



STAFFORDSHIRE  
**POLICE**

# Dress and Uniform Policy

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# Contents

|                                                           |    |
|-----------------------------------------------------------|----|
| 1. INTRODUCTION                                           | 3  |
| 2. TRANSGENDER & NON-BINARY MEMBERS OF THE FORCE          | 3  |
| 3. EXCEPTIONS TO FORCE PROCEDURE                          | 4  |
| 4. STANDARDS                                              | 4  |
| 5. DEFINITIONS                                            | 5  |
| 6. RESPONSIBILITY OF MANAGERS AND SUPERVISORS             | 5  |
| 7. CLOTHING CATEGORIES                                    | 6  |
| 8. HEADWEAR & LANYARDS                                    | 7  |
| 9. FOOTWEAR                                               | 8  |
| 10. BODY ARMOUR                                           | 9  |
| 11. HIGH VISIBILITY COAT                                  | 9  |
| 12. FLEECE / SOFT SHELL JACKET / TUNIC                    | 10 |
| 13. GLOVES                                                | 10 |
| 14. SPECTACLES                                            | 10 |
| 15. SUNGLASSES                                            | 11 |
| 16. JEWELLERY                                             | 11 |
| 17. HAIR                                                  | 12 |
| 18. FACIAL HAIR                                           | 12 |
| 19. MAKE UP & COSMETICS                                   | 13 |
| 20. TATTOOS                                               | 13 |
| 21. SHIRTS & TIES / CRAVATS                               | 13 |
| 22. MATERNITY WEAR                                        | 14 |
| 23. POLICE OFFICER EQUIPMENT AND ACCESSORIES              | 14 |
| 24. MEDALS AND MEDAL RIBBONS                              | 15 |
| 25. PAULETTES & RANK INSIGNIA                             | 15 |
| 26. WEARING OF UNIFORM AT COURT                           | 15 |
| 27. ACTING AND TEMPORARY RANKS                            | 16 |
| 28. POLICE OFFICERS AND STAFF IN NON-UNIFORM ROLES        | 16 |
| 29. WARRANT CARDS AND FORCE IDENTITY CARDS                | 17 |
| 30. DISPOSAL OF UNIFORM                                   | 17 |
| 31. SPECIFIC REQUIREMENTS RELATING TO OBSERVANCE OF FAITH | 17 |
| 32. CLOTHING                                              | 18 |
| 33. APPEARANCE                                            | 19 |
| 34. VIRTUAL WORKING                                       | 19 |

# 1. INTRODUCTION

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**1.1** The appearance of everyone employed or associated with the Force reflects on our standards and values and must emphasise our professionalism to communities, partners and colleagues alike. This policy is relevant to all members of the Force but may reflect different expectations between Police Officers and Police Staff. These differences are limited, but reflect the different conditions of service, public expectation and employment status between the two roles.

**1.2** We want to demonstrate our commitment to embracing diversity within our uniform and dress codes in terms of recognising individual needs arising out of religious beliefs or lifestyle choices. Not only will this allow staff the freedom to observe their faith at work or conform with choices they have made regarding their lifestyle, but the visible presence of diversity within our workforce will also demonstrate to the communities we serve that we are an inclusive and welcoming organisation.

**1.3** We have a responsibility to always consider the health and safety implications for our staff, but are determined to positively support requests wherever possible. Within the uniform entitlement list there is a variety of kit that constitutes Personal Protective Equipment (PPE). The majority of PPE doesn't present any difficulties as alternative ways of wearing the item could be found or the risk controlled in a different way.

**1.4** Although this policy is intended to provide guidance to managers and staff, it does not replace the need for discussion with the individuals concerned. This will ensure that each solution meets the specific personal needs identified whilst maintaining the standards of the Force.

**1.5** Generally, all of the details below apply to religiously observant members of staff in the application of their faith. It should also be remembered that there may be members of specific faiths who choose not to display their belief openly or through their appearance or dress.

