

Lincolnshire Police

Policy Document



APPEARANCE STANDARDS POLICY

PD 133

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Reference Number:	PD 133
Policy Sponsor:	Deputy Chief Constable
Policy Owner:	Head of Professional Standards
Author:	T/Supt Davies (Head of Professional Standards Department). Sgt Ward – additional amendments December 2017
Publication Date:	February 2018
Review Date:	February 2019

Version:	Date:	Reason For Issue:
5	February 2018	Review of Policy
6	March 2018	Amendments to Appendix A

Legislative Compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the individual and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which you must check this document against (required by law):

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 1998](#)
- [Freedom Of Information Act 2000](#)

Security Classification

Policy to be published on Intranet: YES

Policy to be published on Force Website: YES

Authorised Professional Practice (APP)

APP is developed and owned by the College of Policing (the professional body for policing) and can be accessed online. It is authorised by the College of Policing as the official and most up-to-date source of policing practice. The range of subjects covered by APP is growing all the time.

It has the same legal status as previous guidance; it is not the law and so, while Police Officers and Staff are expected to have regard to APP in discharging their responsibilities, the status of APP is advisory. There may be circumstances when it is legitimate to deviate from APP, providing there is a clear rationale for doing so.

- This Policy has been checked against APP and there is none in relation to the subject matter of this Policy.

1. Policy Aims: (purpose)

- 1.1 This policy covers the standards of appearance and behaviour expected of all Lincolnshire police officers, special constabulary, uniformed and non-uniformed police staff whilst on duty.
- 1.2 Lincolnshire Police is a uniformed, disciplined and professional organisation serving the public of Lincolnshire and requires its members to achieve and set high standards in both appearance and behaviour
- 1.3 The policy does not cover the disciplinary process for issues of “conduct” in relation to police officers and police staff.
- 1.4 The policy aims to ensure that all Lincolnshire Police officers and staff are easily recognisable, portray a professional and consistent image to both their colleagues and the public and in doing so improve the trust and confidence of the communities we serve.
- 1.5 The policy aims to ensure that all staff demonstrate high professional standards through their appearance and behaviour and that there are clear acceptable standards which they are expected to achieve and maintain.
- 1.6 It is intended that this policy is both specific and challenging in its application and it details the minimum standard expected of all Lincolnshire police officers and staff.
- 1.7 It also provides clear and unambiguous support to managers striving to achieve quality standards and advice on resolving particular issues around appearance and behaviour.

2. Policy Statement: (Key information)

2.1 The origins/background information

- 2.1.1 Lincolnshire Police aims to deliver a service that is second to none and inspires the trust and confidence of the public. Policing with PRIDE is embedded within the organisation and identifies the standard of service delivery expected from our staff.
- 2.1.2 In addition to operational patrol officers it is essential that all members of staff, whether uniformed or not should adhere to some basic standards of dress and behaviour to ensure that the organisation portrays an appropriate image to the people we work with and serve.
- 2.1.4 A smart, well turned out individual inspires confidence and gives a clear impression that a professional service will be provided.

2.2 General Principles of the Policy

- 2.2.1 The policy heralds a significant change in the appearance of our front line uniformed officers.
- 2.2.2 It is the responsibility of all staff to ensure that they are appropriately dressed to portray the right image, whilst also being practically attired to undertake their specific role. Some parts of the guidance are driven by health and safety considerations, whilst others relate to the corporacy and credibility of the organisation.
- 2.2.3 There is a clear responsibility of all managers to ensure that high standards are upheld throughout the organisation and to challenge those who do not achieve it. The standards of dress and behaviour should be articulated to all new staff by their immediate managers at the induction stage.
- 2.2.4 The policy supports managers, providing specific advice in helping to resolve some of the potential issues around dress and appearance.
- 2.2.5 Where the standards of appearance and behaviour are not reached, normal management intervention will be expected. In the event that the individual does not subsequently reach an acceptable standard of either dress or behaviour it may be appropriate to consider the relevant disciplinary process. (See Appendix A)

3. Other Related Documents/Appendices:

Appendix A – Appearance Standards

Appendix B – Uniform requirements

4. Monitoring/Review:

All Supervisors are responsible for ensuring compliance with this policy. The Deputy Head of Professional Standards Department is responsible for reviewing this policy.

5. Who to contact about this policy:

This policy is owned by T/Superintendent Davies, Head of Professional Standards Department.

Any enquires about this policy should be directed to T/Superintendent Davies, Head of Professional Standards Department Ext 47349.

Protective Security Marking:

NOT PROTECTIVELY MARKED

PRO-FORMA FOR THE INITIAL EQUALITY IMPACT ASSESSMENT (EIA)

This screening document is the first stage in a two-stage process to take a systematic approach to assessing the impact of an activity on equality. An activity may mean a:

- policy or policy review,
- a business case
- a business plan
- a project initiation
- a decision to implement a service
- a decision to decommission a service.

This screening should be completed by the lead person for the activity with assistance from any of the following departments:

- Human Resources (Where appropriate)
- Equality and Diversity

Department:	Professional Standards Department	Section:		Person responsible for initial assessment:	Professional Standards Department
Name of the Policy to be assessed:	Appearance Standards Policy	Date of Assessment:	21st February 2018	Is this a new or existing policy?	Existing
1. Briefly describe the aims, objectives and purpose of the policy.		To present and deliver a corporate image by all staff working within Lincolnshire Police. The policy was reviewed in line with the guidance from the College of Policing.			
2. Are there any associated objectives of the policy? Please explain.		No			
3. Who is intended to benefit from the policy and in what way?		It allows all staff within Lincolnshire Police to readily know the expectation of the Force.			
4. What outcomes are wanted from this policy?		To present a positive and corporate image of all staff working for Lincolnshire Police.			
5. What factors/forces could contribute/detract from the outcomes?		Complaints from members of the public about the appearance of Lincolnshire Police officers/staff.			

