



Dress and Appearance (Policy & Procedure)

OFFICIAL

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Contents

Dress and Appearance (Policy & Procedure).....	0
Publication Scheme.....	0
Department of Origin.....	0
Policy Holder.....	0
Policy Author.....	0
Related Information.....	0
Date First Approved at SMB.....	0
This Version.....	0
Date of Next Review.....	0
Policy.....	2
National Context.....	2
Statement.....	2
Aims.....	2
Objectives.....	3
Application and Scope.....	3
Outcome Evaluation.....	3
Procedure.....	4
Version History.....	4
1. Overarching Considerations, Standard and Values.....	5
1.1 General Principles.....	5
1.2 Health & Safety Legislation and Personal Protective Equipment (PPE).....	5
1.3 Equality Legislation.....	5
1.4 More Generally.....	6
2. Personnel in Uniform Roles.....	7
2.1 Uniform.....	7
2.2 Uniformity.....	8
2.3 Shirts, Cravats and Ties.....	8
2.4 High Visibility Clothing.....	8
2.5 Uniform Identification Numerals and Insignia.....	8
2.6 Uniformed Officers in Specialist Branches and Posts.....	8
2.7 Headwear.....	9
2.8 Footwear.....	9
2.9 Scarves.....	9
2.10 Gloves.....	9
2.11 Sunglasses.....	10
2.12 Wrist Watches.....	10
2.13 Jewellery.....	10
2.14 Hair.....	11
2.15 Facial Hair.....	11
2.16 Cosmetics, Makeup and Aesthetics.....	12
2.17 Tattoos, Inking, Scarification (collectively referred to as Body Art).....	12
2.18 Maternity.....	13
2.19 Wearing of Police Uniform at Events - Extraneous to Normal Duty.....	14
2.20 Wearing of Police Uniform at Court and Misconduct Hearings.....	14
2.21 Medals and Ribbon Brooch Bars.....	15
3. Personnel in Non-Uniform Roles.....	15
3.1 Clothing and Footwear.....	15
3.2 Wrist Watches.....	16
3.3 Jewellery.....	16
3.4 Hair.....	16
3.5 Facial Hair.....	17
3.6 Cosmetics, Makeup and Aesthetics.....	17
3.7 Tattoos, Inking, Scarification (collectively referred to as Body Art).....	17
3.8 Name Badges, Lanyards, Pins/Badges and Symbols.....	18
3.9 Exclusions.....	18

Policy

National Context

[Authorised Professional Practice](#) (APP) is produced by the College of Policing as the official source of professional practice on policing. All officers and staff are expected to have regard to APP in discharging their responsibilities. Essentially, our “policy” is to comply with APP as it develops to cover all areas of policing.

Where content exists within APP, we should not be reproducing it locally but instead signposting the on-line version. Similarly, we should not retain or develop any local policy documents if the subject matter is covered by APP. We may have some relatively low volume procedural documents but only if they are deemed necessary to supplement the content of APP.

Statement

Merseyside Police has a responsibility to set standards of dress and appearance which contribute to the health and safety of its personnel. As a public service, it is important that Merseyside Police portrays a professional image which instils confidence, integrity and respect within the communities that it serves. A professional image must always be presented by an individual towards the public, partners and their colleagues.

Police officers must ensure they always have a professional appearance which is in keeping with the ‘Code of Conduct for Police Officers’ and which ensures the dignity of the Office of Constable. All staff, volunteers and agency workers must always demonstrate they are sensitive to the impression they make on those with whom they come into contact.