## 2. TRANSGENDER & NON-BINARY MEMBERS OF THE FORCE

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**2.1** The force recognises the uniform requirement of transgender and non-binary colleagues may be different and should be tailored to the individual. To help facilitate this, colleagues should contact their Human Resources Officer so that they receive the correct and appropriate support.

**2.2** The Force Uniform and Dress Policy is not restrictive on clothing or appearance on the basis of gender. Transgender and non-binary employees have the right to comply with the policy in a manner consistent with their gender identity or gender expression.

## 3. EXCEPTIONS TO FORCE PROCEDURE

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### 3.1 Medical or Occupational Health direction

The Force recognises that for specific medical reasons or on the advice of Occupational Health that there may be occasions where officers or staff deviate from this policy. Reasonable adjustments to take into account specific medical or welfare requirements are permitted, but only with the approval of Occupational Health or the relevant supervisor. Females who require clothing of differing material to standard issue due to skin sensitivity or other symptoms associated the menopause do not need to obtain approval from Occupations Health for alternative clothing and should instead submit a request direct to Stores.

### 3.2 Operational Requirements

Officers or staff in specialist posts or those engaged in specific operations may have a genuine operational requirement not to comply with this policy. Each case should be judged on its merits and suitability of any deviation from this policy will be considered and approved by the relevant supervisor.

## 4. STANDARDS

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### 4.1 Our dress code standards are summarised below:

- Officers, police staff and volunteers should dress in keeping with projecting a professional image and appropriate to their role;
- Uniformed officers, uniformed police staff and uniformed volunteers should only wear clothing that have been officially provided or has been formally approved by the Force;
- Personal additions, alterations or replacements to provided uniform must not be made or worn unless recommended in writing by Occupational Health and only in response to a medical issue or for religious requirements as approved by the force
- Revealing garments are not appropriate or acceptable in the workplace and should not be worn;
- Officers, police staff and volunteers should maintain high standards of personal hygiene and grooming;
- Officers, police staff and volunteers should not wear any items that are likely to bring the Force into disrepute;
- Items should be kept clean and ironed in keeping with the high standards of appearance expected, ill-fitting or uniform showing signs of wear and tear should be replaced

## 5. DEFINITIONS

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### 5.1 Definitions referred to within this procedure:

- Uniformed Police Officer – All Police Officers and Special Constabulary Officers who are required to wear uniform to fulfil their roles
- Uniformed Police Staff – All Police Staff members who are issued uniform by the Force.
- Uniformed Volunteers – All Police Support Volunteers and Police Cadets who are issued uniform by the Force in order to fulfil their role.
- Police Officers – All Police Officers and Special Constabulary Officers
- Police Staff – All Police Staff employed by the Force
- Volunteers – All Police Support Volunteers and Police Cadets

## 6. RESPONSIBILITY OF MANAGERS AND SUPERVISORS

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**6.1** The Force expects all supervisors and managers to recognise their responsibilities regarding the Force Policy on Uniform and Standards of Dress. They are to set an example to their staff by maintaining high standards of personal presentation and promoting a professional image of the service. They will ensure the professional appearance of staff in their area of responsibility and challenge any officer, member of staff or volunteer who has fallen below an acceptable standard of appearance.

**6.2** All staff should be aware that failure to comply with this policy could result in unsatisfactory performance or misconduct procedures.