Protective Security Marking:

NOT PROTECTIVELY MARKED

6. Who are the main stakeholders in relation to the Policy?	Police & PCC		
7. Who implements the policy and who is responsible for the activity?	All Supervisors and Managers.		
8. Is there any likelihood the policy could have a differential impact on racial groups? (including Gypsies and Travellers)		NO	No impact
What existing evidence (either presumed or otherwise) do you have for this?	N/a		
9. Is there any likelihood the policy could have a differential impact due to gender?		NO	No Impact
What existing evidence (either presumed or otherwise) do you have for this?	N/a		
10. Is there any likelihood the policy could have a differential impact on due disability?		NO	No – The appearance standards applies to all officers and staff, they are provided with guidelines on what is appropriate for work. All officers and staff are encouraged to speak to their line manager if they require reasonable adjustments.
What existing evidence (either presumed or otherwise) do you have for this?	N/a		
11. Is there any likelihood the policy could have a differential impact on people due to sexual orientation?		NO	No – The appearance standards applies to all officers and staff, they are provided with guidelines on what is appropriate for work. All officers and staff are encouraged to speak to their line manager if they require reasonable adjustments.

Protective Security Marking:

NOT PROTECTIVELY MARKED

What existing evidence (either presumed or otherwise) do you have for this?	N/a		
12. Is there any likelihood the policy could have a differential impact on people due to their age?		NO	No – The appearance standards applies to all officers and staff, they are provided with guidelines on what is appropriate for work. All officers and staff are encouraged to speak to their line manager if they require reasonable adjustments.
12a Is there any likelihood the policy could have a differential impact on Young People and Children?		NO	No – The appearance standards applies to all officers and staff, they are provided with guidelines on what is appropriate for work. All officers and staff are encouraged to speak to their line manager if they require reasonable adjustments.
What existing evidence (either presumed or otherwise) do you have for this?	N/a		
12b Is there any likelihood the policy could have a differential impact on Older People?		NO	No – The appearance standards applies to all officers and staff, they are provided with guidelines on what is appropriate for work. All officers and staff are encouraged to speak to their line manager if they require reasonable adjustments.
What existing evidence (either presumed or otherwise) do you have for this?	N/a		
13. Is there any likelihood the policy could have a differential impact on people due to their religious belief?		NO	No – The appearance standards applies to all officers and staff, they are provided with guidelines on what is appropriate for work. All officers and staff are encouraged to speak to their line manager if they require reasonable adjustments. The appearance standards can be adapted to cater for the religious beliefs of staff.
What existing evidence (either presumed or otherwise) do you have for this?	N/a		

Protective Security Marking:

NOT PROTECTIVELY MARKED

14. Is there any likelihood the policy could have a differential impact on people due to them having dependants/caring responsibilities?		NO	No impact
What existing evidence (either presumed or otherwise) do you have for this?	N/a		
15. Is there any likelihood the activity could have a differential impact on people due to Marriage or Civil partnership?		NO	No impact
What existing evidence (either presumed or otherwise) do you have for this?	N/a		
16. Is there any likelihood the policy could have a differential impact on people due to them being Transgender or Transsexual?		NO	No impact
What existing evidence (either presumed or otherwise) do you have for this?	N/a		
17. If a differential impact has been identified in 8-16, will this amount to there being the potential for an adverse impact in this policy?		N/a	
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?		N/a	
19. If Yes, is there enough evidence to proceed to a full EIA? Is there enough concern about a policy or practice to do an in depth assessment.			NO
20. Date on which Full impact assessment to be completed by.			N/A

Protective Security Marking:

NOT PROTECTIVELY MARKED

Signed (completing officer) _____ Sgt 56 Ward _____

Signed (Lead officer) _____ C/Supt Taylor _____

Groups Affected

Please identify the anticipated impact this activity will have on the following population groups.

- Tick the appropriate box and give explanation if so required,
- Please note that there are both likely benefits and adverse impact within the same group
- Any groups highlighted as likely to be adversely affected should be consulted in the second stage Full Impact Assessment if one has been identified as being needed.

	Likely to Benefit	No Impact	Adverse Impact
Disability - Physical ,Sensory, Learning Disability, Mental Health, Carers		X	
Gender - Male , Female		X	
Transgender		X	
Race - Traveller and Gypsy etc		X	
Sexual Orientation - Lesbian, Gay , Bisexual		X	
Religion and Belief		X	
Age - Young and Old		X	
Marriage and Civil Partnerships		X	

APPEARANCE STANDARDS POLICY – JANUARY 2018

1.0 General Introduction

Lincolnshire Police is a uniformed and disciplined organisation and as such, our standards are important to members of our communities and colleagues alike. As an organisation, we:

- Expect high standards of appearance and behaviour.
- Will ensure that our staff are professional, respectful and caring, and act with integrity and honesty.
- Lead with confidence; consistently challenging unacceptable performance, behaviour and standards within a supportive environment.

Lincolnshire Police has an overarching aim; to improve the trust and confidence of the people that we serve. This can only be achieved if the public perceives Lincolnshire Police to be a professional and credible organisation. The Force is clear about the image that it wishes to convey to the public and this is articulated in our values of “Policing with PRIDE”.

Lincolnshire Police is committed to providing a professional service to the public. How officers and police staff look, particularly in the public eye, is a key part of that perception. In order for high standards to be achieved, this guidance provides clear expectations surrounding the appearance of employees. This document serves to ensure that all staff present a professional image, and outlines the standards that managers are expected to maintain across the organisation. People expect members of Lincolnshire Police to have the highest standard in their dress and appearance and this, together with the professionalism of our staff, will contribute to improved public trust and confidence.

A professional appearance is relevant to all police officers and police staff and this policy seeks to embrace both. The term ‘all staff’ and ‘uniformed staff’ is used throughout to reinforce this inclusive approach. Where reference is made to ‘uniformed staff’ this includes uniformed police officers and uniformed police staff who will, or are likely to, have face-to-face contact with the public. Where sections of this guidance relate to other police officers and police staff, then this is clearly defined along with their role. The definition of ‘police officers’ for the purpose of this guidance includes members of the Special Constabulary. The term ‘operational uniformed staff’ specifically includes uniformed police officers, special constables, police community support officers (PCSOs), Town Enquiry Officers (TEOs), Force Control and Communication Centre staff, custodians etc.