It is the responsibility of every individual working and/or volunteering for Merseyside Police to seek support or further guidance from their peer, manager, supervisor, or a member of People Services if they have any queries relating to any aspect of this policy. Personnel are encouraged to seek advice before any permanent adaptations or alterations are made to an individual’s personal appearance to ensure conformity. It is the responsibility of all managers to ensure that all aspects of this policy are adhered to as they ensure the values of the Leadership Framework are promoted across the organisation i.e., a smart professional workforce is promoted balanced with allowing colleagues to be comfortable being themselves whilst at work. Trans, Non-Binary and Gender Diverse personnel are encouraged to speak with their managers and are welcome (following conversations with the organisation), to wear attire which they feel comfortable, whilst taking into consideration this policy. Exceptions to aspects of the policy may be made, based on religious, cultural, gender or medical grounds on a case-by-case basis and should be recorded by managers on an individual’s secure personnel file. All managers (which includes anyone in a supervisory capacity throughout this policy) are expected to uphold standards through the issuing of instructions and/or guidance. Managers are encouraged to consider the needs and/or beliefs of individuals on their team. Where appropriate, managers should challenge individuals who fail to achieve or maintain the appropriate standards. Any breach of this policy may lead to disciplinary action being considered by the force.

Aims

The aim of this policy is to always maintain and enhance a professional appearance across the organisation, promoting diversity, equality and inclusivity in Merseyside Police’s workforce. Enabling all personnel working and/or volunteering for Merseyside Police to feel confident and

happy being themselves, promoting a professional, business image. Individuals will always ensure that they achieve the high standards of dress and appearance which are expected, putting the needs of the community first, ensuring that public confidence is maintained.

Objectives

Expected outcomes are:

- a) To ensure that a well-presented, turned out, workforce which professionally represents Merseyside Police is consistently portrayed. The workforce consists of Police Officers, Police Staff, Special Constables, Volunteer Cadets and non-uniform Police Officers, Staff, Agency Workers and Volunteers.
- b) To ensure that individuals and managers adhere to this policy. Managers are encouraged to take a pragmatic approach, making fair and consistent decisions in line with the Leadership Framework.
- c) To comply with the Equality Act 2010 and Public Sector Equality Duty 2011.
- d) To reduce risk in injury to personnel due to suitable uniform and Personal Protective Equipment (PPE) being issued and worn.
- e) To seek to reduce the number of grievances and to reduce the number of Employment Tribunal claims.

Application and Scope

This Policy and Procedure is applicable to all Police Officers, Police Staff, Special Constables as well as Volunteer Cadets. This policy is also applicable to non-uniform Police Officers, Staff, Agency Workers and Volunteers volunteering for and/or under contract working to Merseyside Police. This includes any personnel working on an agile basis, including when working/volunteering from Merseyside Police premises, partner agency locations and when from home/hotel rooms/conference facilities etc. when on remote video conferencing calls/meetings. All employees should always maintain a professional image.

The policy is clear and outlines the clear expectations of all uniform and non-uniform personnel, which are applicable to the individual dependent on their role, rank/grade within the organisation. Consideration has been given to the compatibility of this policy and related procedures with the Human Rights Act, Equality Legislation and Health and Safety Legislation. It satisfies the legal basis of its precepts, the legitimacy of its aims, the justification and proportionality of the actions intended by it and it is the least intrusive and damaging option necessary to achieve the aims and it defines the need to document the relevant decision-making processes and outcomes of action.

Outcome Evaluation

The daily compliance ensuring this policy is adhered to will be completed by managers. Managers should consider the Leadership Framework and take into consideration the following factors as part of their decision making; namely what the public would expect, organisational considerations and the specific needs of the individual and their wider team. Where necessary managers should consult with their Senior Leadership Teams for advice and/or support. Any requests for amendments to the policy should be raised to the Policy Holder – Head of People Operations and Service Delivery (People Services). Any changes made to specific pieces of uniform Clothing and equipment will be discussed and approved by the Uniform Committee in line with the agreed processes and procedures which are documented within the Committee's Terms of Reference. For any new applicants/transferees/new members of personnel to the organisation (both uniform and non-uniform roles), the Recruitment Team will follow this policy when making decisions.