# 7. CLOTHING CATEGORIES

**The wearing of white shirts or wicking shirts by uniformed members of the Force**

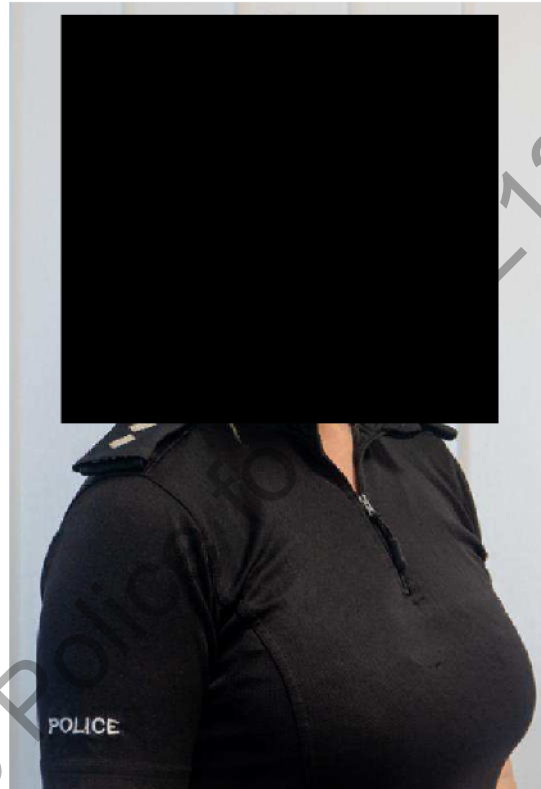
## 7.1 Police Officers

The following sets out the Force's expectations regarding the wearing of shirts for uniformed police officers. These principles aim to balance the need to appear smart against operational requirements for comfort.

- Uniformed operationally deployed Police officers (For example Response Officers, Neighbourhood Officers, Special Constabulary, CIU, CMPG, Tactical Support Unit and Dog Support Unit) - the default position for police officers deployed operationally is that they should wear black wicking shirts – regardless of their rank – with sliders/epaulettes clearly showing their collar number or rank insignia, in the case of Inspector rank and above, at all times.
- Police officers who are office based, should wear either a white shirt or black wicking shirt as they deem appropriate in the circumstances. Supervisors and managers may give guidance on their expectations but the aim should be to balance a professional appearance with wearing uniform appropriate for the role.
- Uniformed operationally deployed Police Officers attending any training will be expected to wear black wicking shirts unless specified otherwise in the joining instructions.

## 7.2 Police Staff and Police Cadets

- Uniformed police staff - members of police staff who are currently required to wear an issued blue or black wicking shirt will continue to do so. PCSOs will wear blue and Police Staff / Police Support Volunteers wear black. All police staff wearing blue or blue wicking shirts will be issued with epaulettes which must display sliders or metal collar numbers. All other Police staff should wear issued white shirt and tie or cravat. Police Staff will wear blue ties or cravats, Police Support Volunteers designated as Police Cadet Leaders will wear a green cravat or tie and Police Cadets will wear standard issue Police tie or cravat with white shirts.



## 8. HEADWEAR & LANYARDS

**8.1** Headwear will be worn by uniformed Police Officers, PCSOs, Police Staff, uniformed volunteers (if issued) and Police Cadets when in public view. Headwear is an integral part of Police uniform and assists members of the public to recognise members of the service as well providing protection to the wearer.

**8.2** Hats may be removed whilst in vehicles or buildings. There will be times when the immediacy of an appropriate response to an incident will dictate otherwise and a common-sense approach will be applied in such instances, although these are likely to be rare.

- Police Constables and Sergeants will wear the headgear as issued (which may be a custodian helmet or bowler hat) whilst on foot patrol and have in their possession, for use outside vehicles or buildings, their flat caps (if issued) when on other duties. Inspectors and above will wear their issued headgear (flat cap or bowler hat) unless engaged in public order command in which case the Silver Public Order Commander will specify the type of headwear to be worn against an operational threat assessment.
- PCSOs, Police Staff, uniformed volunteers and Police Cadets (if issued) will wear force issue flat caps or bowler hats. PCSOs and Police Staff will display a blue band around the flat cap or bowler hat and Police Support Volunteers attached to the Police Cadet Service and Police Cadets will wear green.
- Members of the Sikh faith may wear a black turban with cap badge.
- Members of the Muslim faith who are required to wear uniform may wear traditional headdress (hijab) underneath the standard issue Flat cap or bowler hat (if issued). The hijab will be provided by the Force and will 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 visible. The hijab will be worn tucked into any high-visibility clothing.

