

## Dress and Personal Appearance

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## Policy Statement

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### Summary

As a public service, it is important that West Yorkshire Police (WYP) portrays an image which instils confidence, credibility and respect in the public we serve. No member of the public should be made to feel uncomfortable or threatened by the dress or appearance of an employee or volunteer of WYP. This also extends to presenting a professional image to colleagues and other organisations.

This policy outlines the general principles of the dress and personal appearance standards for WYP and the importance and use of warrant and identity cards. Any breach of this policy may result in disciplinary action being considered.

The examples stated in this policy are not exhaustive, and the Force recognises that there may be variances and will make a reasonable effort to accommodate variations in dress for religious and cultural reasons.

In the event that a compliance-related issue is raised regarding this policy, these matters will be assessed and considered by the Dress and Personal Appearance Panel. The panel will meet on a monthly basis and comprise of the Head of the Professional Standards Directorate (PSD) along with a detective chief inspector from PSD Compliance, a representative from the Diversity, Equality and Inclusion (DEI) team, a representative of the Independent Advisory Group (IAG), representatives from the Police Federation and Trade Unions, and a representative from the referring department.

The guidance is presented in gender neutral terms. All officers and staff are welcome to wear attire appropriate to their identity. Gender labels given to items of issued uniform are not restricted to gender; trans or non-binary officers and staff can wear the attire that they feel most comfortable in.

WYP have used images as examples of our minimum expectations for all West Yorkshire Police employees. Individuals must always seek guidance from their line manager or PSD if they do have any questions, preferably, before any change.

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### Scope

This policy applies to all police officers, special constables, police community support officers (PCSOs), and police support volunteers and police staff.

Any police officer or police staff member working on an agile basis (including working from WYP premises other than their normal place or work and/or working within partner premises) are also expected to adhere to the standards of dress and personal appearance as outlined in the policy.

The normal expectation of dress and appearance applies at home when

colleagues are engaging with the public or are attending virtual work meetings. It is acknowledged that it is impractical for police officers to wear uniform all the time when working at home, however uniform must be worn when engaging with the public or partners in virtual work meetings when uniform would normally be worn in the workplace. At all other times when working from home, staff must be dressed in smart casual attire whilst presenting in a clean and tidy manner.

This policy applies equally to officers and staff who are working from home when taking part in remote meetings.

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## Identification – All Individuals

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### Warrant and Identity Cards

- Warrant and identity cards must be worn at all times when on police premises and must be worn around the neck using lanyards provided, or other suitable means e.g. ID card holder.
- Police officers are advised to carry their warrant card at all times. If circumstances arise when the officer is off-duty, which require the exercise of their powers as a constable, their warrant card must be produced.
- All officers and staff are responsible for the personal care of their warrant or identity card as it enables them access to Force premises.
- Warrant and identity cards must not be used, other than in connection with police duty. However, they can legitimately be used for concessionary travel. Further information on the conditions of use can be found in the Gifts and Hospitality policy.
- The Card Access Team in the Digital Department produce the warrant and identity cards. Out of hours, a request must be made via the IT Self Service Portal.
- A request for a warrant or identity card must be made through the IT Self Service Portal for a new employee, or an existing employee who needs to change their name or their photograph on their card.
- A notification must be made to the IT Service Desk if a warrant or identity card has been lost. This can be done via the IT Self Service Portal. The Digital Department will then cancel the card and this card cannot then be reactivated a new card will have to be made.
- Line Managers must authorise the issue of a replacement card through the Card Access Mailbox.
- The Digital Department will send a notification when a replacement card is ready for use, it can be collected by appointment only from the Card Access Office or posted by internal mail to a district single points of contact (SPOC). A request will then need to be made for activation via the IT Self Service Portal upon receiving the replacement card.
- If individuals require different levels of access, a request must be made via the IT Self Service Portal and line managers must authorise this via the Card Access Mailbox. Individuals will not need a new card if granted

authority. The same process must be followed when removing levels of access.

#### Name Badges

- Wearing a name badge within WYP is not a mandatory requirement.
- Individuals who wear name badges will have discretion to remove their badge from clear sight at any time when working. This due to consideration for their personal safety.
- Individuals must hide or remove their name badges when out in public and are off duty and/or not working e.g. break times, rest days etc.
- 'Magnetic Fit' name badges are available to all members of WYP who wish to wear one.
- 'Hook and loop' cloth badges are available to all uniformed officers and staff only.
- The standard format for all badges will be one forename and then one surname. It is permissible to have a surname only, or an initial followed by a surname.
- Potentially offensive nicknames will not be permitted.
- Individuals can decide whether to have their name only on the badge, or to include their substantive rank, or 'Police Officer' or 'Police Staff' as extra.
- Line managers have the authority and discretion to direct that a name badge be removed if they feel it does not comply with this policy or for safety during operational duty.

