everybody's responsibility to challenge when a warrant / identity card is not visible for security purposes.

Lanyards, and by implication Warrant Cards/Identification Cards must not be worn visible outside of the confines of the force estate if not undertaking policing duties. Operational line managers should indicate if wearing lanyards are appropriate by officers dependent upon their duties.

## **Non Uniformed police officers and staff**

In order to present a professional and corporate image of the force to members of the public, standards of non-uniform dress must be in accordance with the professional image expected of Cleveland Police.

Staff members who perform non-uniformed duty must wear smart professional business attire appropriate to the role being undertaken. Business attire would be a suit, dress trousers, shirts with ties, skirts, blouses or appropriate dresses. It does not include jeans, polo shirts, hoodies or items of clothing that display any non-police logos, slogan or offensive words.

It is expected that shirts and tops will not be low cut, will not be strapless and will not be so short to expose the middle area of the stomach. Skirts and dresses must not be unnecessarily short in length, hemlines no more than two inches above the knee Trousers should be smart and not leggings, tracksuit bottoms, jeans of any colour or shorts.

Shoes should be professional. Flip flops, trainers of similar items to that of a training shoe or beach attire are not acceptable unless there is an existing medical condition and authorisation by supervision.

Officers engaged in covert operations will dress appropriately for their particular role or operation as directed by their Leadership team. When not engaged in this activity or operations the general standards of agreed non uniformed staff of business attire will apply.

Charity badges / pins that represent the police service or a charitable organisation or similar can be worn.

Clothing appropriate with religion and faith is welcomed, and reasonable adjustments can be made on an individual basis should there be a requirement around disability, mobility or other personal reasons. Any reasonable adjustments can be made with the individuals line manager however will always need to portray the smart professional image of the force.

## **UNIFORM AND EQUIPMENT**

### **Uniform Officers, PCSO's, Uniformed police Staff and volunteers**

Uniform can be ordered via the self service system. The uniform and equipment issued to you upon commencement of your role is the property of the force and you have the duty to take care of it. Items issued should not be sold or passed to a third party with any unused or unnecessary items returned to the force.

Certain specialist items of uniform are issued for specific tasks such as Public order, cycling, search and firearms. These specialist items should only be worn during the times in which that specific task is being undertaken. Outside of these specialist roles the standard uniform should be worn. Only items relevant to your role and skill set should be requested and authorised. Inspectors must not authorise any equipment that is not intended for the requesting individual.

If there is a requirement for any items of clothing to be adapted or altered for health reasons, or a requirement for items that are not issued as part of the general uniform to reflect culture or medical needs please discuss this with your line manager. Agreed alterations, adaptations and obtaining specialist items can be made or obtained with consideration of health and safety implications and the corporate image.

Where alterations are required on uniform issued this will be at the individuals expense however where the force are unable to provide a particular item of uniform, once agreed, the wearer will be reimbursed for the purchase. Uniform can only be altered for personal requirements and should not, under any circumstance, be adjusted, tapered or altered to change the integrity of the item for personal choice or fashion.

Plain or rainbow epaulettes are available. It is personal choice which people decide to order and wear and both are acceptable.

Where leather items are provided as part of the uniform such as boots, belts and gloves, non-leather items are available on request to anyone wishing an alternative.

## **Police staff Uniform**

Some police staff roles within Cleveland Police require the employees to wear uniform. The uniform provided must be worn as is issued or approved by the force, and should be compliant with the expectations of each Departmental head. When epaulettes or sliders are provided these should always be on display whilst at work.

If footwear is issued this must always be worn throughout their tour of duty. Others in uniform must wear a black flat shoe that is in keeping with the uniform worn. Heeled shoes or boots are not to be worn.

## **PCSO Uniform**

General PCSO uniform is designed as a layered system to maximise comfort and safety. Officers can choose which items of uniform they are to wear as part of the layered structure depending on role or activity, weather and duty being undertaken.

PCSO wicking shirt - This should always be tucked into the trousers and should be worn with the zip up and the collar up. No items of personal non uniformed clothing should be visible under the wicking shirt. There is an option of long or short sleeves dependant on choice, and shirts should always be worn with an epaulette or slider clearly identifying who they are.