It is recognised that this document will become a live working document and will be subject to change periodically, through the need to reflect legislation, case law and social change.

The needs of officers and staff with distinct cultural or religious beliefs, or specific medical conditions, will be recognised and accommodated where appropriate. Any variations will require approval through the Chief Officer Group.

Some parts of this policy are driven by safety. In other areas, standards are provided for corporacy and the credibility of the organisation. First impressions count and someone who does not take pride in their appearance may also give the impression they will not take pride in their work either.

1.1 Considerations

This policy takes account of the following factors:

- The Force expects that “unless on duties which dictate otherwise, officers should always be well turned out, clean and tidy whilst on duty, in uniform or plain clothes”
- High visibility policing presence should be maximised and should be the default option for dress, within the boundaries of specific roles. High visibility policing means wearing either the yellow fluorescent coat or the yellow body armour (with the exception of firearms officers).
- The need for a common dress standard for police officers and police staff that is well understood by managers and staff alike, and is easily enforced.
- A corporate and consistent approach to uniform issue, to ensure that staff are properly equipped with approved uniform and equipment that is fit for purpose under health and safety considerations, whilst portraying the correct corporate image.
- The desire to keep within regional and national purchasing arrangements wherever possible.
- Police Regulations, subject to amendments laid down by the Secretary of State.
- Any standard which cannot be maintained due to a medical condition should be approved by individual heads of division/department.

1.2 General Standards

The following standards apply to all members of Lincolnshire Police, unless otherwise dictated by operational needs, such as covert policing:

- Staff should dress in keeping with a professional image.
- Staff should dress appropriately for the role.
- Revealing or provocative garments will not be deemed appropriate or acceptable for the workplace.
- Staff should not wear anything that poses a health and safety risk to themselves or others.
- Items of clothing should be clean and neatly pressed. Scruffy or unkempt dress is not acceptable at any time unless for a bona fide operational reason.
- Staff should maintain high standards of personal hygiene and grooming.

- Staff should not wear any items that are likely to bring the Force into disrepute eg potentially offensive badges, logos, motifs, tattoos, offensive political or pressure group slogans etc.

1.3 Rules that Apply to All Staff

- a) Only authorised items of uniform and equipment must be worn / used. No badges, other than insignia of rank and one appropriate tiepin will be worn on uniform clothing, other than those specifically approved by the Chief Constable. (An appropriate tiepin will be discreet, non-offensive, and not political or biased to any contentious issue).
- b) Uniform may not be altered other than by or with the permission of the Headquarters Supplies Department.
- c) Uniform must be maintained to an acceptable standard. Uniform that becomes ill-fitting or shows sign of wear and tear should be exchanged in accordance with Force policy.
- d) Unless authorised to wear plain clothes; officers will wear uniform at all times when on duty. Relevant uniform will be worn for cycle, motorcycle patrols and specialised tasks.
- e) Staff will wear the appropriate uniform for the duties in which they are engaged. High visibility will always be the default position and any departure from that should be capable of justification. Supervisory officers may direct which items of uniform are to be worn on particular occasions, operations or duties, in the interests of corporacy, compliance with specific operational orders and/or officer safety.
- f) High visibility clothing with long sleeves is compulsory when dealing with incidents where there is likely to be moving traffic or where a risk assessment dictates. This is essential for the health and safety of staff. High visibility body armour alone is not acceptable for the above duties, as it does not provide the required high visibility requirements, as laid down in health and safety and ACPO Guidance.
- g) High visibility clothing (either jacket or body armour) will also be the default position for policing the night-time economy.
- h) Identification. All outer garments must show the correct authorised identification by numerals/insignia (fixed or by use of appropriate epaulettes).
- i) For operational staff, the wearing of body armour must be in accordance with Force policy.
- j) All uniformed constables and sergeants will wear black all climate shirts underneath their body armour and whilst engaged on operational duties. When outside of police premises, it is compulsory for officers to wear high visibility body armour over the black all climate shirt. All other officers and uniformed staff may continue to wear white shirts and ties.
- k) PCSOs will wear blue polo shirts or blue all climate at all times. When engaged in operational duties, it is compulsory for PCSOs to wear high visibility body armour over the blue polo/all climate shirt.

1.4 Police Staff

Over the last few years the uniformed 'police family' has increased significantly and the public now interact with more uniformed police staff than ever before e.g. PCSOs, TEOs and custodians. The public may not always differentiate between warranted police officers and police staff, but they have an expectation that all staff will maintain the same high standards of appearance. For those members of police staff who do not have regular face-to-face contact with the public, the same high standard of appearance is required in line with this policy.

1.5 Diversity

Lincolnshire Police values diversity and will make every effort to meet individual dress and equipment requirements. Individual requirements may need to be considered to meet the needs, for example, of staff undergoing an agreed gender reassignment process, to make reasonable adjustments due to an individual's disability, or to accommodate religious observance. Each case will be considered on an individual basis.

Lincolnshire Police is committed to ensuring that, wherever possible, the diverse needs of all staff are met in terms of religious and/or cultural belief, provided that they do not conflict with or compromise the delivery of our operational services and our obligations under Health and Safety legislation.

In discharging these responsibilities, this guidance takes account of Health and Safety Regulations, the varied nature of police duties, cultural needs, gender, ethnicity, religious beliefs, sexual orientation and identity, advice of the occupational health consultant, expectations of the public, the individuality of personnel and the provisions of the Human Rights Act.

2. Responsibilities of Managers

The Force expects all managers to recognise their responsibility to set an example to their staff, by maintaining high standards of personal presentation and thus promoting a positive and professional image of Lincolnshire Police.

