

WILTSHIRE POLICE FORCE PROCEDURE



Standards of Dress

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PROCEDURE OVERVIEW

This procedure details the standards of dress required by all employees and volunteers who represent Wiltshire Police. The definition of “standard of dress” covers uniform, clothing, equipment, appearance and grooming. The intention is to inform the standards of dress required by uniformed officers, special constabulary, staff and volunteer members of Wiltshire Police and non-uniformed officers, staff and volunteer members of Wiltshire Police. For those in uniform, it details the uniform and equipment to be worn and the standards required to ensure consistency with the highest professional standards.

This procedure incorporates the standard of uniform, clothing and equipment set out in Regional and National Policies.

It is important to note that standards of dress is the personal responsibility of all individuals within the force in line with force values and behaviours. This procedure is not designed to be exhaustive and there may be occurrences or circumstances which are outside of this procedure however the key principles of professionalism, personal responsibility and presenting a professional image to our public will apply in all circumstances.

GLOSSARY OF TERMS

Term	Meaning
PPE	Personal Protective Equipment
PHE	Public Health England
ID	Identification
Standards of Dress	uniform, clothing, equipment, appearance and grooming
UPP	Unsatisfactory Performance Procedure

RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS

All other Wiltshire Police Health and Safety Policies and Procedures

[Force Body Armour Procedure](#)

Regional and National Clothing and Equipment Procedures

[Issue Resolution and Dignity at Work Policy and Procedure](#)

Unsatisfactory Performance Procedure (UPP) or Misconduct Procedures

College of Policing Appearance Standards National Guidance

AUTHORISED PROFESSIONAL PRACTICE AREAS ASSOCIATED WITH THIS PROCEDURE

There are no associated Authorised Professional Practice areas at present.

DATA PROTECTION

Any information relating to an identified or identifiable living individual recorded as a consequence of this procedure will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the [Force Data Protection Policy](#).

FREEDOM OF INFORMATION ACT 2000

This document has been assessed as suitable for public release.

MONITORING and REVIEW

The Standards of Dress Procedure will be monitored and reviewed annually by the Force Clothing and Equipment Working Group. The procedure will also be reviewed annually in light of legislative change and change in Regional or National standards or best practice. The Force Clothing and Equipment Working Group will be responsible for approval and monitoring the procedure document and its implementation on a regular basis.

WHO TO CONTACT ABOUT THIS PROCEDURE

Lynne Taylor, Supplies Manager.

1. Legal Requirements

The Health and Safety at Work Act 1974 requires every employer, so far as is reasonably practicable, to ensure the health, safety and welfare at work of their employees and anyone else affected by their undertakings.

The Management of Health and Safety at Work Regulations 1999 require the employer to make a suitable and sufficient assessment of the risks to the health and safety of employees to which they are exposed whilst they are at work and the risks to the health and safety of persons not in his employment arising out of or in connection with the business conduct and undertakings. The employee has a duty to take reasonable care of themselves and to do or not to do anything that could cause a risk to others as a result of their own action.

2. Standards of Dress and Appearance Introduction

The appearance of staff is important to emphasise professionalism to our communities and colleagues and the standards are reflective of the Force's Values and Behaviours.

All staff should be aware that failure to meet the standards of dress could result in Unsatisfactory Performance Procedure or Misconduct Procedures.

3. Responsibility of Managers and Supervisors

It is the responsibility of all Managers and Supervisors to recognise their role regarding standards of dress and to set an example by maintaining high standards of personal presentation and promoting a professional image of Wiltshire Police.