### **8.3 Motor Cyclists and Bicyclists**

- Police Officers and PCSOs riding police pedal cycles whilst on duty are to wear pedal cycle safety helmets issued by the Force. They may utilise a Force issued baseball cap when off the bicycle and where it is not practical or necessary to continue to use the cycle helmet.
- Police motorcyclists will wear a Force issue motorcycle helmet when on patrol. They may utilise a Force issued baseball cap when off the motor cycle and where it is not practical or necessary to continue to use the motorcycle helmet.
- 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. Risk Assessments will be conducted by the Health and Safety Unit who will retain copies of all assessments, including generic, when completed.

## 8.4 Prayer Caps

Prayer caps may be worn at the appropriate times and when the need arises whilst on duty.

## 8.5 Specialist Headwear

Headwear issued for specialist purposes e.g. reinforced baseball caps for searching, should be worn as intended and not as routine equipment. Roads Policing Officers who have completed the Roads Policing Course may wear the bowler or flat cap with the white top.

## 8.6 Extreme Weather

PCSOs may revert to wearing baseball caps or woollen hats on foot patrol during an extreme weather event if approved Forcewide by the Duty Superintendent. It is anticipated that these incidents will be rare and baseball caps or woollen hats are not to be routinely worn.

## 8.7 Lanyards

Officers and staff may wear lanyards to carry their warrant / identification card whilst on duty. The lanyard worn may only be those approved by the Force Uniform Committee Chair and may not be private purchase.

# 9. FOOTWEAR

9.1 Uniformed officers, uniformed police staff, uniformed volunteers and Police Cadets will wear black [leather or leather effect] boots or shoes, which are appropriate for the role to be performed and without coloured motifs, laces or patterns. 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 uniformed officers, uniformed police staff, uniformed volunteers and Police Cadets will report for duty with clean footwear.



9.2 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.

9.3 PSU issued boots should only be worn on PSU duties and not for the officer's normal operational role.

9.4 Socks and tights worn with uniform will be black.

9.5 Footwear for none uniformed members of the Force should be appropriate to the role and project a professional image in the workplace. For example, training shoes are not permitted unless required for a specific training input, E.g. fitness test or Operational Personal Safety Training.



## 10. BODY ARMOUR

**10.1** It is a mandatory requirement that body armour is worn at all times when uniformed Police Officers and PCSOs are operationally deployed – i.e. outside the confines of Police premises. Within the Custody environment Officer's should make a dynamic risk assessment as to whether the wearing of body armour is necessary.

Police officers and police staff in non-uniform roles, if operationally deployed, a risk assessment must be completed to assess whether body armour should be worn.

**10.2** Overt body armour will have an encapsulated badge on the front and rear clearly displaying Police, PCSO or Police Staff with the name and collar / staff number also clearly visible. The name and collar /staff number must not be covered or defaced and should be worn in conjunction, not instead of, epaulettes and sliders. If this becomes damaged then refer to stores for a replacement.

**10.3** Police Support Volunteers and Police Cadets will not be deployed in an environment where the issue of body armour is necessary.

**10.4** Authorised Firearms Officers are to wear specialist ballistic vest which should display the collar number and rank insignia of the individual officer and their designated AFO identifying number.

## 11. HIGH VISIBILITY COAT

**11.1** If issued the high visibility coat is the only coat to be worn by uniformed Police officers, uniformed police staff and uniformed volunteers when deployed. Authorised Firearms Officers and Dog Support Unit Officers will be issued with a black coat due to the nature of their role, they should however be in possession of a high visibility coat to be used when dealing with incidents where there is likely to be high speed moving traffic or where a risk assessment dictates.



## 12. FLEECE / SOFT SHELL JACKET / TUNIC

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**12.1** If issued the fleece coat / soft shell jacket is clearly marked with an encapsulated badge on the front and rear displaying Police, PCSO, Police Staff or Volunteer Police Cadet. The Fleece / soft shell is to be the outer layer of clothing worn unless worn under the High Visibility Coat or with the TAC Vest – which should be worn as the outer layer. Epaulettes and sliders / metal collar numbers should be clearly displayed on the fleece / soft shell.