Managers are required to give direction and guidance, and to apply this to all staff with consistent levels of enforcement and in a manner compatible with PRIDE behaviours and Human Rights.

Managers have a clear mandate to ensure the professional appearance of staff within their area of responsibility and are expected to challenge any member of staff within the organisation who has fallen below an acceptable standard of appearance. The requirements of this guidance should be discussed with all new members of staff as part of their induction and this document will be supplied to new employees together with their terms and conditions of employment.

Where a member of staff has dressed inappropriately for work, the line manager should discuss this with the individual and re-iterate the standards required, particularly when this has health and safety implications.

Deviation from these standards may result in staff facing disciplinary proceedings and managers are encouraged to adopt a robust and consistent approach towards enforcement. Managers will ensure that these standards and any directions given by them are complied with.

Managers will also ensure that groups of uniformed staff and officers working together in the public view are dressed the same, unless operational commitment or religious observance/cultural needs prevents this.

2.1 Advice to Managers

Areas of potential difficulty for line managers when interpreting this document could include staff use of unnatural hair colouring or styles, excessive application of unnatural make-up colours, presence of bodily odours, wearing of inappropriate, untidy or unclean clothing etc.

Prior to considering any action in relation to this issue, a line manager should reasonably believe that the personal appearance of the member of staff is unprofessional or inappropriate, and to this end be able to clearly articulate in an objective manner why this is the case. To assist in this regard, consideration should be given as to what the impact on another member of staff or a member of the public could reasonably be anticipated to be.

If a view is formed that this would clearly have a negative impact on the perceptions of the individual or Lincolnshire Police, then the following action should be considered.

Discuss your concerns with the member of staff in private, which may involve:

- Recognising the sensitivity of the situation with them.
- Outlining objectively and specifically your concerns.
- Emphasising the value of the member of staff and your concern about not wanting to upset or distress them.
- Emphasising your wish to provide prompt feedback and advice to them in order to reduce the likelihood of any problems or issues in the future specifically avoiding any negative impact on colleagues, members of the public, themselves or the image of Lincolnshire Police.
- Reassuring them, where appropriate, of the confidentiality aspects of the discussion and specifically that this will not be discussed with other members of staff within their work environment.
- Providing them with information about where they can seek further specific advice or support in relation to the issue.
- Committing to provide them with future guidance and support in relation to the issue, if it is necessary.

Every effort should be made to quickly and informally resolve this situation to achieve a positive outcome for all concerned. It is recognised that in some instances this may not be possible, and support and advice should be sought from your area HR representative. Where problems are anticipated ahead of any such discussion with a member of staff, it is also strongly suggested that appropriate advice is sought beforehand.

If on a subsequent occasion, further guidance on standards of dress or appearance is necessary for a member of staff, and then consideration should be given to a more formal development or support plan in line with unsatisfactory performance procedures or misconduct proceedings.

3. Physical Appearance

3.1 Hair

The general appearance requirements for all officers and staff are set out in Section 1 of this policy 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 corporate image. This clause should be noted in particular by those who colour their hair.

Hair dyes may be used by either sex. Hair must not be cut into shapes, motifs, patterns or extreme styles as all of these detract from the professional image that Lincolnshire Police wishes to portray.

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. 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. Adornments other than slides, grips, ties or bun nets should not be worn. Hair accessories should be as near to the hair colour as possible, or black or navy if worn with uniform.

Officers and staff who work with specific hazards or hazardous 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.

3.2 Facial Hair

Moustaches and beards may be worn and facial hair should be kept neat, tidy and not dyed in unnatural colours. Shapes, patterns or extreme styles are not permitted as they may portray an

Appendix A

unprofessional image. Where an individual maintains a long beard due to religious observance, a risk assessment may be required for specific duties.

Officers and staff without beards should report for duty clean-shaven.

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

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.

In some cases where officers and staff may be required to wear respirators they must be clean shaven to ensure there is a safe seal around the respirator.

3.3 Tattoos

Visible tattoos and other visible body markings are unacceptable if they could reasonably be interpreted as:

Discriminatory, offensive, obscene, indicate attitudes or views (e.g. misogynistic) inconsistent with the Code of Ethics and Standards of Professional Behaviour.

Careful consideration will be given by the organisation to any tattoo on the neck, face and /or hands in deciding if it is acceptable. This includes considering the size, nature and prominence of the tattoo.

Officers and staff who already have visible tattoos, there is no requirement to cover them unless they could be reasonably interpreted as discriminatory, offensive, obscene, indicate attitudes or views (e.g. misogynistic) inconsistent with the Code of Ethics and Standards of Professional Behaviour.

Before you consider a new tattoo, initial advice should be gained through your local line manager. If the line manager requires advice, they should contact PSD. The Head of PSD will be responsible for any final decisions on the appropriateness of current or planned tattoos.

All officers and staff are reminded that, irrespective of its location, a tattoo is not permitted where the content is offensive to any religion, or is in any way discriminatory, violent or intimidating. Any member of staff found to have such a tattoo will be subject to a misconduct assessment and disciplinary proceedings may follow.

All officers and staff are encouraged to consider the appropriateness of any tattoos that are not visible whilst engaged in their duty, but which may be visible and identifiable whilst off-duty, and offer a negative image of the police service.

Exemption from these requirements, based on grounds of religious belief or for other cultural reasons, will be considered on an individual basis.

3.4 Jewellery

All officers and staff have limitations placed upon them regarding the wearing of jewellery. This is due to the fact that in certain circumstances such jewellery may be potentially dangerous to themselves, colleagues or members of the public and may increase the risk of injury caused as a result of any physical contact.

For officers and staff, there is a potential health and safety implication with wearing jewellery. You are permitted to wear a watch, a band ring e.g. a wedding ring, civil partnership ring, engagement ring, eternity ring or modest signet ring.

Officers and Staff may wear bracelets at their own risk.

Officers and staff must not wear visible necklaces and similar jewellery for health and safety reasons. Expensive forms of jewellery; especially watches should not be worn in the course of normal duty.