They must;

- ensure that staffing identified as requiring to wear a uniform (this shall be determined within the role Job Description), does so in accordance with the standards contained within this document and the risk assessment undertaken to identify the appropriate PPE for the role.
- ensure that staff do not wear unauthorised garments for example, cycle vests should be used for the purpose it was issued and in accordance with the risk assessment for that activity.
- ensure the professional appearance of staff in their area of responsibility in line with our values and behaviours,
- challenge staff that have fallen below the standards set out in this procedure.
- ensure that the personal appearance of their staff does not present a negative or unprofessional image of Wiltshire Police.
- ensure that all issued uniform and equipment is retrieved from an officer, staff or volunteer member prior to their exit from the organisation. This shall be documented on Exit Checklist [Form 299](#) issued by People Services. The completed Form 299 and the uniform shall be bagged, labelled and returned to the Supplies Department for decommissioning and disposal so that it does not present a security risk if obtained by others. Warrant and Door Access cards, together with Parking Permits and Locker keys shall be returned to the Facilities Department so these items do not present a security risk if obtained by others.

4. Diversity

Wiltshire Police is committed to embracing diversity needs which will always start with a personal confidential discussion with the individual concerned to understand the specific needs. The intention is that diversity requirements will be positively supported where possible and operationally safe, following the undertaking of a risk assessment in relation to the specific role to be performed. The diversity provisions within this procedure are not intended to be exhaustive and Wiltshire Police welcomes the identification of all diversity needs.

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5. General Principles and Responsibilities of all Officers and Staff (Uniformed and Non-Uniformed)

Professional appearance is the personal responsibility of each individual – in line with our force values and behaviours. Along with maintaining personal hygiene and grooming in keeping with the high standards of appearance expected and set out in this procedure. Members of Wiltshire Police shall not wear or display any items that are likely to bring Wiltshire Police into disrepute.

PPE Guidance during the ongoing Coronavirus Pandemic: The NPCC has confirmed that the current guidance on use of PPE remains in line with the PHE advice further to the identification of the new COVID strain. The change in the virus acts as a stark reminder about the importance of adhering strictly to the national PPE guidance and ensuring we are all taking the right steps to protect ourselves and others. All officers and staff should ensure they are fully sighted on the current PPE guidance. This is available [here](#).

6. Specific Responsibilities of Uniformed Officers and Staff

Uniformed officers, special constabulary and staff members of Wiltshire Police will wear the corporate standard uniform as issued in conjunction with their role at all times when on duty unless a specific instruction has been received by a Manager or Supervisor as a result of meeting an operational requirement. Uniform issued shall be on a best fit basis and the fit of garments in conjunction with diversity needs to be accommodated with the assistance of the Clothing Coordinator.

Maternity wear options are available for uniformed officers and staff as a special order and can be provided following a consultation with the Supplies Manager.

Officers considering or undergoing gender reassignment would need to have a confidential consultation with the Head of People Services and the Supplies manager.

Personal additions, alterations, replacements, or items which pose a health and safety risk are not permitted under any circumstances unless authorised by the Supplies Manager.

Lost or stolen items must be reported to your Manager or Supervisor for security reasons. These items will be replaced upon the completion and endorsement by your manager of [Form 232](#).

7. Specific Responsibilities of Non-uniformed Officers and Staff

All clothing worn should be appropriate to the dignity and professionalism of the workplace and should not be revealing or present a possibility that colleagues or members of the public may find it offensive or embarrassing.

Male officers and staff will wear trousers, shirt and tie unless there is an operational requirement not to do so.

Female officers and staff will wear professional business clothing unless there is an operational requirement not to do so.

Standards of dress shall reflect a professional image. The following items are examples (but not an exhaustive list) of unacceptable standards of dress unless a specific instruction has been received by a Manager or Supervisor as a result of meeting an operational requirement or specific role:

- Jeans/Jeggings and denim garments
- Shorts unless worn under uniform for diversity needs
- Sweatshirts

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T-shirts with slogans or logos or motifs that may be considered offensive
Sportswear
Beachwear
Flip Flops
Training shoes

Non-uniformed officers, staff and volunteers attending training courses will wear their normal business attire unless joining instructions require a specific dress code.