Black Cargo trousers. Trousers should be worn over your boots and not tucked in. No trousers to be worn with elasticated ankle cuffs. Trousers should always be worn with the issued black leather belt.

Black lace up boots. These must be kept clean, well-polished and in good order.

Socks must be black or dark in colour

Fleece jacket with epaulettes or sliders. These should not be worn open and should be worn zipped. They can be worn under body armour.

Body Armour with epaulettes or sliders. These are designed to fit and are provided for your safety. Body armour should be worn at all times in line with current health and safety risk assessment, unless the officer has conducted a personal risk assessment that negates the need for it to be worn. As they are personal issue it is the officers requirement to inspect the body armour for cuts, slits and tears to ensure it remains fit for purpose. Caring for body armour is further explained in Appendix A

Jacket - High visibility blouson jacket. These are designed to give protection from the weather as well as keep you visible and safe. Jackets must not be worn open and must be zipped whilst being worn, can be worn over the body armour and must always be worn with sliders or epaulettes visible

Head wear – caps and bowlers to be worn dependant on rank and role. PCSOs who are on foot patrol or general duties must wear the flat cap or bowler hat at all times. See exceptions around religious, cultural and alternative headwear for religious or cultural requirements.

Tie pins/ badges must be limited to one (1) and may only be worn if relevant to the police service or a charitable organisation or similar which is not offensive to others. A Patch supporting emergency services staff are also acceptable to be added on the uniform.

### **Police Officer Uniform**

General Police uniform is designed as a layered system to maximise comfort and safety. Officers can choose which items of uniform they are to wear as part of the layered structure depending on role or activity i.e.

General day to day policing uniform will be:

Police Officer wicking Shirts - This should always be tucked into the trousers and should be worn with the zip up and the collar up. No personal items of clothing should be visible under the wicking shirt. There is a choice of long or short sleeve dependant on choice.

Black Cargo trousers. Trousers should be worn over your boots and not tucked in. No trousers to be worn with elasticated ankle cuffs. Trousers should always be worn with the issued black leather belt.

Boots - Black lace up boots are provided. These must be kept clean, well-polished and in good order.

Socks must be black or dark in colour

Fleece jacket with epaulettes or sliders. These should not be worn open and should be worn zipped. They can be worn under body armour.

Body armour - Body Armour with epaulettes or sliders. These are designed to fit and are provided for your safety. Body armour should be worn at all times in line with current health and safety risk assessment, unless the officer has conducted a personal risk assessment that negates the need for it to be worn. As they are personal issue it is the officers requirement to inspect the body armour for cuts, slits and tears to ensure it remains fit for purpose.

Caring for body armour is further explained in Appendix A

Utility belt - Utility belt should be worn over the hips over the outer clothing. Only Cleveland Police issued PPE should be carried on this belt with the exception of a personal multi tool which, based on individuals choice, can be carried on the belt secured in a black pouch.

For medical reasons if you are unable to wear a utility belt other vest options are available via the individual's supervisor.

Jacket - High visibility blouson jacket. These are designed to give protection from the weather as well as keep you visible and safe. Jackets must not be worn open and must be zipped whilst being worn, can be worn over the body armour and must always be worn with sliders or epaulettes visible.

Tie pins/ badges must be limited to one (1) and may only be worn if relevant to the police service or a charitable organisation or similar which is not offensive to others. A Patch supporting emergency services staff are also acceptable to be added on the uniform.

Gloves- black leather gloves are provided to all officers with Chief inspectors and above issued with brown gloves. These are slash resistant and should be worn with the uniform if and when required due to risk assessment or weather.

Hats and helmets - These are an important part of the uniform and should be worn at all times when performing uniformed duties within the public domain unless prevented from doing so by the urgency / nature of the particular duty or at the discretion of the Senior Leadership Team.

Officers who are on foot patrol or general policing duties must wear the police helmet, or bowler hat depending upon rank and role.

Police flat caps can only be worn by Inspectors or above or by officers who have these provided as part of their specific uniform for their role.