Procedure

Version History

Version Number	Date	Detailed rationale behind amending/updating policy or procedure.	Policy Owner Details	Policy Author Details
V1 – V3.1.	Prior to 03/01/2013	No prior records of these versions recorded on V3.7 Version History.	Head of HR	Head of Employee Relations
V.3.2	03/01/2013	Minor amendments made to reflect submissions to 'Ask the Chief' and provide more clarity on certain aspects.	Head of HR	Head of Employee Relations
V3.3	28/02/2014	Refreshed to new organisational structure, titles, etc.	Head of HR	Head of Employee Relations
V3.4	03/09/2015	Refreshed to new organisational structure, titles, etc.	Head of HR	Head of Employee Relations
V3.5	23/11/2015	Paragraphs 2.20 to 2.20.7 redrafted/inserted to provide more clarity and approved by DCC.	Head of HR	Head of Employee Relations
V3.6	13/10/2016	Section 2.17 amended to provide more clarity.	Head of HR	Head of Employee Relations
V3.7	29/08/2018	Changes made to include pictorial representation of uniform. Additional minor changes reflect feedback during review process to ensure language is non-gender specific.	Head of HR	Head of Employee Relations
V4.0	27/09/2022	Policy updated to reflect the new People Services function, Key Information, the Leadership Framework and standards for agile workers alongside the DEI strategy. Key changes made to subsections around uniform, Headwear, Footwear, Maternity, Hair, Cosmetics, Facial Hair, Body Art and Medals. New sections added for clearer guidance for Non-uniform personnel in several areas, removing ambiguity.	Head of People Operations and Service Delivery	Inspector – Project Officer (People Services)

1. Overarching Considerations, Standard and Values

1.1 General Principles

- 1.1.1 It is essential that all individuals who work and/or volunteer for Merseyside Police always present a respectable image of themselves that will enhance public confidence. It is the responsibility of all personnel to adopt a high standard of dress and appearance that contributes to the professional image, reputation and dignity of Merseyside Police.
- 1.1.2 It is the responsibility of all managers to set and enforce high standards of dress and appearance that meet those objectives. Managers should take into consideration the bespoke needs of an individual and their wider team, seeking support when needed.
- 1.1.3 It is recognised that those who work and/or volunteer for Merseyside Police do so in a wide variety of circumstances, with different clothing being appropriate in different circumstances. With limited exceptions, for example for authenticity in covert operations, the same underlying principles must be applied. These principles also apply to personnel who work on an agile basis and across Merseyside Police premises, partner agency locations, home/hotel rooms/conference facilities etc. and when on remote video conferencing calls/meetings. All employees should always maintain a professional image.
- 1.1.4 In setting and maintaining the high standards of dress and appearance which are expected, managers and all individuals must have regard for Health and Safety Legislation, Personal Hygiene, Equality Legislation and all elements of this policy.

1.2 Health & Safety Legislation and Personal Protective Equipment (PPE)

- 1.2.1 Compliance with Health and Safety Legislation requires a Risk Assessment of any work activity. Unless risks can be adequately controlled by other means, employers must provide suitable Personal Protective Equipment (PPE) to those who may be exposed to such risks. Police Personnel are required to wear PPE identified as essential by the Risk Assessment process.

1.3 Equality Legislation

- 1.3.1 This policy complies with the Equality Act 2010 and the protected characteristics of age, disability, sex, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.
- 1.3.2 Compliance with Equality Legislation does not require identical appearance for all personnel, neither does it require complete freedom of those who work and volunteer for Merseyside Police to dress and appear as they please. The following matters should be considered:
 - a. Different modes of dress may be adopted according to an individual's identified gender. However, the requirements should not be significantly more demanding on one gender than the other. Guidance on the variation in dress during maternity should be followed.
 - b. Colleagues may have cultural and/or religious beliefs, customs and practices that require them to dress or adopt an appearance in a certain way. Managers should ensure that these observances are accommodated wherever practicable.

- c. Wherever practicable, flexibility will be adopted where an individual is either considering Transitioning or undergoing the process of Transitioning to accommodate the process, or for individuals who identify as Non-Binary or Gender Diverse. The policy on Gender Identity and NPCC Guidance on Gender Reassignment should be followed.
- d. Variation in dress and appearance standards will be permitted where this is a reasonable adjustment under the Equality Act. Consideration will also be given according to medical reasons or cases where an allergic reaction condition is supported by evidence.
- e. Where consideration of a variation in a standard of dress or appearance may be needed the matter must be discussed directly but discreetly between the manager and the individual concerned. Where a variation in a general standard of dress or appearance is determined by a manager, the variation and a short rationale should be recorded on the individual's secure personnel file.