8. Specialist Roles

Specialist roles will be subject to a risk assessment and clothing or equipment identified as a requirement shall be issued in accordance with the Regional and National Policies and worn as directed unless a specific instruction has been received by a Manager or Supervisor for an operational reason.

Cycle wear shall be issued to those individuals where their CPT Inspector confirms this activity is undertaken for at least 20% of their role.

9. Police Officer and Special Constabulary Layering of Uniform

Police Officers and Special Constabulary members of Wiltshire Police will wear uniform in the following order of layers:

- Layer 1 – Black - wicking shirt
- Layer 2 – Mid layer Fleece (optional)
- Layer 3 – Body Armour
- Layer 4 – Police issue Softshell (when weather conditions requires to be worn over body armour)
- Layer 5 – Hi-Vis vest with appointments
- Layer 6 - Hi-Vis Outer - Jacket (Anorak, Tabard or Blouson)

A Photoshoot of how to wear your uniform correctly is available on the Supplies Department Firstpoint Portal Page.

PCSO Layering of Uniform

PCSO members of Wiltshire Police will wear uniform in the following order of layers:

- Layer 1 – Blue wicking shirt
- Layer 2 – Mid Layer Fleece
- Layer 3 – Body armour
- Layer 4 – Police issue Softshell (when weather conditions requires to be worn over body armour)
- Layer 5 – Hi-Vis Outer Jacket (Anorak or Blouson)

A Photoshoot of how to wear your uniform correctly is available on the Supplies Department Firstpoint Portal Page.

10. Face Coverings

A face covering is anything which covers the Mouth and Nose. It is important to note that cloth face coverings are a form of non-medical mask. They are not PPE and should not be confused with surgical and other types of face mask.

Therefore, when responding to a close contact incident or making an arrest, you must still follow the current process of wearing your water-repellent surgical face mask. A cloth face covering can help to prevent the virus 'getting out', whereas the water-repellent surgical face mask can prevent both the virus 'getting out' and 'getting in'.

When on operational duties, you must either wear the blue face covering or the surgical IIR mask in accordance with the NPCC guidance.

From Friday 24th July 2020 it became **mandatory for operational officers and staff to wear a face covering** in line with government guidance when using public transport, attending hospitals, entering shops and enclosed shopping centres, banks (including building societies, short term loan providers and savings clubs, currency exchange shops), post offices and where local provision dictates, such as doctors and dentists.

From Tuesday 6th January 2021 it will be mandatory for **all officers, staff (both Force and OPCC) and volunteers entering, or working, in any police building (including our shared estates with Wiltshire Council) to wear a fluid resistant surgical mask (IIR).**

The only times you will not be required to wear a fluid resistant surgical face mask is when you are at your desk, which will be 2 metres away from others, or if you are exempt as per the [Government's guidelines](#). If you are exempt then you must make your line manager aware in the first instance and alternative options will be explored.

It is also **mandatory** to use a moisture resistant PPE (IIR3) face mask whilst double crewing in vehicles.

Unlike face coverings, the IIR masks are single-use disposable items so cannot be washed and reused - it is important that these are used and disposed of in the correct way. For more information on wearing (putting on/taking off/disposal) IIR masks refer to the ['Use of fluid resistant surgical masks \(IIR\) in police buildings' briefing sheet](#).

If you have any concerns around wearing a face covering, please discuss those concerns with your line manager in the first instance.

The above instructions are intended to protect officers, staff and volunteers against catching or transmitting Covid-19. Failure to comply with these instructions could lead to disciplinary action.

11. Uniform and Equipment Issue, Receipt and Return Requirements

All uniform and kit issued remains the property of Wiltshire Police during employment. Uniform and equipment will be recorded as being issued to the individual on the Force's asset management records.

Uniform and equipment is replaced on a wear and tear or contaminated basis using [Form 444](#). Old uniform following replacement is to be returned to the Supplies Department at HQ for decommissioning and disposal so that it does not present a security risk if obtained by others.