**12.2** PCSOs are issued with a under body armour layer made of fleece material. This layer, which is black in colour and contains no markings, should be worn under the body armour only.

**12.3** Tunics – Tunics are now only issued to officers of the rank of substantive Superintendent and above due to the cost and frequency of use. Officers who have already been issued tunics may continue to wear them in appropriate circumstances. Force Stores will retain a stock of tunics that may be requested for short term use for appropriate occasions e.g. Coroners Court but if they are not available then guidance at paragraph 26 should be followed.

## 13. GLOVES

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**13.1** When gloves are issued, these may be worn at the discretion of the officer or police staff member, but must not be worn with shirt sleeve order (i.e. short sleeve shirt and no tie or cravat) unless there is a specific operational requirement to do so. Specialist and safety gloves must be worn and used as intended.

Black gloves are issued to officers.

## 14. SPECTACLES

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**14.1** Prescriptions spectacles worn during operational activity, including roles that involve direct contact with the public will preferably have lenses made of safety plastic and not glass for safety reasons. The purchase of spectacles is an issue for the individual with the exception of those supplied under the relevant Force Policy for VDU use. The frame should be plain and neutral in colour and style.



## 15. SUNGLASSES

**15.1** Police Officers, Police Staff and volunteers may wear sunglasses when driving or on patrol in conditions of very bright sunlight. The frame type must be plain and appropriate for police duty and should be removed when indoors. Mirrored or very dark lenses are not appropriate.

**15.2** Sunglasses must always be removed when speaking to or dealing with a member of the public. Staffordshire Police will accept no liability for any damage to or loss of sunglasses.

**15.3** Prescription sunglasses should be worn as per prescription spectacles.

## 16. JEWELLERY

**16.1** The wearing of jewellery by operational Police Officers, Police Staff and volunteers may represent a potential health and safety risk.

**16.2** Operational Police Officers, Police Staff and volunteers are only permitted to wear a watch, a maximum of two rings (e.g. wedding, civil partnership, engagement, eternity or modest signet ring) and one pair of single colour small stud earrings which appear smart and professional. Nose rings should not be worn, although a small single colour stub can be. Large spacer earring represents an enhanced risk to the safety of operational staff and therefore should be removed and the ear lobe tapped up or a solid spacer inserted – hollow ring spacers may not be worn.

**16.3** A medical alert bracelet may be worn if required.

**16.4** One single Charity Band may be worn by uniformed police officers, uniformed police staff and uniformed volunteers whilst on duty. The charity supported must be appropriate for a member of the Force to support.

**16.5** Uniformed Police Officers, Uniformed Staff and Uniformed Volunteers may wear a single bangle on grounds of observance to a faith, but they should not wear a bangle as a fashion item. Charm bracelets and other forms of bracelet not worn in observance of a faith should not be worn.

**16.6** Sikh police officers, police staff and volunteers are permitted to carry a Kirpan which should be worn beneath outer clothing.

**16.7** Officers and staff who are not required to wear a uniform may wear jewellery appropriate to their role which must remain smart and professional.

**16.8** PCSOs, Police Staff and uniformed volunteers in public facing roles, and all Police Officers and Police Cadets should have no visible body piercing jewellery (with the exception of earrings) whilst on duty, other than on religious grounds and where it is considered that there is no significant risk to the individual's health and safety.



## 17. HAIR

**17.1** Hair must be neat, tidy and well-groomed at all times whilst officers, police staff, police cadets and volunteers are on duty.

**17.2** Police officers or police staff that work with specific hazards or hazardous equipment must adopt a hairstyle which satisfies health and safety requirements.

**17.3** Uniformed officers, uniformed police staff and uniformed volunteers must wear hair above the collar. Hair may be trimmed to comply or tied back and secured close to the head (pony tails are not acceptable as they present a safety risk to operational staff). Adornments other than slides, grips, ties or bun nets should not be worn. Line managers should relate this to individual's roles giving consideration to health and safety and smartness. Hairstyles for those not wearing uniform should reflect the professional image of the Force.