Other headwear may be provided and must be worn for specific duties or tasks upon direction of the supervision. This specialist headwear must not be worn as part of general uniform outside of these roles.

Specialist officers are issued with a woollen hat. Woollen hats are no longer issued routinely by Cleveland Police to all officers and unless you are an identified specialist officer any previously issued woollen hat should not be worn as part of the uniform at any time.

\*\*Exceptions to headwear or PCSOs and Officers based on religion or culture:

If religion, culture or belief means a cap, helmet, or bowler hat is inappropriate for an individual, alternative options based on individual requirements can be arranged through discussion with supervision. In some instances it may be possible to wear a combination such as a skull cap underneath the police flat cap, bowler or helmet.

Some headwear is issued for personal protection due to health and safety legislation such as public order and method of entry officers and therefore there may be no suitable alternative. Each case will be treated on an individual basis and considerations will be given to reach a suitable solution or alternative such as

wearing alternative headwear under protective headwear. Marking of PSU helmets is further explained in Appendix B

**Police Chief Inspectors and above** are also issued with;

White cotton shirts - either short sleeved or long sleeved. There is a male or female styled shirt which are available to all.

Shirts should always be worn with the collar fastened with a black tie. Epaulettes must always be worn and be visible. Ties must always be worn when visible to the public regardless of weather or activity.

Tie pins must be limited to one (1) and may only be worn if relevant to the police service or a charitable organisation or similar which is not offensive to others.

Black wicker shirts can be worn at the officer's discretion if they are not performing a front facing role. These black shirts must have epaulettes or sliders clearly on show and should be worn with the cargo style trouser.

**Clothing for maternity** – Maternity uniform is available to those in uniformed roles. This can be requested and will be ordered on an individual basis. It is the individual's choice whether they wish to order this uniform or wear their own clothing.

## **Special Occasions**

### Dress Uniform

If you attend an occasion it is important to maintain dress uniformity and staff should wear smart operational uniform.

Tunics are no longer individually issued to officers however a small supply are available to loan on request from stores if required.

Tunics must be worn with a white shirt, black tie, black dress trousers or a skirt. Medals should only be worn on formal/ceremonial occasions or as directed by a specific Operational Order. They should be positioned over the left breast and in order of importance from right to left.

### Dress When Attending Court –

Unless authorised to perform plain clothes duty officers must, unless directed by the judge, attend court in their full general police uniform with appointments, looking smart and clean in appearance. Tunics are no longer required to be worn. Non uniformed staff should wear smart professional business attire keeping with the dignity of the court.

Non uniformed officers should also take their appointments with them and have them available within the court building.

Officers and staff are on duty when they are in court and help reassure court users and court staff whilst in public areas.

Court covers any environment where you are called upon to provide evidence such as magistrate's court, Crown court, Coroners court, civil court or Employment Tribunal (not exhaustive)

### Civil Events

Permission to wear operational uniform at civil events comes from the Chief Constable

### Challenging dress standards

Supervisors are expected to manage dress and appearance of their teams and to challenge those failing to adhere to the standards. Those who fail to follow the policy will be addressed appropriately through supervisory action.

**ANY REQUESTS FOR DEVIATION FROM THIS POLICY OR NEW ITEMS OF UNIFORM MUST GO TO THE UNIFORM USER GROUP FOR AUTHORISATION AND APPROVAL**

### **Process for approval of new/alternative uniform items/equipment**

For all requests for new/alternative uniform items/equipment a Business Case should be completed by the owner and submitted for decision at the Dress, Appearance & Equipment Group. This will be discussed by the Group and a decision will be logged on the minutes and emailed to the owner by the Chair. It is unacceptable to sell or pass on any uniform issued or supplied by Cleveland Police.

Reasonable adjustments are available on a case by case basis based on individual circumstances. These will be managed by their supervision, however, will in keeping with this policy of portraying a smart and professional image

## **4. Appendices**

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<b>Appendix</b>	<b>Description</b>
1.	Wearing and Caring for your body armour
2.	Identification Marking of Public Order Helmets

## 5. Compliance and monitoring

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The Executive are responsible for the accuracy and integrity of this document. This policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Executive will review this process to ensure that all aspects are being adhered to in accordance with the framework of this policy.