The Force (Chief Officer Group) will consider compensation for loss or damage to items on an individual basis, however the expectation is that valuable and/or expensive items are not worn during the course of duty.

The Force (Chief Officer Group) will consider compensation for loss or damage to expensive items on occasions when an officer is off duty but places him or herself on duty to exercise their powers as a police officer.

Sikh officers and staff are permitted to carry a miniature Kirpan, which should be worn beneath outer clothing and away from sight.

For safety reasons, officers and staff in uniform will only wear small stud earrings, and these must appear smart and professional.

No jewellery should be worn which might cause offence or give reason for a member of the public to doubt the professionalism of the individual. This includes words, letters, symbols or pictures that might cause offence to individuals or sections of the community.

Undercover officers should wear jewellery commensurate with their role

Officers and staff should adopt a sensible approach to other jewellery, as excessive amounts may detract from the professional, corporate image Lincolnshire Police is seeking to promote.

For health and safety reasons no items of jewellery will be worn by any officer or staff through the nose, eyebrow, lips, or any other visible part of the body.

All Officers and staff must consider the risks involved in wearing body piercing and self-assess the suitability of wearing such jewellery whilst engaged in their duty. Body piercing may become caught and detached, or struck and impaled into the wearer's body, thus causing injury. As such items are not visible, body piercings are worn at the 'wearer's risk' and are strongly discouraged by the Force.

3.5 Make-Up and Cosmetics

All officers and staff may wear make-up in moderation and this should be of a natural shade, so as not to appear excessive or obtrusive. This may include discreet eye shadow and lipstick, which is appropriate to the individual's natural skin tone and/or in connection with the individual's faith /religion e.g. the Bindi. Make –up may also be worn to conceal a facial disfigurement or significant blemish.

Officers and staff should keep their fingernails neatly trimmed and clean. For Health and Safety reasons no jewellery or attachments may be worn on the nails. Nail polish can be worn but must portray a professional image.

The appropriate sunscreen should be worn by staff on duty who are outside and exposed to the sun. The type chosen should match skin tone and does not include vivid coloured sun blocks.

Officers involved in covert operations may wear make-up appropriate to the specific operation.

Whilst Lincolnshire Police encourages high standards of personal hygiene, all staff are reminded that strong fragrances can be perceived as being unpleasant and potentially offensive to others, particularly in confined areas. Managers are encouraged to provide appropriate and sensitive feedback where needed.

4. Clothing and Standards

4.1 Headwear

The wearing of headwear by uniformed staff is compulsory whilst on foot patrol, or when outside a police vehicle or building, not only to project a professional image but also to assist in the health and safety of all staff. Officers and uniformed staff in police vehicles may remove their headwear whilst in the vehicle, but it must be worn outside the vehicles at all times when on duty. Obviously there will be times that the immediacy of an appropriate response to an incident will dictate otherwise and a common sense approach will be applied in such instances.

Male constables, sergeants and special constabulary equivalent ranks will wear helmets whilst on foot patrol. Male inspectors and above, and special constabulary equivalent ranks, will wear caps unless engaged in public order command when custodian helmets will be worn. Male PCSOs will wear force issue hats. Sikh officers and uniformed staff may wear a black turban with a modified cap badge.

Female officers, special constabulary and PCSOs will wear force issue bowler hats. Female Muslim officers and female uniformed police staff may wear traditional headdress (hijaab) underneath the standard issue hat. This will be provided by the Force and be of black matt material. The hijab will have fastenings that are suitable for quick release and will be worn in such a way that the wearer's face, service insignia and any other identification remain available. The hijab will be worn tucked into any high-visibility clothing.

The wearing of headwear is particularly important when carrying out duties such as scene preservation or at a road traffic collision. Not only does the wearer benefit from improved safety but

it also improves the visibility of the officer and their identity as a member of the police, thus differentiating them from other emergency services. Often specific powers in law are afforded to a constable in uniform. The wearing of a hat, although not essential in law, will help to clear up any ambiguity in recognising an individual as a police officer or member of police staff.

Police officers and PCSOs riding police pedal cycles whilst on duty are to wear pedal cycle safety helmets. Police motorcyclists will wear a force issue motorcycle helmet when on patrol. Sikh officers who wear turbans are exempt by law from wearing motorcycle helmets and are therefore exempt whilst on duty. In such circumstances, a risk assessment will be undertaken in relation to the specific role to be performed.

All staff may wear prayer caps at the appropriate time and when the need arises whilst on duty (skull caps may be worn under uniform headwear by observant Jewish men).

Specialist headwear such as yellow and black baseball caps may only be worn in accordance with the role the officer is undertaking.

Headwear issued for specialist purposes should be worn as intended.

The wearing of any other types of headwear will be dictated by cultural/religious beliefs and the hazards presented or operational need of any given activity that is undertaken. These will be based on individual and specific risk assessments.

4.2 Spectacles, Sunglasses and Contact Lenses

Only Force approved and authorised safety spectacles should be worn on duty by Operational staff.

Officers in non-operational roles should wear spectacles suitable for their individual role and in line with the Policy presenting a professional image.

Unless there is a medical reason, operational uniformed staff on foot patrol will not wear sunglasses.

Operational uniformed staff may wear their own sunglasses when driving and those issued under a prescription should meet the legal requirement for driving. Lenses will not be mirrored or too dark and must be of unbreakable material. The frames should be a plain colour and style. Mirror reflective lenses are not permitted.

All other personnel engaged in contact with members of the public will wear suitable sunglasses, contact lenses or spectacles that portray a professional, corporate image of Lincolnshire Police.

Sunglasses are worn at the individual's own risk and will be removed when speaking to, or dealing with, members of the public. For safety reasons the wearing of sunglasses in bright sunlight is advised.

Although there are no formal restrictions, all other staff should adopt a sensible approach when wearing sunglasses, spectacles or contact lenses, ensuring that they are not offensive or likely to present a negative image of the organisation.