**17.4** All staff should be mindful that warrant card or identification cards will need to be renewed or updated if a change in hair style or colour alters their appearance significantly.



## 18. FACIAL HAIR

**18.1** Moustaches, beards and sideburns may be worn but they should be trimmed and tidy for all Police Officers, PCSOs, Police Staff and volunteers in public facing roles and all Police Cadets on safety grounds unless grown for reasons of faith. Local line managers should consider, with individuals, the impact of long beards on an individual's health and safety and take advice from the Force Health & Safety manager for a need for a risk assessment.

**18.2** Where an individual is required to maintain a long beard due to observance of a faith, this should be accommodated on an individual basis but may require risk assessment for specific duties.

**18.3** All Police Officers, PCSOs and Police Cadets without beards should report for duty clean shaven, stubbly appearance is not acceptable.





## 19. MAKE UP & COSMETICS

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**19.1** Uniformed Police Officers, uniformed police staff and uniformed volunteers may wear make-up should be appropriate and not excessive.

**19.2** An exception may be made where make-up is used to conceal a physical disfigurement or blemish, e.g. scars or birthmarks. Fingernails should be kept short and clean. All Police Officers, PCSOs and Police Cadets may wear natural colour nail polish but no jewellery or attachments are to be added on the nails. Police Staff and volunteers in none public facing roles should ensure that their make-up and nail varnish are consistent with projecting a professional image in the workplace.

**19.3** Sunscreen should be worn by staff on duty that are outside and exposed to the sun. The type chosen should match skin tone and does not include vivid coloured sun blocks. The provision of sunscreen is at the expense of the individual.

## 20. TATTOOS

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**20.1** Tattoos should not be offensive or cause alarm or distress to colleagues or members of the public.

**20.2** Any tattoos that are considered offensive will have to be covered at all times – without exception. No visible tattoos on the face. Tattoos on hands and neck must be small and not considered intimidating or offensive and may be covered by uniform. Tattoos on the arm will be judged by the member of staff's Head of Department (LPT Cdr or equivalent) as to whether they should be covered. If no agreement can be made as to whether they should or shouldn't be covered, then the default position will always be to cover the tattoos.

## 21. SHIRTS & TIES / CRAVATS

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**21.1** All uniformed Police officers, PCSOs, uniformed police staff and uniformed volunteers who wear a white shirt will also wear a Force issue tie /cravat consistent with their roles and numbered epaulettes, metal collar numbers or rank insignia for those of Inspector rank and above.

**21.2** From the 1st May to 1st September of every year the removal of ties / cravats is permitted for those in uniformed roles. Outside of these dates authority is required from an officer of Inspector rank / Police Staff Grade G in the event of extreme hot weather.



## 22. MATERNITY WEAR

**22.1** Police officers, police staff and volunteers 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 supervisor, based on comfort and suitability for uniformed clothing. When plain clothes maternity wear is adopted, then the guidance regarding 'Officers and Police Staff Employed in Non-Uniform roles' must be adhered to. Please note reasonable adjustments will be considered for those returning from maternity.

## 23. POLICE OFFICER EQUIPMENT AND ACCESSORIES

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

- baton;
- handcuffs;
- PAVA;
- Radio;
- items of uniform and equipment that will allow them to perform their duties and respond to any standing or dynamic risk assessment.

**23.2** All equipment must be carried in the utility belt or carriage system (TAC-Vest) provided by the Force, no private issue belt or carriage system may be used for the carriage of equipment. Only authorised items may be worn/used and carried on the utility belt or carriage system. This also applies to all uniformed police staff and PCSO roles that require equipment to be carried.



## 24. MEDALS AND MEDAL RIBBONS

**24.1** Medals and medal ribbons may only be worn if authorised by the Sovereign. Medals may only be worn on Tunics and not on jackets, soft shell, fleeces or shirts. Medal ribbons should be worn on tunics and may be worn on the left breast of the fleece under the 'Police' badge but above the checked band. Medal ribbons should not be worn on soft shell jackets. Only medals and medal ribbons issued to the individual may be worn, so those issued to relatives may not be worn.