#### Lanyards

- Individuals must wear their lanyards correctly at all times.
- Individuals must hide or remove their lanyards when out in public and are off duty and/or not working e.g. break times, rest days etc.
- Line managers have the authority and discretion to direct that a lanyard be removed if they feel it does not comply with this policy or for safety during operational duty.
- The theme and content of lanyards can vary. Staff must be aware that lanyards must not be politically themed, however lanyards issued by any part of WYP, Police Federation and Unions are allowed.
- Lanyards representing local/national charities are allowed providing they are inoffensive and represent a relevant cause i.e Mind, Andy's Man Club, Poppy Appeal etc.

## Police Officers, Special Constables, Police Community Support Officers (PCSOs) and All Staff in Uniform and Public Facing Roles

### Principles

#### General

- Individuals **must not** attend any event or function in uniform, which is not part of duty requirements, unless permission has been requested by, or

granted from, their District Commander or Departmental Head. Officers are generally prohibited from consuming alcohol in these circumstances, however when provided and with prior authorisation from an appropriate manager this is permitted.

- For an operational order or specific event, the standard of dress may be stipulated in the interests of corporacy or safety.
- When **off duty**, individuals **must not** wear uniform, or any part of it at any time, other than travelling to and from work however when travelling there will be a need to cover up part uniform with an outer garment/ clothing.
- Officers must wear full uniform when attending a medal ceremony, although this is deemed an off duty event.
- Individuals must attend any course in full uniform or smart business clothing, unless casual clothing is permitted as part of the requirements, which course trainers have the authority to make this decision.
- It is of paramount importance to remember, that all individuals are representing WYP and must present a professional image.
- The requirement to salute is when either:
  - At a training establishment, when directed to do so; or
  - Engaged in ceremonial duties, and will be specified in the relevant operational order.
- Individuals who are in receipt of orders, decorations, medals and other awards may wear these in appropriate circumstances and/or directed by an operational order, following the 'order of wear'.
- Official medal ribbons will be provided on tunics for those issued with them. It is permissible at the individuals own expense to procure and wear a medal ribbon bar in a similar location to where medals are worn on a tunic.
- It's important to take note of the possible dangers of wearing all types of medals, pin badges, patches and wrist bands that could place individuals at risk of injury whilst on duty.
- All non-uniformed police officers, unless engaged in duties of a specialist nature and members of the Criminal Investigation Department (CID) must at all times dress to a standard befitting of the role they undertake.
- There are additional guidelines that authorised firearms officers must adhere to.

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## Dress Code

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### Epaulettes/ Insignia

- All epaulettes/insignia must be worn at all times. Individuals performing Police Support Unit (PSU) duties must also wear their epaulettes, they must not be easily removable and service numbers must be worn by all ranks. All officers must declare their service number if asked to do so by any person who is not a police officer.

### Headwear

- Headwear must be worn at all times when performing duty outside, unless it is not practical to do so. It may be removed while in a vehicle. Normal

operational headwear is a peaked cap for officers and PCSOs.

**Alternative  
Headwear  
Shirts**

- Operational headwear for staff include a peaked cap or bowler style hat dependant on rank/role
- Helmets will be retained for ceremonial and similar purposes and must be worn when directed as part of an operational order or plan.
- Alternative headwear to meet religious and cultural needs may be worn. More information is available under the specific section in this policy.
- Shirt sleeve order with tie may be worn dependant on rank. When wearing a long sleeved shirt, the sleeves must be fastened at the wrist or folded neatly just above the elbow.
- All uniformed officers up to the rank of Chief Inspector and police staff must wear operational shirts (black wicking) whilst on duty, with or without body armour.
- White shirts may be worn in circumstances which make it more appropriate e.g. award ceremony or funeral.
- White shirts will be worn by uniform ranks of Chief Inspectors and above unless they are performing operational duties in which case, they can default to the black wicking shirts.
- All shirts must be worn with epaulettes to denote the individual's rank/role and/or their service number.