1.4 More Generally

- 1.4.1 Except where there is a genuine business need (for example, in respect of authenticity in covert operations), the presentation of a professional and dignified image will always be of the upmost importance. This will be achieved by:
 - a. The wearing of uniform as authorised and as officially issued by Merseyside Police.
 - b. The adoption of common standards of uniform by all those on duty at specific events where appropriate. To note, for a specific event, the operational order should specify the mode of dress.
 - c. The meeting of the expectations of the community; the organisation and the individual in that order.
 - d. The avoidance of giving offence to any member of the public.
 - e. The reinforcement of high standards of dress and appearance by personnel whose contact is solely or primarily with other colleagues from Merseyside Police.
- 1.4.2 Any breach of the standards set out in this policy will be dealt with by the normal range of management actions, including the use of the disciplinary/misconduct processes where appropriate.
- 1.4.3 Any individual who may wish to raise concerns about the enforcement of the standards set out in this policy should discuss the matter with their manager in the first instance. If they are not satisfied with the outcome of such a discussion, they may use the Fairness at Work (Grievance) Policy & Procedure. Guidance may be sought from People Services, Staff Associations, Staff Support Networks and Trade Unions.
- 1.4.4 Decisions relating to dress and appearance in respect of planned events will be recorded within Operational Orders and during the planning stage with the appropriate, necessary rationale. Decisions regarding the enforcement of dress requirements in respect of individuals will be the subject of pocket notebook or diary entries in the first instance and recorded in accordance with the appropriate managerial process thereafter.

- 1.4.5 This policy will be subject to a review every three years. Any review of the current version of this Policy & Procedure will include consultation with key stakeholders.

2. Personnel in Uniform Roles

2.1 Uniform

- 2.1.1 Uniform must be worn as authorised and as officially issued by the Force. No personally purchased and/or unauthorised uniform should be worn at any time. Exceptions may be made on cultural, religious, gender or medical reasons on a case-by-case basis.
- 2.1.2 Uniformed personnel who choose to wear a skirt may do so in non-confrontational roles only. Skirts will not be worn for operational deployments. Individuals opting to wear a skirt may wear plain black leather / faux leather shoes with a low heel. Any individual opting to wear a skirt must wear plain black hosiery.
- 2.1.3 Care must be taken of all uniform and equipment. Any article that is lost or damaged must be reported immediately following the procedure as laid out in the 'Report of Information Security Breach Incident' document.
- 2.1.4 Individuals may wear a Charity/Staff Network Pin and/or badge but will take personal responsibility for any Health and Safety issues that may arise. Pins must not be worn on Body Armour as they may puncture the panel and compromise the level of protection. Pins will not be worn on epaulettes. If any member of personnel chooses to wear a pin and/or badge, they must remain politically impartial.
- 2.1.5 Warrant/Identification badges/cards are an important piece of uniform. They must always be carried by personnel when in work and/or on duty. Warrant/Identification badges/cards should be displayed by all personnel when required/instructed to do so.
- 2.1.6 Personnel must always wear their lanyards correctly, hiding/removing their lanyards when off duty/out of work hours (including when on breaks). All lanyards worn by personnel must have a safety breakaway clip fitted. The theme and content of lanyards can vary but they must not be offensive, be politically neutral and ideally represent a relevant cause.
- 2.1.7 The organisation may on occasion request for personnel to wear PPE such as facial coverings to help minimise the spread of respiratory illnesses. Individuals have the discretion of wearing facial coverings as and when they believe them to be appropriate to prevent the spread of illness. Facial masks worn should be in a style that covers the mouth and nose only. Scarves, snoods or other garments which hide large amounts of the face should not be worn. Exceptions may be made on cultural and/or religious reasons on a case-by-case basis.
- 2.1.8 When travelling to and from work uniformed Personnel are encouraged to preferably do so in their own clothes. As a minimum an outer garment should be worn over the top half of the body's uniform whilst commuting. The same applies for any colleague travelling in their/a colleague's personal vehicle during working hours. These requirements may be subject to change or enhancement depending on national security levels. Any changes will be communicated by the organisation as and when required.