## 25. EPAULETTES & RANK INSIGNIA

**25.1** Epaulettes worn must be black for Police Officers and blue for PCSOs, Police Staff where issued and Police Support Volunteers. Police Support Volunteers engaged in supporting the Police Cadet scheme and Police Cadets will wear green. Only pre-printed sliders or metal numbers / insignia issued by the Force may be worn. No additional insignia or marking may be worn unless approved by the Force Uniform Committee Chair.

**25.2** The removal of collar/staff numbers/rank insignia when dealing with a terrorist incident or firearms officers following a critical incident must only be done with the authority of a senior officer. A senior officer will be an LPT Cdr/Chief Inspector or above or a Tactical Firearms Commander dependant on the nature of the incident.

## 26. WEARING OF UNIFORM AT COURT

**26.1** Whenever a uniformed police officer (regardless of rank) or PCSO is required to attend Magistrates Court to give evidence they should wear standard street uniform. PPE should be worn within Court unless directed otherwise by the Magistrate.

**26.2** If called to Court out of Force PCSOs may attend in civilian clothing and abide by the instruction given to plain clothed police officers.

**26.3** When attending Crown or Coroner's Court to give evidence, Uniformed Police Officers should wear tunic with shirt and tie / cravat but no medals. If a tunic is not available, then white shirt (with or without soft shell jacket) and tie / cravat must be worn. PCSOs should wear white shirt (with or without soft shell jacket) with tie or cravat.

**26.3** All none uniformed Police Officers and Police Staff will attend court in suitable business dress which may include a suit and tie or blouse, jacket and skirt.

Any direction given by a Magistrate, Judge or HM Coroner regarding mode of dress must be complied with and takes precedence over this policy.



## 27. ACTING AND TEMPORARY RANKS

**27.1** Officers who are authorised to perform acting or temporary promotion duties in the next rank will be permitted to wear the insignia of the rank into which they are acting or temporarily promoted.

## 28. POLICE OFFICERS AND STAFF IN NON-UNIFORM ROLES

**28.1** Police officers and police staff that do not wear a uniform should wear professional business clothing which may include suit, shirt and tie, blouse and jacket etc.

**28.2** Volunteers should wear smart attire appropriate to the role they are undertaking.

**28.3** The following are unlikely to be acceptable for Police Staff to wear within the work environment. However this is dependent on the role undertaken and whether they have contact with the public. Supervisors should issue guidance to Police Staff taking into account the need to reflect a professional image in the workplace

- jeans;
- sweatshirts or T-shirts with slogans or logos;
- leggings;
- jeggings;
- shorts;
- sportswear;

**28.4** Police Officers and PCSOs engaged in the fitness test or training will wear such clothing as is appropriate to the training being undertaken. E.g. training shoes / t-shirts / sportswear are acceptable for Operational Personal Safety Training and the fitness test.

**28.5** 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.

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 Staffordshire Police.





## 29. WARRANT CARDS AND FORCE IDENTITY CARDS

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**29.1** Warrant cards should be carried at all times by Police Officers when in the UK or when deployed abroad in their capacity as a Police Officer and used for the purpose of identification.

**29.2** Police Officers, PCSOs, Police staff and volunteers that do not wear uniform should wear their warrant or identity card when on duty on Police premises using a force issued lanyards.

**29.3** Police Staff and volunteers must be in possession of their Force Identity Cards at all times whilst on duty.

## 30. DISPOSAL OF UNIFORM

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**30.1** All issued uniform items and equipment remain the property of the Force and may not be retained, sold or disposed of without the Force's consent. Any uniform that is surplus to requirements or is no longer serviceable must be returned to the Force Stores Unit for safe disposal – local disposal is not approved. Soiled or contaminated clothing should be disposed of via Force arrangements for the disposal of such items.