**Ties**

- Ties must be black.
- Ties and/or cravats must be worn for officers wearing white shirts whilst on operational duty at the rank of Chief Inspector or above.
- Ties may be removed in 'shirt sleeve order' at the discretion of line managers. The wearing of any other upper body garment without a tie is not permitted. This excludes body armour.

**Tights, Socks  
and Footwear**

- Tights must be black. Socks must be either black, dark grey or dark blue. Also, any footwear for individuals, shoes and boots, must be black and plain in design.

**Pin Badges,  
Patches and  
Wristbands**

- The only permissible pin badges, patches and wrist bands are:
  - Those issued by the Force;
  - Those representing the Force crest and sold by the Force;
  - Those that are clearly related to either a registered charity associated with the Police Service, a Police Staff Association or Trade Union recognised by the Force and sold by or on behalf of one of these organisations; or
  - Those produced by the Royal British Legion in support of the annual Poppy Appeal, these purchased at the individuals own expense.
- Such items must be of a moderate size and design and must not be of a political nature, offensive or worn or displayed incorrectly, in order that they do not impair the effectiveness or damage the reputation of any individual or that of policing in accordance with the Code of Ethics.
- Line managers have the authority and discretion to direct that a pin badge, patch and wrist band be removed if they feel it does not comply with this policy or for safety during operational duty.
- Wrist bands pose an additional and unnecessary risk to the health and safety of individuals and they must not be worn in any operational context.

	<ul style="list-style-type: none"> <li>Up to one item may be worn at any one time, subject to the nature of duties being performed, but this must be done in such a way that the dignity of uniform or other clothing is maintained. Specifically:             <ul style="list-style-type: none"> <li>Patches must be no more than 70mm x 40mm in size and only worn in addition to normal uniform badging on relevant garments;</li> <li>Relevant garments are those that are provided with a receiving 'hook and loop' patch.</li> <li>Items must not be affixed to any uniform or equipment in any other way than with a 'hook and loop' patch.</li> <li>Uniform may not be altered or added to, in order to facilitate the carriage of patches.</li> </ul> </li> </ul>
<b>High Visibility Clothing</b>	<ul style="list-style-type: none"> <li>High visibility must be worn when performing traffic duties or when high visibility is an issue for protection. It must be readily available in vehicles when on patrol.</li> </ul>
<b>Scarves</b>	<ul style="list-style-type: none"> <li>Scarves are not part of WYP uniform. They are potentially dangerous and pose a high risk of injury and therefore must not be worn.</li> </ul>
<b>Defensive Equipment PPE</b>	<ul style="list-style-type: none"> <li>For defensive equipment, all individuals must adhere to the Officer Safety, Police Support Unit (PSU) Training and Job Related Fitness Testing policy.</li> <li>The wearing of Personal Protective Equipment (PPE) is mandatory when deployed within a PSU and in all operational and training. Individuals will be issued with personal protective equipment when in the required circumstances. The Personal Protective Equipment policy provides further information about PPE.</li> </ul>

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## Personal Appearance – All Officers and Staff

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<b>Hair</b>	<ul style="list-style-type: none"> <li>The general appearance requirements for all officers and staff are set out in the Policy Statement and apply to hair in the same way as they apply to other aspects of appearance and presentation. In particular, hair must be smart, clean and tidy at all times whilst officers and staff are at work so as to present a professional image.</li> <li>We welcome and accept all styles and recognise the unique differences of hair. Workplace adjustments may be required to suit hair, such as afro styles, dreadlocks and protective styles. These styles will also stay in fitting with the policy in that if hair is longer than collar length, irrelevant of style, this will be required to be tied up in a bun or similar style.</li> <li>Hair dyes of any colour may be used, however this is restricted to a single colour. Hair must not be cut into shapes, motifs or patterns as all of these detract from the professional image that West Yorkshire Police wishes to portray.</li> <li>Officers and staff in uniform who have hair that is longer than collar length, are required to place their hair up, off the collar and into a bun or similar style. Hair longer than shoulder length, tied back in a style that allows it to swing freely, poses a health and safety risk e.g. hair worn in a ponytail or plait. Therefore all shoulder length hair is to be tied into a bun or similar style. Officers and staff who work with specific hazards or hazardous</li> </ul>
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equipment must adopt a hairstyle, which satisfies health and safety requirements.