4.3 Uniform

Appendix B identifies the uniform, plain clothes and business dress requirements for individual roles.

All items of uniform must be kept clean and in good repair. Appropriate uniform items should be kept neatly pressed. It is the responsibility of individual officers and staff to ensure that lost/damaged items of uniform are replaced.

Unless authorised to wear plain clothes, uniformed staff will wear uniform at all times when on duty. With the exception of footwear, uniformed staff may only wear items issued by Lincolnshire Police and authorised for particular duty.

Police officers and staff may wear a civilian jacket over uniform when travelling to and from duty, or during a refreshment break.

Uniformed officers and staff attending Magistrates' Court are to wear standard operational uniform, which includes Personal Safety Equipment (PSE) and body armour where appropriate. Officers ordinarily engaged on motorcycle duties will be permitted to give evidence in the Magistrates' Court whilst wearing their leather clothing.

Uniformed officers attending Crown Court will wear full dress uniform (white shirt, black tie, tunic, formal dress trousers and hat). Uniformed police staff will wear their standard issue uniform. PSE and body armour will not be worn at Crown Court. Following attendance at Crown Court, staff will need to make arrangements to return to operational dress and/or to collect PSE etc. All plain-clothed officers will attend court in their usual attire ie smart business dress.

Female officers and female staff may wear trousers or skirts at their own discretion, dependent upon the suitability for duties they may be required to undertake.

Underwear worn by uniformed staff should be an appropriate colour so as not to be visible underneath uniform shirts.

Only police issued items of equipment may be worn on a uniform belt or other carriage system. To avoid the risk of injury, large bunches of keys will not be worn hanging from any belt.

Numerals or insignia/epaulettes of rank and post must be worn and be visible at all times.

Force issue torches should be carried by all patrolling uniformed police officers and PCSOs during the hours of darkness

4.3.1 Maternity Wear

Police officers and police staff who are required to wear uniform may wear maternity 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. Once plain clothes maternity wear is adopted, then Section 4.16 of this guidance 'Officers and Police Staff Employed in Plain Clothes' must be adhered to.

4.4 Body Armour

Body armour shall be worn over shirts, but must be worn underneath high-visibility fluorescent jackets.

Body armour shall be maintained and cleaned in accordance with the instructions from the manufacturer in order to maintain a smart, professional and corporate image. Body armour covers that become damaged during the course of duty should be repaired. Any more significant damage, as with any other uniform, should result in exchange of the garment. From a safety perspective and for ease of identification, uniformed staff should also ensure that the visibility of the reflective strip and the 'POLICE' insignia are clear and not significantly damaged as to put their identity in any doubt.

4.5 High Visibility Coats

Uniformed staff will wear only Lincolnshire Police issued three-quarter length fluorescent jackets as part of their standard uniform. Cropped fluorescent jackets will only be worn where they are part of a uniform to carry out a specialist function eg motorcyclist. When uniformed staff are engaged in work away from such specialist functions, they will be required to revert to the three-quarter-length coat.

Fluorescent jackets will be kept as clean and free from staining as is practicable. They will be cleaned regularly in accordance with the instructions of the manufacturer, in order to maintain a smart, professional and corporate image and to retain their visibility and reflective qualities.

Uniformed staff engaged in duties requiring a greater degree of visibility should ensure that the jacket is fastened up in order to increase the reflective qualities of the coat, whilst also providing a smarter, more professional image.

It is accepted that a balance may occasionally need to be struck between an officer's access to their PSE, protection from the elements and increased visibility that a reflective jacket provides. The jacket has side fastenings, which can be undone, so as to gain access to PSE.

4.6 Utility Belts

Utility belts will be worn underneath high visibility jackets. If there is a need to deviate from this position, an order will be given. Staff are not permitted to carry or use any form of restraint or equipment i.e. handcuffs, baton etc, other than that which has been issued and approved for use by the Force.

4.7 Ties

Neckwear for uniformed staff of inspector rank and above (and Special Constabulary equivalent) who are wearing white shirts, is a black issue tie and should be worn at all times, unless staff are on a meal break away from public view or subject to the exigencies of duty.

During periods of hot weather, ties can be removed with the authority of the senior officer on duty within the relevant department or division.

4.8 Shirtsleeve Order

Staff may wear shirtsleeve order (ie no outer coat) at their discretion, including when attending Magistrates' Court, however uniformed staff must still portray a smart and professional image. Staff may not wear shirtsleeve order when engaged in an operation when otherwise directed.

When wearing long sleeved shirts, the sleeves must be worn down and fastened at the cuff or folded neatly above the elbow.

Where uniformed staff from different departments are grouped together then a consistent approach and appearance will be required.

When in shirtsleeve order, any clothing worn under the shirt must be of a discreet colour and not be visible at the neck, cuff or through the shirt.

Numerals or insignia/epaulettes of rank must be worn at all times.

4.9 Footwear

Uniformed officers and uniformed police staff will wear black boots or shoes, which are appropriate for the role to be performed and without coloured motifs, laces or patterns on them. Footwear must be clean and polished, with plain fronts and only a low flat heel. During the course of duty, footwear inevitably becomes dirty, but it is expected that officers will report for duty with clean shoes.

Force issue footwear (when issued) must be worn whilst engaged in operational policing duties to meet health and safety requirements. Alternative footwear will also be issued for specialist roles when required, for example motorcyclists.

Rubber or wellington boots may be worn when conditions require. Headquarters Supplies have a small stock, should Wellington boots be required for operational use.

Socks worn with uniform will be plain black or dark blue.

A common sense approach should be taken to foot and leg wear worn with plain clothes, which should be of a conservative nature.

4.10 Gloves

When gloves are issued, these may be worn at the discretion of the officer, but must not be worn with shirtsleeve order.

Specialist and safety gloves must be worn and used as intended.

4.11 Uniformity

When working outside a building, police officers and uniformed staff must bear in mind the need for uniformity. Officers patrolling together should ensure where possible that they have the same mode of dress e.g. shirtsleeve order, high visibility jacket, as appropriate.

