

# Lancashire Constabulary

## Standards

### Dress and Appearance Code

#### Content:

- Foreword (from the CC?)
- Compliance
- Ownership of Uniform & Equipment
- Warrant / Identification Cards and Insignia
- Diversity, Equality, and Inclusion
- Health and Safety
- Uniformed Police Officers and Police Staff
- Religious Headwear
- Non-Uniform Police Officers and Police Staff
- Tattoos / Piercings
- Hair / Facial Hair
- Cosmetics
- Jewellery
- Spectacles
- Sunglasses
- Equipment (Police Officer / Police Staff)
- Medals / Decorations
- Court Attendance
- Training / Conferences
- Ceremonies and Events

#### Foreword / intro (from the CC?)

The Dress and Standards Code has been developed and updated to ensure a professional, consistent, and corporate approach across the Constabulary.

Lancashire Constabulary believes that the appearance of all our staff and volunteers in uniform and non-uniform roles should be maintained to the highest possible standards so we can present a professional image to the public in line with our code of ethics and standards.

We believe that appearance is essential in the image that we wish to convey to the public of Lancashire and are clear in what we do as advocates for the service that we provide and therefore are expected to uphold the highest standards at all times and take pride in our professional appearance.

## Overriding principles:

Ensure that all members of staff and volunteers regardless of role, foster confidence in the service we provide by maintaining a professional image

Ensure that our image both reflects the high standards and the level of discipline that the public expect us to maintain;

Minimise Health and Safety risks to both members of the Constabulary and the public.

Support line managers when exercising authority and challenging poor or inappropriate standards of appearance and dress

Define acceptable standards of dress for all officers and staff whether in uniform or non-uniform

Provide direction with regards to insignia and identification, appearance, care and storage of uniform and guidance for non-uniformed staff

Protect members of Lancashire Constabulary from potential harassment due to a style of dress that may be inappropriate, offensive or otherwise unacceptable for the working environment

Protect members of the public from feeling uncomfortable or threatened by a particular style of dress adopted by an individual employed by Lancashire Constabulary

## Compliance

All members of Lancashire Constabulary have a responsibility to adhere to this code and understand that noncompliance can be referred through the respective misconduct procedures for police officers and police staff (reference to policy. & PSD to define process for noncompliance)

As a supervisor you have a responsibility to lead by example and present yourself in a professional image. You have a duty to ensure that the code is followed and where necessary and appropriate staff are challenged where they do not meet these standards in a fair and consistent manner to uphold the professional image of the Constabulary.

We will ensure that all uniformed officers and staff working in public will be as uniformly dressed as practicable, subject to operational commitments, religious observance / cultural need, medical requirement, maternity or health reasons.

In the event of a specific role or issue not accommodated within this document staff should refer the matter to their supervisor or appropriate department head and apply the overriding principles.

Should uniform become ill fitting or shows signs of wear then this should be exchanged and returned to the facilities management clothing stores.

## Ownership of Uniform and Equipment

All members of staff will have the responsibility to ensure that all items of uniform and equipment is looked after and maintained appropriately. (D83230 check if still current)

On leaving the Constabulary all items of issued uniform and equipment must be returned to the facilities management clothing stores, IT department or for specialist items the appropriate department.

Only authorised items of uniform must be worn on duty.

Police uniform must not be altered without the permission of the Constabulary. This includes the application of the police insignia to non-issue items of clothing.

## Warrant Cards / Identification Cards / Insignia

Members of staff must always when on duty carry their warrant or identity card.

Whilst working within Constabulary premises, the appropriate identity card must be worn on visible display, regardless of whether the individual is in uniform. If worn on the lanyard it must be clearly visible.

All outer uniform garments worn should display the correct authorised identification by numerals or insignia (fixed or by use of appropriate epaulettes) as supplied by the Constabulary.

Police officers should where possible, carry their warrant card with them when off duty in any place where they have jurisdiction. When visiting certain countries on holiday, seek guidance from HR Employee Relations Sherlock site in relation to the current threat levels re travel and whether you should take your warrant/identification card. (HR Employee relations link to add to Sherlock from CT - king int consideration changes in threat level, CT and previous travel guidance??)

The loss of a Warrant Card, Identification Card or Proximity Card must be reported to your line manager as soon as the loss is discovered.