Lost, stolen or misplaced items must be reported to managers or supervisors for security reasons. These items will be replaced upon the completion of [Form 232](#).

Items of clothing which have become contaminated need to be treated as contaminated waste. These items should be bagged in yellow clinical waste bags and placed in the clinical waste wheelie bins situated at each Police hub site. Please do not return contaminated uniform to the Supplies Department for health and safety reasons under any circumstances.

At the end of employment with Wiltshire Police, it is the personal responsibility of the individual to return all uniform and equipment to the Manager or Supervisor undertaking the exit interview, and the personal responsibility of the Manager or Supervisor to ensure this is actually done.

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12. Security Advice for Uniformed Staff

Uniformed Police officers, Special Constabulary and staff members of Wiltshire Police should follow any specific advice about wearing uniform when travelling to and from duty, in line with the current threat level. This includes a recommendation to not wear uniform on the travel to and from work, to remove lanyards and parking permits from view and to remain vigilant and report any matter of worry or concern.

If officers or staff are seen travelling to or from duty clearly displaying police identification they should expect to be challenged.

13. Standards of Dress – Uniform Head to Toe

Headwear

Headwear will be worn by uniformed officers, special constabulary, PCSOs, and Staff who have been issued them, when in public view. Hats may be removed whilst in vehicles or buildings. When this is being exercised, a common sense approach will be applied when responding to an unplanned incident requiring immediate attention.

Officers, Special Constabulary, PCSOs and Police Staff wishing to wear headwear for religious and cultural beliefs will be accommodated where possible subject to the undertaking of a risk assessment to the specific role.

Male Constables, Sergeants and Special Constabulary equivalent ranks will wear custodian helmets whilst on foot patrol.

Male Inspectors and above, and Special Constabulary equivalent ranks, will wear caps unless engaged in public order command when there is a serious public disorder, then a NATO helmet will be worn as per the PSU dress code.

Male PCSOs will wear force issue caps.

Female officers, Special Constabulary and PCSOs will wear force issue bowler hats.

Police officers and PCSOs riding police pedal cycles whilst on duty are to wear the Force issue pedal cycle safety helmets which have the "POLICE" or "PCSO" wording on them.

Police motorcyclists will wear a Force issue motorcycle helmet when on patrol.

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

Officers, Special Constabulary and PCSO members of Wiltshire Police may wear a prayer hat (kufi or topi) or skullcap (kippah). As this usually fits underneath the custodian helmet, this should have no health and safety implications.

Muslim officers, special Constabulary and PCSO members of Wiltshire Police may wear the traditional headdress (hijab) underneath the standard issue hat. This 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 available. The hijab will be worn tucked into any high-visibility clothing.

Turbans can be worn instead of the custodian 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. 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. There is no requirement for the force crest or chequered banding to be worn on the Turban.

Neck Warmers or Scarfs

Neck warmers or scarfs will only be worn by uniformed officers and uniformed police staff if issued in accordance with a specialist role or approved in support of diversity following the undertaking of a risk assessment.

Shirts – Black, Blue or White?

The following sets out the expectations of which colour shirt should be worn. In all cases, shirts will be worn tucked into the waist of the trouser or skirt and buttoned up to the collar.

Operationally Deployed Officers - the default position is that black shirts will be worn regardless of rank.

Wearing of Uniform at Court - Uniformed officers and police staff attending Magistrates Court, Crown Court and Coroners Court wear standard operational uniform (which includes Personal Safety Equipment (PPE) and body armour where appropriate). All non uniformed officers will attend court in their usual attire i.e. smart business dress.

Operationally Deployed Police Staff - the default position is that blue wicking shirts will be worn. These staff groups include PCSOs, Escort Officers, Detention Officers, Forensic Support Officers, Facilities Staff, Training Staff and Vehicle Technicians.