- Officers in specialist posts or engaged in specific operations may have a genuine operational requirement not to comply with this section of the guidance. Each case will be judged on its merits and suitability.
- All officers and staff should be mindful that warrant or identification cards will need to be renewed or updated if a change in hair style or colour alters their appearance significantly.

#### **Facial Hair**

- Beards, moustaches, sideburns or any combination must be neatly maintained at all times unless a religious belief or requirement dictates otherwise.
- Discussions with Line managers will take place to ascertain any issues in relation to health and safety, and a comprehensive risk assessment may be required.
- Some role profiles within the Force require officers to be CBRN trained as an essential requirement, whereas other roles include this as desirable. Where the role profile indicates this is essential, officers will be required to be clean shaven. This requirement is subject to bespoke consideration around an Equality and Human Rights Assessment (EHRA) for those with protected characteristics alongside medical issues.

#### **Jewellery**

- The wearing of jewellery in an operational setting is discouraged, this is due to the potential risks of personal injury of wearing all types of jewellery.
- A wedding, engagement and partnership band(s) may be worn.
- One set of simple ear studs may be worn.
- The wearing of jewellery in accordance with religious belief must be discussed with line managers for the purposes of health and safety risks.
- Any claim to the Force for the loss or damage to jewellery or wrist watches will not be accepted.

#### **Facial Piercings**

- Facial studs, including tongue studs and pins must not be worn unless required for operational needs.

#### **Spectacles and Contact Lenses**

- All uniformed officers must comply with the Spectacles, Sunglasses and Contact Lenses policy which covers the use, safety and style standards that are accepted by the Force.

#### **Sunglasses**

- Sunglasses are permitted to be worn when necessary but must:
  - Be of plain design and not mirrored;
  - Worn only in in bright sunlight driving a vehicle or riding a motorbike; or on foot patrol.
  - Removed when dealing with an incident or speaking to members of the public;
  - Have any costs or damage covered by the individual.

#### **Makeup**

- All officers and staff may wear makeup in moderation and this must be of a natural shade so as not to appear excessive or obtrusive. Bright makeup colours are not accepted. Discreet eyeshadow and lipstick, which is appropriate to the individual's natural skin tone and/or in connection with the individual's faith/religion may be worn along with fake tan that is natural, fitting to the individual's skin tone and not excessive in colour.
- Makeup may also be worn to conceal a facial disfigurement or significant blemish.



	<ul style="list-style-type: none"> <li>• Officers and staff must keep their fingernails neatly trimmed and clean. For Health and Safety reasons, no jewellery or attachments may be worn on the nails. Nail polish of any colour can be worn but must portray a professional image.</li> <li>• All officers and staff may wear false eyelashes which are of natural length and thickness.</li> </ul>
<b>Ear Stretchers</b>	<ul style="list-style-type: none"> <li>• Ear stretchers are not permitted by the force and must be taken out at all times whilst at work. Individuals who are in a front facing role and dealing with members of the public, must take suitable steps to ensure that the holes are covered up to prevent injury to themselves.</li> </ul>
<b>Items of Cultural or Religious Belief</b>	<ul style="list-style-type: none"> <li>• Items of religious or cultural significance may be worn provided they do not present a risk to the individual, their colleagues or members of the public.</li> <li>• Colouring of specific items must be discussed with an individuals line manager and, ideally, follow standard uniform colourings however WYP do recognise that allowances may need to be made. Individuals can seek further guidance from Staff Support Networks, Unions or The Federation and the DEI team.</li> <li>• It may suit an individual to wear a non-issued piece of clothing to best meet their needs. This must be done only after authorisation from their line manager. They may also contact the Staff Support Networks, Federation and/or union or the DEI Team. Items which may present a safety risk must be discussed with their line manager in the first instance and authorisation sought before wearing.</li> </ul>
<b>Maternity Wear</b>	<ul style="list-style-type: none"> <li>• Police officers and police staff who were previously required to wear uniform may wear plain clothes in order to meet their own personal needs. The time to make the transition from formal uniform to maternity wear is left to the discretion of the individual concerned, in consultation with their line manager.</li> <li>• West Yorkshire Police does have Maternity wear that is available for staff who wish to use this. Individuals can request this via the Stores department with a small lead time. This is around 5-7 days. There are no limits to ordering differing sizes to suit the individual throughout their pregnancy.</li> </ul>
<b>Staff Who Are Transitioning/ Considering Transition</b>	<ul style="list-style-type: none"> <li>• West Yorkshire Police wants to support all our staff who are transitioning, or thinking of doing so, in the workplace. All uniform is available to all staff and if an individual wishes to order new uniform to support them in their transition they can order these directly with Stores. More information can be found in the Trans Support Plan.</li> </ul>
<b>Tattoos</b>	<hr/> <ul style="list-style-type: none"> <li>• Tattoos will not be accepted if they have the potential to cause offence due to containing explicit, offensive, obscene, discriminatory or political words, slogans or symbols inconsistent with the Code of Ethics and the Standards of Professional Behaviour.</li> <li>• Before individuals consider a new tattoo, initial advice must be gained via their line manager. If the line manager requires advice, they must contact PSD. The Head of PSD will be responsible for any final decisions on the appropriateness of current or planned tattoos.</li> <li>• New applicants must declare if they have any visible tattoos providing</li> </ul>

