

Dress and Personal Appearance

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Policy Statement

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, offended 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.

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

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

Identification – All Individuals

Warrant and Identity Cards

- Warrant and identity cards must be worn at all times when on police premises and should 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 should 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](#).
- The Card Access Team in the IT 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 if you are 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 IT 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 IT 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

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- 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

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- 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.
 - Individuals must consider the appropriateness of their lanyard.

- Further guidance of appropriateness is as follows:
 - The Force issue plain black lanyards;
 - WYP lanyards which identify an individual's current role/posting (for example learning and development staff/Full time Federation / Full Time GMB or Unison);
 - WYP lanyards that identify an additional official role an individual may fulfil (for example Support Networks official roles i.e. Chair, Secretary, Treasurer);
 - WYP lanyards that identify the Officer or Staff member's vetting status and security clearance (for example NECTU); and
 - Officers and staff in addition to the above, may occasionally choose to wear a themed WYP lanyard to show support for a particular group or raise awareness at an appropriate time during the calendar year (for example Remembrance Poppy Lanyards, Pride events, Inclusion Week, International Women's Day).
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Police Officers, Special Constables and Police Community Support Officers (PCSOs)

Principles

General

- Individuals **must not** attend any event or function in uniform, which is not part of duty requirements, unless permission has been requested and granted from their District Commander or Departmental Head. Officers are strictly prohibited from consuming alcohol in these circumstances.
- 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.
- 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 of which are included in the [Police use of Firearms](#) policy.

Dress Code

Epaulettes/ Insignia	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 the uniform, this is a peaked cap for all officers and PCSOs. • Helmets will be trained for ceremonial and similar purposes and must be worn when directed as part of an operational order or plan.
Alternative Headwear	<ul style="list-style-type: none"> • Alternative headwear to meet religious and cultural needs may be worn. This must be matt black, dark blue or dark grey material to match the existing service issue headwear.
Shirt Sleeve Order	<ul style="list-style-type: none"> • Shirt sleeve order with tie may be worn. When wearing a long sleeved shirt the sleeves must be fastened at the wrist or folded neatly just above the elbow.
Shirts	<ul style="list-style-type: none"> • All uniformed officers and staff must wear operational shirts whilst on duty, with or without body armour. The traditional white shirt may be worn due to different circumstances which make it more appropriate. All shirts must be worn with insignia to denote the individual's rank/role and/or their service number.
Ties	<ul style="list-style-type: none"> • Ties may only 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • The only permissible pin badges, patches and wrist bands are: <ul style="list-style-type: none"> ○ 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, potentially 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.
- 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:
 - Patches must be no more than 70mm x 40mm in size and only worn in addition to normal uniform badging on relevant garments;
 - Relevant garments are those that are provided with a receiving 'hook and loop' patch.
 - Items must not be affixed to any uniform or equipment in any other way than with a 'hook and loop' patch.
 - Uniform may not be altered or added to, in order to facilitate the carriage of patches.
- 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.
- Scarves are not part of WYP uniform. They are potentially dangerous and pose a high risk of injury and therefore must not be worn.
- For defensive equipment, all individuals must adhere to the [Safety and PSU Equipment](#) policy.
- 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 [Health and Safety Guidance](#) provides further information and examples of PPE.

High Visibility Clothing

Scarves

Defensive Equipment

PPE

Personal Appearance

Hair

- Hair must be neat and tidy above collar length and secured above the collar if long. It must not be dyed in unnatural colours or styled in an unconventional way that may make members of the public feel uncomfortable or intimidated.

Facial Hair

- Beards, moustaches, sideburns or any combination must be neatly trimmed at all times unless a religious belief or requirement dictates otherwise. Facial hair must not be dyed in unnatural colours.
- 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.

Items of Religious or Cultural Belief

- 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.

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 ring or partnership may be worn.
- Simple ear studs may be worn, either single or as a pair worn in the earlobe.
- The wearing of jewellery in accordance with religious belief is permitted but 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 expensive 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 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;
 - Removed when dealing with an incident or speaking to members of the public;
 - Not be worn by individuals on foot patrol, unless there is evidence provided that it is absolutely necessary and approved by Line managers;
 - Have any costs or damage covered by the individual.

Makeup

- Only a modest amount of makeup is permitted. Only a plain colourless nail varnish may be worn.

Tattoos

- Tattoos of a **'small and not prominent'** nature on the neck or hands are not required to be covered when on duty.
 - Any other tattoos **must be covered at all times** when on duty, this includes tattoos on the arms.
 - New applicants must declare if they have any visible tattoos providing images and a description of the meaning behind them. Tattoos on the face, or visible above the collar line or on the hands may be permitted on a case by case basis.
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Police Staff and Police Support Volunteers

Principles

- Police staff are expected to maintain a high standard of dress and appearance. The standard of personal appearance must be fit for purpose and convey a favourable impression of the service.

- It is of paramount importance to remember, that all individuals are representing WYP and must present a professional image, this is when engaging with members of the public or employees from other organisations.
 - There are a variety of roles where formal dress may be inappropriate, but staff must always be well turned out, clean and tidy.
 - 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 use as intended.
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Additional Information

Compliance

This policy complies with the following policy and guidance:

- [ACPO Guidance on the wearing of police uniform at public events](#)
- Spectacles and Contact Lenses policy
- Police use of Firearms policy
- Gifts and Hospitality policy
- Health and Safety Guidance
- Safety and Police Support Unit (PSU) Training policy

Policy Database Administration

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The Equality and Human Rights Assessment for this policy is held on Force Registry which can be accessed via [this link](#).

The table below details revision information relating to this document:

Topic title	Date
Amended the permission from Chief Constable to District Commander/Departmental Head for attending a function in uniform that is outside of duty requirements.	10/11/2016
Amended the principle regarding outside of duty events, that alcohol is strictly prohibited in these circumstances.	12/12/2016
Amended the policy adding in an identification section to include warrant and identity cards and also the addition of name badges. COT agreed the wording that is included in the name badge section.	01/12/2017
Amended the policy in adding a section for lanyards, removing mention where it was once placed with pin badges etc. Also changes made to the wording about tattoos. COT agreed the wording that is included in the lanyard section and regarding tattoos.	01/02/2018