4.12 Police Officer Equipment and Accoutrements

When on operational duty, all uniform police officers will be responsible for ensuring that they have with them:

- a) Handcuffs and key
- b) Baton
- c) PAVA Spray
- d) Access to a working torch during the hours of darkness
- e) Items of uniform and equipment that will allow them to perform their duties and respond to any standing or dynamic risk assessment

All equipment must be carried in the pouches provided. Only authorised items may be worn/used and carried on equipment belts or carriage system.

4.13 Medals and Medal Ribbons

Medals, commendation with star and ribbon broach bars should be worn on tunics only. Officers may only wear those medals, orders or decorations authorised by the Sovereign or the Chief Constable.

Appendix A

Medal ribbons should be positioned just above the left breast pocket flap of the tunic, centred over the pocket button, and should be worn in the order of importance from right to left eg the Queen's Jubilee medal first, followed by the Police Long Service, Good Conduct Medal etc.

Advice on the order of medals is available in the Awards Policy PD63 on the Intranet or from the Business Services department.

4.14 Ownership and Disposal of Uniform and Equipment

All clothing and equipment issued remains the property of Lincolnshire Police and cannot under any circumstances be sold or exchanged, except in accordance with this guidance, without written permission.

If a member of staff wishes to leave Lincolnshire Police, they will be sent notification detailing those items that must be returned. Failure to comply with these instructions may result in criminal and/or disciplinary proceedings. The following items should be returned to the Supplies Department.

- Any unused or reusable police equipment and uniform
- All reusable badges and other police insignia
- Garments issued for trial upon completion
- All PSE and/or specialist equipment

The following items should be returned to the individuals line manager

- Warrant card, lanyards, station access cards and keys
- All issued communications equipment.

All other used items should be destroyed, with badges and insignia removed, when they can no longer be used for their intended operational purpose. Particular care should be taken when disposing of any item of clothing that has police insignia. Please contact Stores if you have any queries with regard to the disposal of uniform or equipment.

4.15 Officers and Police Staff Employed in Plain Clothes

Appendix B identifies the uniform, plain clothes and business dress requirements for individual roles.

Officers and police staff wearing plain clothes for their role will ensure that their standard of dress and appearance reflects the same high standard required of uniform personnel.

Male officers and male police staff should wear a collared shirt and tie with formal trousers. Business suits or an appropriate smart jacket are acceptable for wearing by either sex, and this is the expected form of dress whenever staff are representing the Force at events, in contact with the public through their role, or at court. Casual tee shirts or sportswear are not acceptable. Jeans, tracksuit bottoms or similar, irrespective of colour are not acceptable unless to fulfil the requirements of a particular role, which will be specified.

Appendix A

Female officers and female police staff may wear dresses, skirts, culottes or trousers with a suitable formal top or blouse. Tops and blouses should have a conservative neckline, skirts and dresses should not be miniskirts nor have high splits. All clothing worn should be appropriate to the dignity and professionalism of the work place, and should not be revealing or present a possibility that colleagues or members of the public may find it offensive or embarrassing. Casual vests, sun tops or sportswear is not acceptable. Jeans, tracksuit bottoms or similar, irrespective of colour are not acceptable unless to fulfil the requirements of a particular role which will be specified.

Both male and female staff should wear smart and clean shoes or boots. Training shoes or similar footwear is not acceptable.

Departments such as covert source handlers or divisional intelligence will need to wear clothing appropriate to their role or specific operation. In such instances, it is accepted that police officers will wear casual clothing so as to remain inconspicuous.

It is the responsibility of the relevant department head or supervisor to ensure that the personal appearance of their staff does not present a negative or unprofessional image of Lincolnshire Police. Only with strict supervisory authority and due to a clear need will casual clothing be acceptable in the working environment.

Unless for operational requirements, the following styles of dress are NOT acceptable:

- Jeans
- Sweatshirts/T-Shirts with slogans or logos
- Sweatshirts/T-Shirts with motifs that may be considered offensive
- Leggings
- Sportswear
- Beachwear

Police staff in roles with a consistently high element of manual handling are permitted to wear force issue all climate shirts. Comfortable and practical casual clothing may well be appropriate for occasional manual work, but items such as denim jeans and trainers are not considered acceptable. Staff employed in these roles should still strive to present a smart and positive image of the organisation.

If attending events or when seconded to other roles, staff should adopt the specified dress code whilst so employed.

The same standards documented earlier in this guidance apply to plain-clothes personnel eg footwear, sunglasses etc.

4.16 Warrant and Force Identity Cards

Warrant cards should be carried at all times by officers, both on and off duty.

All plain-clothes staff are required to wear their force identification in a Lincolnshire Police lanyard whilst on police premises, in line with Force policy. Police officers are not required to routinely wear

their warrant card whilst in public places, this is due to the fact that the card could easily become detached and lost during operational patrol. In operational circumstances uniformed police officers and police staff will wear force issue epaulettes with their rank and collar number displayed.

When visiting other police organisations, Lincolnshire Police identification should be worn in a force lanyard, unless for operational reasons this is not suitable e.g. covert policing purposes.

When visiting certain countries on vacation, police officers may wish to seek guidance from Special Branch, who will advise if you should or should not take your warrant card.

4.17 Name Badges

Lincolnshire Police is a public service organisation that strives to ensure that our communities have trust and confidence in the police personnel that serve them. All police officers, including members of the Special Constabulary, will be issued with either named epaulettes and/or a black cloth material name badge for display on the outer garments or on body armour vest. Both police officers and police staff may also be issued with a magnetic badge suitable for wear on shirts or suit jackets in non-confrontational circumstances.

All police officers and special constabulary equivalents of inspector rank and above are required to wear their named epaulettes or name badges at all times.

The Chief Constable strongly encourages all officers and other members of staff to wear name badges so that the public, partner agencies and our colleagues are readily able to identify and communicate with force personnel by name.