Office based Police Officers and Training Instructors – the default position is that white shirts with a black tie will be worn regardless of their rank. On those occasions when an office based officer is operationally deployed, the appropriate dress code to that role shall apply.

Enquiry Officers – the default position is that white shirts with a black tie.

Contact Management Police Staff - the default position is that blue wicking shirts will be worn.

Special Constabulary Officers - the default position is that black shirts will be worn regardless of rank.

Attendance of Office based Officers at Training Courses – the default position is that white shirts with a black tie will be worn regardless of their rank.

Attendance of Operationally Deployed Officers at Training Courses – the default position is that white shirts with a black tie will be worn regardless of their rank

Ties

All uniformed officers, special constabulary and staff members who wear a white shirt shall wear the Wiltshire Police issue clip on tie which shall be black or blue in accordance with the individual's role.

Ties may only be removed following specific authorisation by the control room Inspector or above in exceptional cases of hot weather. Where dispensation is given, this will apply across the whole force. Such direction is also applicable to those non uniform staff. Open neck shirts will not be worn other than the circumstances above.

Epaulettes and Slipovers/Sliders

All uniformed officers, special constabulary members and PCSOs are required to wear epaulettes with slipovers (also known as sliders) displaying their shoulder number at all times. Under exceptional operational circumstances, e.g. terrorist incident or firearms officers following a critical

incident, a senior officer may instruct removal of sliders. No action should be taken to remove sliders in advance of this specific instruction from a senior officer.

Uniformed staff (detention officers, escort officers etc.) are required to wear epaulettes with slipovers at all times. These staff groups do not display their shoulder number.

Officers who are authorised to temporarily act up in the next rank will be required to wear their own individual epaulette and Slipover on one arm and replace the other epaulette and slipover with one showing the Acting rank. This Acting rank epaulette and Slipover will display the insignia only. If the requirement to perform Acting is longer than 46 days then the officer is to request a new set of Slipovers that show the higher rank to include the shoulder number. These Slipovers will be worn on both arms whilst performing the Temporary role.

Body Armour

The wearing of Body Armour whilst on duty, is mandatory for all operational police officers, special constabulary members, PCSO and Escort Officers. As this is fitted to your body for your safety, you must not alter the fit or adjust this garment in any way. Refer to Force [Body Armour Procedure](#) for full details of this requirement.

Fleeces

Wiltshire Police issue fleeces to Police Staff roles.

Softshells

A softshell is a Police Officer, PCSO or Special Constabulary version of a Fleece for wearing subject to weather conditions over Body Armour. The Softshell is not a waterproof garment and is intended for warmth. Softshells shall not be issued to any Police Staff roles.

Hi-Visibility (Hi-Vis) Garments (Jacket with Appointments and Anoraks) – Class 3 Garments

With the exception of a cycle vest which does not meet the standard and must not be worn for anything other than the purpose intended, all other Hi-Vis garments meet Class 3 which is the standard required to be worn on the carriageway with a speed of 40 miles an hour or above.

When the high visibility garment is worn it is required to be fastened up when in public view.

For Hi-Vis Jackets, from a safety perspective and for ease of identification, officer and special constabulary members will ensure that the visibility of the reflective strip and the Police insignia are clear and not significantly damaged so as to put their identify in any doubt.

When engaged on operational duties in the hours of darkness, and Night Time Economy (NTE), the wearing of a Hi-Vis Jacket with long sleeves is mandatory.

The wearing of long sleeved Hi-Vis Class 3 clothing is mandatory when dealing with incidents on a carriageway with a speed of 40 miles an hour or above.

Tunics

Tunics are not personal issue for ranks lower than Inspectors. Officers of the rank of Inspector and above may request a personal issue Tunic should their role require this. Tunics are available on a loan basis for all officers and PCSOs from the Supplies Department for temporary use at Presentations, Coroners Court and Award Ceremonies.