Any member of staff who is suspended will be required to surrender their warrant card or identity card upon demand

## Diversity, Equality, and Inclusion

Lancashire Constabulary is committed to ensuring that the diverse needs of all staff are met. This is provided that they do not conflict with, or compromise, the delivery of operational services and obligations under health and safety legislation and the overall requirements and standards, as set out in this document

Lancashire Constabulary recognises and supports the right of a person to dress and appear in a way that expresses their personality and/or identity, but maintains that these guidelines are necessary due to the nature of our business and are proportionate, as they only apply during an individual's hours of work, or whilst undertaking the business of the Constabulary. Members of staff incorrectly dressed could potentially damage our professional image.

This policy is inclusive of all employees and volunteers regardless of gender, any other diverse background or protected characteristic set out in the Equality Act 2010:

- › Age
- › Disability (including Neurodiverse conditions such as Autism Spectrum Disorder)
- › Gender reassignment\*
- › Race
- › Religion or Belief
- › Sex
- › Sexual orientation
- › Marriage and Civil partnership
- › Pregnancy and Maternity

As an inclusive employer, we take pride in ensuring that all our Constabulary policies help to create an inclusive culture for all staff and volunteers. Therefore, if any individual has a particular requirement which they believe is not addressed within this policy, they should in the first instance discuss this with their line manager. Further guidance can be obtained from our Human Resources Department, Diversity, Equality, and Inclusion Team or one of Lancashire Constabulary's Staff Networks.

## Health and Safety

Health and Safety Legislation and Guidance directs that Personal Protective Equipment (PPE) must be worn when in a relevant operational environment

Personal Protective Equipment (PPE) is issued for the protection of Officers and Staff. This includes for example body armour, hi-vis jackets and self defence equipment. To comply with this Code and the Health and Safety at Work Act 1974, Officers and Staff must always wear/ carry PPE when on operational uniform duties or appropriate non-uniform duties

Working in the roadway or on railway premises has its own inherent dangers. To reduce the risk of a serious injury being caused, officers and staff must wear a long sleeved hi-vis jacket when attending incidents/situations on these sites. These jackets comply with legislative requirements that the hi-vis body armour cover or vest alone does not comply with (H & S to QA.)

Hi-vis jackets must also be worn when directed to do so such as when policing events, policing town centres and entering areas where it is vital that officer visibility is maintained, for example entering sports grounds. Officers and Staff should refer to operational orders and line managers for guidance

## Uniformed Police Officers and Police Staff

### Uniform Standards:

Items of uniform and equipment should be worn until they are no longer fit for purpose e.g. ill-fitting or showing excessive wear, in which case a requisition can be submitted to the facilities management clothing stores. Justification is required on your requisition form as well as the approval of your line manager. (Currently no approval is required from a supervisor on an SR1. This could be added and will give supv ownership and potentially make efficiency savings supporting facilities management clothing stores in only issuing kit when required? Also supports H & S re kit amendments from Occy Health assessment)

Police officers and staff are not permitted to substitute any item of uniform for personally sourced items of clothing or kit, for example personally bought micro fleeces are not permitted to be worn in place of Constabulary issue fleeces. This is to ensure that health and safety is regulated for and that a consistent corporate appearance is maintained across the Constabulary. It is acceptable for officers and staff to wear layers underneath their uniform, as long as the top visible layer is Constabulary issue. Examples of when this may be necessary is when the weather is particularly cold or for those officers and staff with sensory issues associated with autism, disabilities causing skin conditions or other underlying condition having been assessed by Occupational Health. (This would go before the fleet and kit board)

In addition to the above officers and police staff must only wear items of uniform provided by the Constabulary for their specific role. For example, a response officer should not be dressed and presented as a specialist Tactical Operations Officer

Tactical (TAC) Vests are only to be worn in lieu of the utility belt by certain specialist departments, and those Taser trained officers when in possession of Taser. Where there is a medical need (certified by Occupational Health) an appropriate garment to carry appointments will be made available by the Constabulary.

Only authorised badges/items/insignia may be worn on uniform. The Constabulary will allow display of 'Thin Blue Line' patches and national charity pins if display is discrete, and the overall number is not **excessive**. Remembrance poppies can be worn during the relevant period. Overall numbers should not be excessive or detract from the uniform appearance

All outer garments must show the correct authorised Constabulary insignia. Staff must, where issued wear the correct epaulettes at all times when on duty regardless of the nature of that duty, for example staff attending training sessions/ days

Bump caps (baseball caps) must be worn at all times when performing operational uniform duties outside. For health and safety reasons the hard plate inside the cap must not be removed

Officers and uniformed staff in police vehicles may remove their headgear while in the vehicle but must wear it outside the vehicle at all times unless operational commitments prevent this, e.g., chasing suspects or saving lives, severe weather such as high winds. Police officers and PCSOs riding police pedal cycles while on duty are to wear appropriate cycle safety helmets and police motorcyclists will wear Constabulary-issue motorcycle helmets when on patrol.