## 6. Version control

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This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Force intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
0.1	Aug 2020	New policy sent out for consultation	██████████
0.2	Sep 2020	Policy revised following consultation and circulated a second time before submission to the Executive for approval.	██████████
2.0	Jan 2021	Policy approved in October 2020, EIA completed and published	██████████

### **Wearing and Caring for your Body Armour**

These guidelines have been produced to assist you whilst wearing and caring for your body armour.

They are intended to raise your awareness in relation to safety, hygiene and storage.

You should be aware that you can still be vulnerable to attack when wearing body armour. It is designed to provide protection against unknown threats.

Force policy stipulates that the wearing of body armour, when on operational duties, is mandatory. Body armour should have a black cover.

Under Health and Safety Legislation, Police Officers and Police Staff have a duty to wear protective clothing and equipment which has been provided for their safety. It is essential, therefore, that body armour fits correctly. To ensure the best fit, this armour has been personally fitted and manufactured to individual size and posture. In the interests of hygiene, it is important that all Police Officers/Police Staff wash their armour carrier regularly in accordance with the manufacturer's instructions.

The body armour issued to has been designed with a built in ventilation system which has proven to be effective in reducing perspiration problems. However, no body armour system can completely eliminate this problem. In warmer weather, to avoid de-hydration, the body armour should be removed periodically where practicable. Police Officers/Police Staff are reminded to maintain body fluid levels and regular intakes of water may be required.

The armour offers some protection against ballistic threat (HGI) and also against stabbing/slashing (KRI) attacks. However, body armour does not offer total protection. Police Officers and Police Staff should always be aware of potential health and safety risks at all times, particularly when attending incidents.

All managers and supervisors have a responsibility to ensure their staff attend Personal Safety Training if appropriate to their role.

The body armour should be inspected for signs of damage to armour panels when washing the cover.

1. The armour panels should be inspected when the armour has had any physical contact with an object likely to cause damage.
2. The outer cover should be cleaned by machine washing following manufacturer's instructions.

3. Armour panels should be removed during washing and the guidelines below should be followed.

### **Ballistic/Stab Panel**

The panels within body armour should not be hand or machine washed. The following maintenance process should be followed.

1. Check that the label is still distinguishable.
2. Look for broken seams or perforations in panel.
3. Wipe with a damp cloth (detergents, soap etc. should not be used).
4. Allow panels to dry naturally away from sunlight and direct sources of heat.

### **Outer Covers**

Ensure that all panels are removed before laundering.