Lanyards, Warrant/ID Cards and Name Badges

Warrant and ID cards should contain an image reflective of the current appearance of the individual and should be updated upon significant changes to appearance.

Warrant cards should be carried at all times by police officers, both on and off duty regardless of whether the role is uniformed or not and ID cards should be carried by police staff whilst at work.

Only lanyards issued by Wiltshire Police shall be worn.

Name badges are no longer issued by Wiltshire Police and retrospective name badges are not required to be worn.

Medals and Medal Ribbons

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

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 e.g. the Queen's Jubilee medal first, followed by the Police Long Service, Good Conduct Medal etc.

Trousers and Skirts

Only Force issue trousers and skirts are permitted to be worn whilst on duty. Diversity alternations to the standard issue will be accommodated where possible subject to consultation with the Clothing Coordinator.

Utility Belts

Force issued Utility Belts are available upon request as an alternative to the Utility Vest. Should this be the choice option, only Force issue Utility Belts shall be worn.

Socks and Hosiery also known as Tights

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

Socks and hosiery worn with by non uniform officers and staff will be on a conservative nature which match or compliment the clothing choice.

Footwear

Wiltshire Police issue footwear will be worn by uniformed officers, special constables and PCSOs whilst engaged in operational policing duties. Alternative footwear will be issued subject to a risk assessment for specialist roles when required, e.g. motorcyclists.

Uniformed officers, PSCOs and Detention Officers will wear Force issue black boots which are appropriate for the role to be performed.

Uniformed Staff will wear black footwear appropriate for the role to be performed and will have plain fronts and low flat heel. Wiltshire Police do not provide footwear for staff members unless there is a specific role requirement for PPE which shall be determined by risk assessment.

Rubber or wellington boots may be worn when conditions require. The Supplies Department hold a stock, should wellington boots be required for operational use.

All footwear will be clean and polished and free from coloured motifs, laces or patterns. During the course of duty, footwear inevitably becomes dirty, but it is expected that officers will report for duty with clean footwear.

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If there are documented medical reasons to wear adapted footwear then this can be permitted under the authority of the Manager or Supervisor.

Gloves

Black Leather slash resistant gloves are standard issue for all uniformed staff and are worn at the discretion of the individual. Gloves must not be worn during shirtsleeve order unless there is a specific operational requirement to do so.

Specialist and safety gloves are provided as dictated by risk assessment and must be worn and used as intended.

14. Standards of Dress – Appearance Head to Toe

Hair

Public facing uniformed officers and staff must wear their hair above the collar; this shall include those with diversity needs. Hair may be trimmed to comply or tied back and secured close to the head. Ponytails are not acceptable. Adornments other than slides, grips ties or bun nets should not be worn unless for diversity needs which has been subjected to a risk assessment in relation to the specific role.

Unconventional hairstyles which may cause ridicule and question the professionalism of the wearer are not permitted. This could include patterns or motifs cut into the hair or conspicuously unnatural colours or structures.

Non uniformed officers and staff should reflect the professional image of Wiltshire Police.

Facial Hair

Uniformed officers and staff shall present themselves for duty in a clean shaven or neatly trimmed bearded state for health and safety reasons. If a beard can be grabbed and the person pulled by it, then it is too long. This means that the development/growing of a beard must take place during rest days or annual leave.

Where an individual needs to maintain a long beard for diversity needs, this will be accommodated subject to a risk assessment being undertaken in relation to the specific role.

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

Non uniformed officers and staff should reflect the professional image of Wiltshire Police.

Make up, Cosmetics, Perfume (also to mean aftershave and body deodorant products) and Sunscreen

Uniformed officers and staff who choose to do so should apply makeup, cosmetics and perfume in moderation so as not to become excessive or obtrusive. An exception shall be made where make up is used to conceal a physical disfigurement or blemish.

Nail polish of a natural colour consistent across all the nails may be worn but jewellery or attachments to nails are not permitted.