You may remove headgear when providing television interviews to avoid shading the eyes and when posing for non-operational photographs

When travelling to and from work, staff are encouraged to wear their own outer garments over uniform. Staff members should remain mindful that they continue to represent the organisation when off duty.

Body armour must be worn by all uniform police officers, special constables and PCSOs at all times when on any form of patrol duties (including a cycle patrol), operation, outside activities, arrest, or warrant. This will include times when they are inside the premises of a member of the public or business etc. An exemption to this requirement may exist if the individual considers themselves to be in a low risk environment and required to conduct a lengthy administrative task – under such circumstances a dynamic risk assessment of existing and potential hazards should be made by the individual (attending a partnership meetings may be an example of this). It should be noted however that the guarding of

prisoners at hospitals or other establishments would not generally fall within this exemption (HR - Constabulary body armour policy? HR to agree policy and include in operational RA)

Staff are responsible for ensuring that their body armour fits, is appropriate to any change in clothing worn at a specific time of year and is not affected by any increase/ decrease in body size. The individual is responsible for making minor adjustments as necessary. It should be noted that if any significant change in body size occurs, then a re-fit may be necessary and the facilities management clothing stores at Headquarters should be contacted for advice.

Conventional body armour must be worn with the appropriate covers covering the body armour plates. Only in exceptional circumstances will teams, departments or persons be exempted from this ruling.

Body armour is designed to fit closely to the body. Only jackets that are designed to be worn under the body armour should be worn without affecting the fit of the armour (Lancashire are trialling a micro fleece and a black jacket which can be worn under or over the body armour, so this is relevant )

Officers and staff are not to wear uniform when appearing on social media or internet sites in an off-duty situation or in any other off-duty capacity without prior authority of your senior management. (link to media policy or reference?)

**Religious Headwear** (any other religious headwear not captured? Workforce Rep /Networks / All?)

## Islam

Muslim officers/staff may wear the hijab, which is a scarf that covers the head and neck, and which may be fastened with a pin. Operational staff must obtain a hijab that fastens with Velcro, press-studs or is elasticated to ensure that health and safety risks are minimised. The hijab must be fastened in a way that allows quick release. The hijab can be worn under the Police/PCSO baseball cap, although it will be acceptable for no additional headwear to be worn on top of the hijab.

## Judaism

Jewish officers/staff may wish to wear a skullcap – a kippah which would fit underneath the baseball cap, and which has no health and safety implications

## Sikhism

Sikh Police Officers/Staff may wear a turban. Turbans can be worn instead of the baseball cap for standard tours of duty. However, in the event of a public order incident, the NATO style helmet must be worn to protect the health and safety of the officer, their colleagues, and members of the public. Additionally, other policing activities which, for the same reasons of health and safety, require the wearing of protective headwear e.g. motorcycle unit, pedal cycle patrol etc will not be permitted without the wearing of full PPE including headwear (i.e. motorcycle or pedal cycle helmets for these example activities) During periods of extreme weather, a Sikh member of staff or officer may prefer to wear a Ramal, Patka or Dastaar.

All headwear that is worn with the Constabulary's uniform must be in the appropriate colour (black or navy blue) and can be provided by facilities management clothing stores or be purchased by the individual, who will be reimbursed for the cost of the material, if preferred.

Any material chosen must be of a matt finish and should, where possible, be wool based to reduce potential fire risks of synthetic materials.

There is no requirement for the Lancashire crest or chequered banding to be worn on the item.

## Non-Uniformed Police Officers and Police Staff

The plain clothes duties of police officers will fall into two categories:

**Overt** – identity not concealed from the public

**Covert** – identity concealed from the public

**Overt** duties:

Officers on overt duties are reminded that appearance and standards must always reflect the Constabulary in a positive and professional light.

Dress wear and style must be that which is considered acceptable for the business environment and must give regard to the duty being conducted. For example, where an officer is conducting a video interview with a juvenile, it would be acceptable to adapt a more relaxed style to facilitate the flow of interview.

Flamboyant, provocative, offensive, or casual styles otherwise unsuitable for the working environment and/or dealing with members of the public (e.g. tracksuits, shorts, ripped jeans) are not normally acceptable unless for an authorised purpose. All officers should dress in an appropriate and professional manner and will be expected to be suitably attired. This includes suitable footwear which should be closed toe and appropriate for role



The style and choice of clothing must be discrete and smart

Plain clothes officers must wear conventional body armour when engaged on any form of operation, arrest or warrant or at other times when by risk assessment it has been identified that there is a heightened risk. This may include the taking of a statement from a volatile witness, or attending addresses where there has been evidence of violence in the past

Covert body armour is only allocated to staff employed on police activities where the visibility of conventional body armour may affect the ability of the individual to conduct the task they are deployed onto.