images and a description of the meaning behind them.

- **Tattoos on the face are not acceptable unless eyebrow tattoos or as part of a medical issue.**
  - Tattoos visible above the collar line or on the hands are permitted as long as they fall within the scope of this policy. Where this is not clear, or an appeal is requested, this can be escalated through to the Dress and Personal Appearance Panel.
  - Tattoos may be displayed by officers and staff in uniform when wearing short sleeve order. Visible tattoos are deemed unacceptable if they have the potential to cause offence due to containing explicit, offensive, obscene, discriminatory or political words, slogans or symbols inconsistent with the Code of Ethics and Standards of Professional Behaviour.
  - The officer/staff member's line manager will decide upon the suitability of any tattoo being visible and any appeal will be directed to the Head/Deputy Head of Professional Standards Directorate (PSD) for any assessment of appropriateness.
  - When on Ceremonial Duty, tattoos may need to be covered to comply with the ceremonial dress code directed by the officer in charge.
  - Officers and staff must also consider whether it is appropriate to cover their tattoos on a case by case basis when dealing with members of the public.
  - Any current/serving member of staff that has a new tattoo after this new policy is adopted, which could reasonably be interpreted as discriminatory or offensive and/or indicate attitudes or views which are inconsistent with the College of Policing (CoP) Code of Ethics and Standards of Professional Behaviour; will be referred to the Professional Standards Directorate for an assessment to be undertaken in relation to any breach of the Standards of Professional Behaviour.
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## Non Uniform Officers and Police Staff

### Principles

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#### General

- Police staff are expected to maintain a good standard of dress and appearance. Our guidelines for dress code are explained in this section.
- It is of paramount importance to remember, that all individuals are representing WYP and must adhere to the guidance detailed within this policy.
- Where non uniform dress is required, individuals must dress according to the role requirements, following guidance from their line manager.
- Where items of uniform are issued, the relevant elements of the dress code stated for officers, special constables and PCSOs must be adhered to.
- Where safety clothing or equipment is issued, it must be worn and used as intended.

- Unless specifically stated in the preceding pages non uniformed officers and staff must refer to the guidelines as set out in the wider policy for general appearance such as hair.
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## Dress Code

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### Principles

- **The personal appearance part of this policy above applies to all police staff and non uniform officers.**
- All staff are expected to wear smart professional clothing. i.e. shirt, blouse, dress, religious wear.
- It is expected that clothing will not be low cut and will not be short enough where the middle area of the stomach is exposed.
- Strapless tops are not permitted to be worn.
- Items of clothing must not display slogans or offensive wording. Motifs or logos must be avoided where possible, however small discreet logos or motifs are permissible.
- Trousers must be smart. Jeans or shorts are generally discouraged but can be agreed with an individuals line manager.
- Smart skirts and dresses must be worn and skirts must be no shorter than 2 inches above the knee. Strapless dresses are not permitted.
- Shoes must reflect the nature of business. Footwear such as flip flops and sliders are not acceptable in the workplace as these can present with a health and safety issue.
- Ties can be worn with formal wear. Ties are not mandatory and when worn must be reflective of business attire.

This section does not apply to individuals deployed in such items of clothing for specific operational purposes.

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## Additional Information

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**Compliance**

This policy complies with the following legislation, policy and guidance:

- ACPO Guidance on the wearing of police uniform at public events
  - Spectacles, Sunglasses and Contact Lenses policy
  - Police use of Firearms policy
  - Gifts and Hospitality policy
  - Health and Safety Guidance
  - Officer Safety, Police Support Unit (PSU) Training and Job Related Fitness Testing policy
  - Data Protection Act 2018
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