Sunscreen should be worn by staff on duty that are outside and exposed to the sun. The type chosen by the individual should not include vivid coloured sun blocks.

Undercover officers may wear makeup commensurate with their role.

Non uniformed officers and staff may wear makeup, cosmetics and perfume appropriate to their role which must remain smart and professional.

Sunglasses

Uniformed officers and staff may wear sunglasses / reactive lenses when driving or on foot patrol in conditions of bright sunlight. The frame type must be plain and appropriate for police duty. Sunglasses must always be removed when speaking to or dealing with a member of the public. Wiltshire Police will accept no liability for any damage to or loss of sunglasses.

All officers and 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.

Chewing Gum

Chewing gum is not permitted when in the public view when representing Wiltshire Police. Chewing gum out of the public view is permitted subject to the correct disposal of wrappers and used gum so as not to cause an environmental nuisance.

Jewellery, including Wrist Watches and Pins

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

Uniformed officers and staff may wear wrist watches, plain rings, small tie pins. The wearing of registered charity pins and bracelets is limited to one item being worn at a time and this should not be worn in place of any police apparel. Bracelets, and necklaces other than those worn for medical reasons or diversity needs should not be visible.

All items of jewellery are worn at the individuals own risk and the wearing of expensive items of jewellery is discouraged in the course of duty. Claims for any damage to a wristwatch, or fitness and activity tracker, no matter how expensive, will only be supported on presentation of the damaged item and/or a receipt up to a maximum of £200.

Uniformed officers and staff may wear stud earrings whilst on duty. Managers and Supervisory officers will decide what is acceptable. Except for earrings, no visible body piercing jewellery may be worn at work other than for diversity needs where it is considered that there is no significant risk to the individual's health and safety. Non visible body piercing is worn at the individuals own risk but is discouraged by Wiltshire Police. The individual is responsible for a self assessment of the risk associated with non visible body piercing which may become caught, detached or impaled into the body causing injury.

Spacers worn by officers and staff who are public facing should be capped whilst on duty.

Non uniformed officers and staff may wear jewellery which projects a smart and professional image. Jewellery which is considered excessive or unprofessional will be challenged.

The wearing of the symbolic Kirpan can be worn for diversity needs at the individuals own risk but must always be concealed from view under clothing on a chain around the neck or in a small holster.

Accessories and Equipment

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

- Baton
- Handcuffs
- Incapacitant Spray

Leg Restraints

Face Mask

Access to a working torch during the hours of darkness

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 using the Utility Belt or Utility Vest.

Individuals who carry their personally owned multi-media devices, e.g. mobile phones or I-pods, do so at their own risk. The Force will not reimburse for loss or damage. These items should not be used in public view and media items should not be used to stream live broadcasted performances requiring a TV licence on a police site under any circumstances. Ring tones and alerts must not be loud, distasteful or offensive and consideration should be given to colleagues, particularly in a shared or open office, with tones set to silent where possible

Tattoos

The College of Policing (CoP) have amended its Appearance Standards National Guidance to state: *'that careful consideration will be given by the organisation to any tattoo on the neck, face or hands in deciding if it is acceptable. This includes considering the size, nature and prominence of the tattoo'*.

One of the key priorities for Wiltshire Police is to have a diverse organisation that reflects a society that our officers and staff have a pleasure to police. In order to continue to attract and retain talent from all of our communities, it is important to embrace this diversity rather than place inhibitors and barriers which are historic and out of sync with social norms.

The Chief Constable has amended Wiltshire's policy guidelines on tattoos as he recognises that tattoos form part of many cultures and are becoming increasingly socially acceptable to express personality through body art and this tattoo policy echoes a modern society. Clearly a balance needs to be struck to ensure any such body art accords with the standards of policing.

The guidelines within this policy apply equally to all Wiltshire staff, officers, police staff and volunteers, including those working in plain clothes roles when on duty.