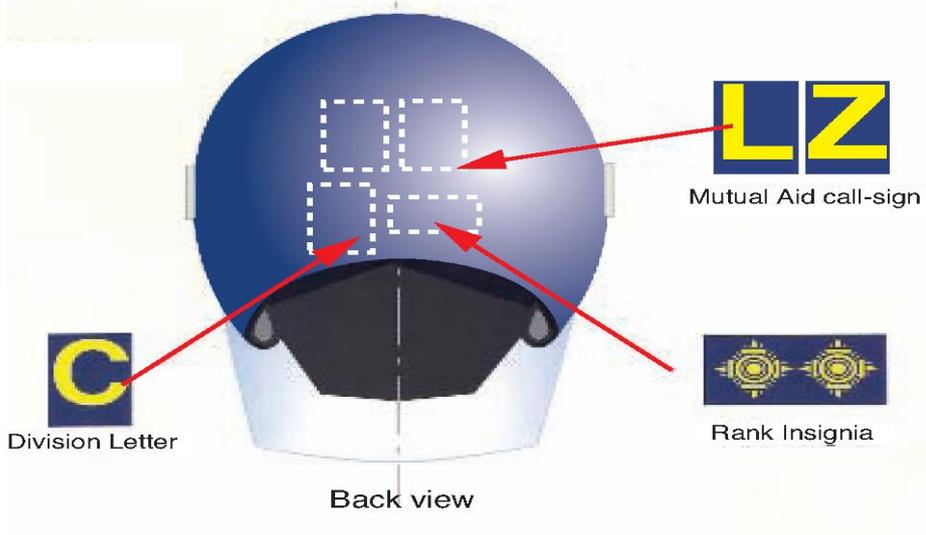
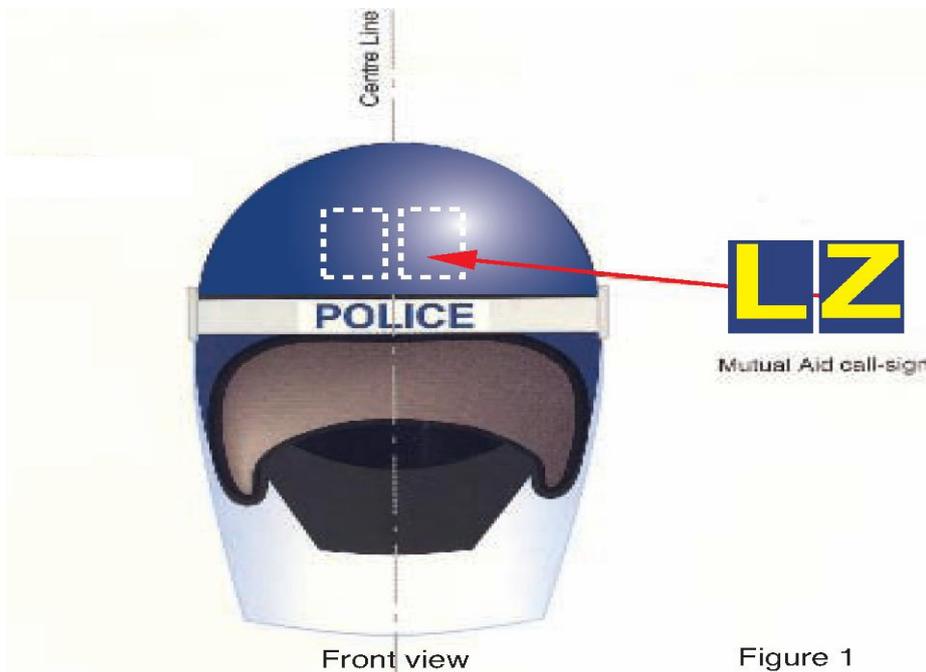
Close all fastenings (velcro and zip).

Covers may be hand washed or machine washed.

**Hand Wash** - hand hot not to exceed 40°C, cold rinse, cool iron, dry thoroughly before re-inserting your panels.

**Machine Wash** - 40°C wash cycle, spin dry, tumble dry on cool setting, cool iron. Always refer to washing instructions on garment. Dry garment thoroughly before re-inserting your panels.

Identification Marking of Public Order Helmets



A standardised layout for helmet markings is necessary for the ease of identification of Officers engaged on Mutual Aid.

**General Uniform available for initial issue to Officers and Special Constables**

<b>ITEM</b>	<b>QUANTITY</b>
Trousers	3
Shirts - (long or short sleeved)	6
Fleece jacket	2
Cap or bowler hat	1
Cap badge	1
Helmet	1
Helmet badge	1
Waterproof trousers	1
Gloves	1
Trouser belt	1
Equipment belt	1
Kwik Cuffs	1
Kwik Cuffs holder	1
Box key	1
Jockstrap	1
Mag-lite	1
Spray holder	1
ASP	1
ASP holder	1
Sliders	2
Epaulettes	1
Black Blouson jacket	1
High Visibility jacket	1
Velcro straps and pouch	1
Body armour	1
Boots	1
Hijab	1

**General Uniform available for initial issue to PCSO's**

Shirts (long or short sleeved)	6
Trousers	3
PCSO fleece jacket	2
Cap or hat	1
Cap cover	1
Cap badge	1
Slash proof gloves	1
Mag-lite	1

Trouser belt	1
Equipment belt	1
High Visibility jacket	1
Plain fleece	1
Body armour and fluorescent cover	1