**30.2** Should an officer or staff member wish to retain an item of Force issued uniform or equipment upon leaving the Force, they must obtain the authority of the Force lead for uniform to do so. If retention is authorised the item must not be sold and should be returned to the Force if no longer required.

## 31. SPECIFIC REQUIREMENTS RELATING TO OBSERVANCE OF FAITH

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### 31.1 Headwear

Headwear plays an important role in several religions and cultures, as follows:

- **Islam**

The Muslim dress code is based on the principles of modesty and is applied to both men and women.



In terms of headwear, women 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 liaise with Stores to obtain a hijab that fastens with velcro, press-studs or is elasticated so that it does not require any fastening mechanism. To ensure that any health and safety risks are minimised, the hijab must be fastened in a way that allows quick release. The hijab should be worn under the police bowler hat. If a high visibility jacket is being worn, the hijab must be tucked inside the collar.

Men may wear a prayer hat – a kufi or topi – which should normally fit underneath the custodial helmet and which has no health and safety implications.

- **Judaism**

Jewish men may wish to wear a skullcap – a kippah – which would fit underneath the custodial helmet and which has no health and safety implications.

- **Sikhism**

Sikh men may wear a turban to cover their uncut hair. Sikh women may also choose to wear a turban.

Turbans can be worn instead of the custodial helmet 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, his or her colleagues and members of the public.

All headwear that is worn with a police uniform must be in the appropriate colour (black or navy blue). Any material chosen must be of a matt finish and should be wool based to avoid potential fire risks of synthetic materials.

Members of the Sikh faith may wear a black turban with cap badge.

## 32. CLOTHING

Detailed below are some variations that should easily be accommodated within the workplace (unless otherwise stated). Please note that the details below will inevitably develop over time:-

**32.1** Observant Muslims and Jews are required by their faiths to dress modestly. Where a uniform is worn, religiously observant staff may require garments of a larger size than expected to ensure that the outline of their body is not visible (i.e. longer jackets).

**32.2** Some observant male Muslim staff may require trousers that are shorter than usually worn – Stores will accommodate such requests.

**32.3** Some Muslim women may choose to wear the burka – a long garment that covers most of the body. Whilst this is not appropriate for a police officer or PCSO to wear, it should present no problems for most members of police staff, although it is recognised that it would not be acceptable in some roles. Guidance on this can be sought through HR.

**32.4** Some Jewish women may choose to wear a skirt rather than trousers.



## 33. APPEARANCE

### 33.1 Hair

Where hair is worn longer on religious grounds, it must still be secured above the collar to avoid health and safety risks.

### 33.2 Jewellery

No visible body piercing jewellery can be worn on duty, other than on religious grounds and where it is considered that there is no significant risk to the individual's health and safety.

Uniformed officers, uniformed police staff and uniformed volunteers may only wear bracelets if they are of religious significance.

### 33.3 Accessories

The Sikh religion observes the five Ks. The extent to which this is observed is dependent on the individual. The Five Ks are described below:-

- Kesh - uncut hair, observant Sikh's will not cut or trim their hair (this symbolises the uniqueness and identity of the faith)
- Kangha - a small wooden comb usually worn in the hair (worn for hygiene reasons).
- Kara - a steel bracelet worn on the wrist (a symbol of brotherhood and unity amongst Sikhs).
- Kachhahera - knee length shorts (traditionally worn at times of battle enabling ease of movement in combat).
- Kirpan - a short sword (a symbol of spirituality and defence of those in need).

### 33.4 Wearing the Kirpan

The wearing of the symbolic Kirpan presents no significant risk to health and safety. It can be worn on a chain around the neck or in a small holster under the person's clothes. It must always be concealed from view.

## 34. VIRTUAL WORKING

Officers and Staff whose role allows them to work remotely and virtually off police premises – such as from their home – should ensure that when working at home and engaging in on line meetings that they dress appropriately for the workplace. Whilst the Force recognises that employees may wear what they wish whilst at home, when representing the Force at virtual meetings and during duty time then suitable clothing, in accordance paragraph 28 must be worn.