During the recruitment process for all employees of Wiltshire Police, the applicant will be required to identify existing visible tattoos. These tattoos will be evaluated by the Force and a decision on whether they meet the standards, will be made.

Please note that tattoos will not be allowed on your face.

It is worth noting that there will be automatic rejections to applications, both officers and police staff, should any tattoo be considered to be; discriminatory, offensive, undermine political neutrality i.e. rude, lewd, crude, racist, sexist, sectarian, homophobic or violent or not in accordance with the values of Wiltshire Police. This applies whether the tattoo is visible or not.

You will be required to cover tattoos, when it is seen as appropriate for certain policing events, e.g. Royal visits, force funerals, remembrance parades and other ceremonial events.

If you are thinking of getting a tattoo and are unsure whether it fits within this policy, you should get advice and authorisation from your line manager before undergoing the procedure. This is not to stifle anyone's personal expression but is just to check and test that employees are not having offensive or insulting visible art work completed.

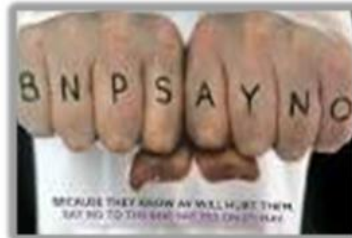
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Inappropriate Tattoos

It is worth noting that there will be automatic rejections to applications, both officers and police staff, should any tattoo be considered to be; discriminatory, offensive, undermine political neutrality i.e. rude, lewd, crude, racist, sexist, sectarian, homophobic or violent or not in accordance with the values of Wiltshire Police. This applies whether the tattoo is visible or not. The following are examples of tattoos that would not be acceptable:



Violent



Racist/political



Sexist

Multiple Tattoos

Having multiple tattoos across other parts of the body won't necessarily be unacceptable, as long as they are not offensive and do not meet the automatic disqualification criteria.

It is essential that tattoos must also be able to be easily covered if there is a requirement to do so, in certain policing situations.

Full torso, full legs, arms and multiple tattoos on an officers / staff members hands may therefore be considered acceptable

DOCUMENT ADMINISTRATION

Ownership:

Department Responsible: Supplies Division of Facilities Management Department
Procedure Owner/Author: Sarah Somers (Head of Health and Safety) / Lynne TAYLOR (Supplies Manager)
Technical Author:
Senior Officer/Manager Sponsor: ACO Clive BARKER (Chief Finance Officer)

Revision History:

Revision Date	Version	Summary of Changes
23.07.2020	3.0A	New section 10 Face Coverings added as part of the response to the Coronavirus and Covid19 crisis response. Review date amended to July 2021.
17.12.2020	3.0B	Section 10 amended – face covering changed to moisture resistant PPE (IIR3) when double crewed.
04.01.2021	3.0C	Section 10 amended to include Coronavirus PPE advice and link to PPE Briefing 08.12.2020.
06.01.2021	3.0D	Section 10 amended to state mandatory use of IIR face masks in all Police and partner agency buildings.

Approvals:

This document requires the following approvals:

Name & Title	Date of Approval	Version
Continuous Improvement Team	25.06.2019	3.0
Chief Constable	08.05.2019	3.0
JNCC (Not required for all procedures)		

Distribution:

This document has been distributed via:

Name & Title	Date of Issue	Version
E-Brief		
Email to relevant affected Staff/Officers		
Other: <i>(state method here)</i>		

Diversity Impact Assessment:

Has a DIA been completed? If no, please indicate the date by which it will be completed. If yes, please send a copy of the DIA with the procedure.	☐ Yes ☐ No Date:
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Consultation:

List below who you have consulted with on this procedure (incl. committees, groups, etc):

Name & Title	Date Consulted	Version
UNISON	May 2019	3.0
Police Federation	May 2019	3.0

Implications of the Procedure:

Training Requirements

None

IT Infrastructure

None