It should be noted that the name badge is not the formal method of identification; the warrant card or force identity card will be used for this purpose, particularly when dealing with the public. Staff members are required to wear their force identification lanyard/warrant card whilst on police premises.

4.18 Mobile Telephones

Personal mobile telephones may be carried by uniformed staff, but should not be routinely used for making personal calls. All staff should engage their telephone in discreet or vibrate mode when and where possible to minimise distractions and inconvenience to colleagues and members of the public.

Ring tones applied to any telephone (personal or force issued) should not detract from the professional image of the organisation whilst at work. A common sense approach towards the choice of ring tones and the use of mobile telephones whilst at work is expected from all staff, so as to promote a professional image.

4.19 Smoking/Chewing Gum

Appendix A

It is unacceptable for any member of staff to smoke or to chew gum or any other article in public view, whilst on duty. Staff are reminded that there is a Smoking at Work Policy, which states that there are no recognised smoking breaks whilst at work. Anyone who wishes to smoke must therefore do so during their allocated lunch/refreshment break and off police premises.

4.20 Wearing of Poppies

Staff may wear poppies prior to and including Remembrance Sunday. They should be worn on the left lapel.

Appendix B - Uniform Requirements by Post/Role

Departments/Teams/Roles	Police Officers	Police Staff
Basic Command Unit		
Neighbourhood Response Teams	Black all climate shirts and personal safety equipment (White shirt & tie for Crown Court)	N/A
Neighbourhood Policing Teams	Black all climate shirts and personal safety equipment (White shirt & tie for Crown Court)	Blue Polo shirts or all climate shirts and personal safety equipment
Criminal Investigation Department	Smart business dress or uniform depending on role	N/A
Source Handlers and Pro Active Staff	Plain clothes specific for the role of the day	Plain clothes specific for the role of the day
Intelligence Unit	Smart business dress unless role requires plain clothes	Smart business dress unless role requires plain clothes
Town Enquiry Officer	N/A	Police Staff Uniform (shirt and tie)
Caretakers	N/A	Manual uniform
Custody Officers and Staff	Black all climate shirts or white shirt and tie.	Police Staff Uniform
<i>Any changes to the above must have C/Supt approval subject to individual manager assessment.</i>		
Crime Support		
Serious and Organised Crime Unit	Plain clothes appropriate to role	Plain clothes appropriate to role
Special Branch	Smart business dress for general office duties. Appropriate change of clothing when discreet enquiries are required	Smart business dress for general office duties. Appropriate change of clothing when discreet enquiries are required
FIB	Smart business dress for general office duties. Appropriate change of clothing when discreet enquiries are required	Smart business dress for general office duties. Appropriate change of clothing when discreet enquiries are required
Source Handling Unit	Plain clothes appropriate to role	N/A

Departments/Teams/Roles	Police Officers	Police Staff
Major Crime Unit/ECU	Smart business dress. Any change required for discreet operational enquiries to be authorised by C/Supt.	Smart business dress. Any change required for discreet operational enquiries to be authorised by C/Supt.
Public Protection	Smart business dress. An exception applies to Risk Management Officers (RMO), Police on line investigation team (POLIT) and Interviewing Officers when dealing with vulnerable people. When there is an operational requirement these three roles may wear plain clothing appropriate to the particular requirement	Smart business dress. An exception applies to Risk Management Officers (RMO), Police on line investigation team (POLIT) and Interviewing Officers when dealing with vulnerable people. When there is an operational requirement these three roles may wear plain clothing appropriate to the particular requirement
Scientific Support	N/A	Smart business dress except for staff who have been identified that they will wear uniform (Black Polo shirt):
Detectives (general)	Smart business dress and should be prepared to wear uniform on occasions that would not compromise operational or public perception issues eg: formal misconduct panels, ceremonial duties, etc.	N/A
<i>Any changes to the above must have D/C/Supt approval subject to individual manager assessment.</i>		
Operational Support	Black all climate shirts and personal safety equipment (White shirt & tie for Crown Court)	Smart business dress
Force Control Room	Black all climate shirts or white shirt and tie.	Police Staff uniform (shirt and tie)

Departments/Teams/Roles	Police Officers	Police Staff
Criminal Justice Support		
Criminal Justice Investigation Unit	N/A	Smart business dress
Criminal Justice Units	N/A	Smart business dress.
Collision Unit	N/A	Smart business dress
VIPER	N/A	Police Staff Uniform
Prevention team	Black all climate shirts or white shirt and tie.	Smart business dress
Firearms Licensing HQ	N/A	Smart business dress
Firearms Enquiry Officer	N/A	Smart business dress
Central Ticket Office	Black all climate shirts or white shirt and tie.	Police Staff Uniform if public facing. Smart business dress required if not public facing
Finance and Administration		
Police Staff (general)	N/A	Smart business dress
Fleet Workshop	N/A	Standard overalls
Caretakers	N/A	Manual uniform
Stores	N/A	Manual uniform
Reception	N/A	Police Staff Uniform (shirt and tie)
Catering	N/A	Specialist catering uniform
Print Shop	N/A	Manual uniform
IT	N/A	Smart business dress
Legal Services	N/A	Smart business dress
Strategic Development	N/A	Smart business dress
Professional Standards		
Complaints and misconduct	Black all climate shirts or white shirt and tie.	Smart business dress

Departments/Teams/Roles	Police Officers	Police Staff
Anti corruption unit	Smart business dress	Smart business dress
Information Management Unit	N/A	Smart business dress
Human Resources	Driver Training - uniform Assessors - uniform (shirt and tie) Operational Trainers - poloshirts/tracksuits due to physical nature of training IPLDP	Managerial and Administrative staff - Smart business dress Training staff - uniform Operational Training staff in Poloshirts/tracksuits when teaching
Executive	Black all climate shirts or white shirt and tie.	Smart business dress
Corporate Communications	N/A	Smart business dress

12/06/17 DCI DAVIES