The decision about the necessity to wear covert body armour is the responsibility of the individual, supervisor, and manager, based on a risk assessment of the activity undertaken. In general terms however covert body armour should be worn as detailed for plain clothes officers above

#### **Covert duties:**

The dress of covert officers is at the discretion of the departmental senior manager (Insp / DCI? Or senior manager?) and will reflect the nature of the duties undertaken during any specific tour of duty.

Officers, when selecting the appropriate dress must give regard to the balance that needs to be struck with their own and others health and safety requirements.

#### **Police Staff**

All non-uniformed police staff must ensure that their dress is acceptable for the business environment. Choice of clothing should be smart, discrete, and professional and footwear should be suitable and commensurate with the role.

Unacceptable items that should not be worn include:

- Tracksuits / Sporting Attire
- Shorts
- Flip Flops

Where there is a specific, short term need, related to an individual's role, for example facilities management surveying or site visits, an appropriate line supervisor may authorise police staff to wear less formal clothing.

Supervisors are expected to challenge staff regarding standards

## All Staff

If there is a medical need (e.g. pregnancy, disability or sensory issues related to autism) for certain types of footwear or clothing, this will be considered on a case by case basis. Advice can be sought from the Human Resources Department

Every member of staff will be smart, tidy and with good personal hygiene being able to work in close environments with others.

The dress and appearance code will be adhered to for those staff / officers agile working in line with this policy to maintain the professionalism and standards expected in the workplace.

## Tattoos / Body Piercings

Any tattoo or other visible body marking including body piercings that could cause offence, be provocative or be construed as inappropriate to members of the public, colleagues or detract from the professional image of the Constabulary are not acceptable as a general rule and must be covered at all times on duty. Unacceptable tattoos considered include rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating inclusive of those on the face or front of neck as per our recruitment policy. Where there is any doubt, police officers or police staff members will ensure tattoos remain covered (e.g., tattoos considered unacceptable on the lower arms must be covered by a long sleeve shirt)

Exemptions from this requirement based on religious belief or other cultural reasons will be considered on an individual basis.

Should any police officer or staff member wish to have a tattoo or body marking then you should consider the checks made when you commenced employment with Lancashire Constabulary as to whether the tattoo or marking is appropriate. Should any officer or staff member be unsure then seek advice from our Professional Standards Department. (we set a standard when we recruit so we maintain that standard.. the unacceptable references are as per HO guidance and linked to our recruitment policy. We also have a tattoo 'panel' which is made up of PSD, Vetting, Recruitment and previously an independent member of the ethics committee

It is the responsibility of first line supervisors and departmental heads to interpret and enforce the code.

## Hair / Facial Hair

Hair styles must be in keeping with the professional image of the Constabulary. In the interests of Health and Safety, Police Officers, PCSOs and Special Constables must secure long hair in an appropriate manner at the back of the head in a bun. Any hair accessory must be plain in design and discrete in colour.

For all other uniformed staff, long hair must be kept tidy and tied back in a ponytail or bun.

No Police Officer or staff member should have shapes, motifs, patterns, extreme styles, or colours whilst in the workplace (thoughts / observations re hair / colour / wording / force position on what is isn't acceptable?)

Beards and moustaches and facial hair are permitted but must be kept neat and tidy and in keeping with the professional image we expect officers and staff to portray.

CBRN (Chemical, Biological, Radiological, Nuclear) trained personnel must not grow or wear a beard or extended moustache as this can prevent an effective seal being made when wearing a respirator (Tac Ops to QA this with ARV profile changing to include CBRN?)

## Cosmetics

Makeup is permissible but should be discrete, neat and tidy in nature. Colours and styles must be reserved. You may wear makeup in connection with your religion/faith (e.g. Bindi)

You may also wear makeup to conceal facial disfigurement or significant blemish

Nail varnish must be discrete in colour (Is this for front line public facing staff and is this a position we want to take?). Nail art and long/false fingernails are not permissible for operational staff due to potential health and safety and injury risk.

False eyelashes are not acceptable for operational staff as they can increase the risk of harm to an individual when worn

(Thoughts re public facing / non-public facing staff re makeup. Should this be different.)

Clearly the nail length, false eye lashes are a potential H & S Risk)

## Jewellery

The wearing of jewellery on duty can, in certain circumstances increase the harm to the wearer and present a health and safety risk. Wrist watches, necklaces, bands, rings, and stud earrings / nose studs may be worn (at the individual's risk) and be visible as long as not excessive. No other visible body rings, tongue piercing can be worn whilst on operational duties due to health and safety risk.

Where religious or cultural requirements necessitate the wearing of a specific piece of jewellery, this may be worn where there is no risk to the health and safety of the wearer. Any item worn should be as unobtrusive as possible.

Jewellery is worn at your own risk and the Constabulary is unlikely to be liable for any loss, damage or theft of such. You are therefore encouraged not to wear valuable jewellery to work.

## Spectacles

Prescription spectacles worn during operational activity, including roles that involve direct contact with the public, should where practicable have lenses made of safety plastic and not glass, for health and safety reasons (point by Unison is that the Constabulary does not contribute to the cost so unless we change policy then we cannot / should not mandate this). The frame should generally be plain and neutral in colour and style. Those members of staff holding a Constabulary driving authority and required to drive as part of their role should avoid wearing spectacles with wide arms due to them blocking side-vision.

Under certain circumstances you can obtain a voucher from the Constabulary towards paying for spectacles (HR – This process is accessible via Sherlock)

## Sunglasses

The wearing of sunglasses is acceptable in conditions of bright sunlight.

Sunglasses should be plain in shape and design. Mirrored reflective lenses are not permitted.

Sunglasses must always be removed when speaking to or dealing with members of the public and inside a building unless it is necessary to continue wearing them for medical reasons due to being prescription lenses.

## Equipment

### Uniform Police Officer

When on operational duties all uniformed police officers must be in possession of the following items

- Body armour
- Police Issue safety Boots
- Handcuffs
- Baton
- Pava
- Radio
- Samsung
- Torch
- Body Worn Video Camera (Where available at your Briefing Base)

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

There are some uniformed officers and staff in purely office-based roles who continue to wear uniform for security and identification purposes. It is accepted that these roles may permit slight deviations from the uniform code for comfort reasons e.g. the non-wearing of patrol boots

### Police Staff (The following staff are issued with uniform)

- Police Community Support Officers
- Police Control Room Staff
- Crime Scene Investigators
- Custody Detention Officers
- Front Counters Staff
- Facilities Clothing Stores and Transport
- Vehicle Technicians
- Facilities Management (Admin / Reception / Maintenance / Grounds Maintenance &

- Compliance)
- Helpdesk Staff / ICT
  - IT Technicians
  - Mounted and Kennel Staff
  - Property Officers
  - Safety Camera Technicians
  - Firearms Enquiry Officers
  - Public Order / Firearms and / JRFT Trainers
  - Digital Media Officers
  - Drone Team
  - Viper

All staff in these roles must wear the correct uniform as issued.

Staff must not replace any item of clothing with personally sourced items, for example replacing Constabulary issued tops (insignia incorporated) with their own T-shirts

## Medals / Decorations

You may wear medals and ribbon brooch bars on tunics for special events. The medal ribbon brooch bars may be worn on fleeces. Position medal ribbons just above the left breast pocket flap of the tunic, centred over the pocket button, in order of importance from right to left, i.e., the Queen's Golden Jubilee medal first, followed by the Diamond Jubilee and then the Police Long Service and Good Conduct medal. The General Service medal and other military medals should precede the jubilee medals.

Always retain police medals of any description issued/awarded to you while you remain in service to ensure that you are able to comply with any Constabulary requirement to wear medals at relevant events and occasions. For that reason, do not sell police medals or otherwise dispose of them while in service

## Court Attendance

Uniformed staff should adopt normal operational/normal dress when attending court. All non-uniform staff should adopt business dress.

## Training and Seminars

Uniformed staff and officers attending at training days are expected to wear operational/normal dress including the correct identification with the exception of Personal Safety Training (PST) where appropriate clothing as per Joining Instructions should be worn.

When attending external training, conferences or seminars, uniformed staff should be guided by the specific dress code for that event. Where there no requirement to wear uniform, dress must be kept with regards the nature of the event, but staff should also consider the need to adhere to standards of the Constabulary  
Non-uniformed staff are expected to attend training sessions in smart dress unless specifically directed otherwise.

## Ceremonies and Events

The Constabulary no longer issues tunics, custodian helmets and bowler hats to officers. Where there is a specified need for an officer to wear ceremonial dress, these items can be loaned from the facilities management clothing stores at Headquarters. All non-uniformed staff attending formal events should adopt smart business dress.

Where there is any doubt as to the requirements for the event, members of staff should contact the event organiser