2.2 Uniformity

- 2.2.1 The organisation may require the adoption of common standards of uniform by all those on duty at specific events where appropriate, which may also specify certain uniformity instructions regarding appearance. For a specific event, the Operational Order should specify the mode of dress and appearance. However, it will not normally be appropriate to impose discomfort on individuals for the sake of uniformity. For example, by requiring personnel in uniform crewing a vehicle to be dressed the same.

2.3 Shirts, Cravats and Ties

- 2.3.1 Shirts are to be clean, pressed and shoulder epaulettes with badges of rank worn. Neck wear should be worn by personnel as issued by the organisation. Trans, Non-Binary and Gender Diverse personnel are encouraged to speak to their manager regarding wearing neck wear in which they feel the most comfortable. Ties and cravats should always be worn except as set out in 2.3.2 and 2.3.3.
- 2.3.2 A long sleeve shirt may not be worn with an open neck at any time (apart from prescribed refreshment breaks).
- 2.3.3 An open neck shirt may be worn with a short-sleeved shirt only, referred to as short sleeve order. Short sleeve order will only be appropriate in hot weather with the permission granted through force communications. Where this permission is given all personnel in uniform wearing short sleeved shirts will adopt short sleeve order until the permission is rescinded. Individuals who may still wish to wear their tie/cravat must seek permission from their manager. The only over garments suitable for wearing with short sleeve order shall be Body Armour and lightweight Hi-Visibility jackets. Only the collar button of the shirt must be unfastened.

2.4 High Visibility Clothing

- 2.4.1 High visibility clothing must be worn in accordance with the Police (Health and Safety) Regulations 1999, including any future amendments made to this legislation.

2.5 Uniform Identification Numerals and Insignia

- 2.5.1 Numerals or insignia/epaulettes of rank or post must always be worn and visible. Epaulettes indicating the function/role that the wearer is performing must be worn and clearly displayed.
- 2.5.2 Acting and Temporary Ranks – Insignia. All Police Officers, whether performing acting duties or temporarily promoted, shall ensure they wear the correct uniform and insignia throughout the relevant period.

2.6 Uniformed Officers in Specialist Branches and Posts

- 2.6.1 Uniformed Police Officers employed in specialist posts or branches will only use officially issued or authorised items of equipment. Where an item of specialist uniform or clothing is issued to enable an Officer to undertake a specific task, it will only be worn when the Officer is carrying out that task. At other times, Police Officers will wear standard items of uniform.

- 2.6.2 Within the Matrix Strand, there are many specialist roles, each requiring certain functions to be carried out. It is the responsibility of the Operational Commander to clearly stipulate what the appropriate dress code and standards should be for all those working within that Unit.

2.7 Headwear

- 2.7.1 Uniformed personnel issued with headwear will ensure that it is always worn when performing outside duties, including when exiting a vehicle whilst on mobile patrol. Personnel in uniform will wear authorised headwear, as per personal issue. Any alternative headwear will not cover the face. Exceptions for headwear considerations may be made on religious, cultural or medical grounds on a case-by-case basis.
- 2.7.2 Personnel in police vehicles may remove their headwear if they wish but headwear should always be replaced when leaving the police vehicle. Headwear should always be accessible i.e., not placed in the boot of a police vehicle. Common sense will apply when someone is in the immediate pursuit of an offender.
- 2.7.3 The wearing of safety headwear will be dictated by Risk Assessment.

2.8 Footwear

- 2.8.1 Shoes/boots must be black leather/faux leather and plain in design. Training shoe style shoes or boots are not permitted. Shoes or boots must have a low heel and be appropriate for the workplace. Shoes and boots must have sufficient grip and shall be replaced when the grip has worn away.
- 2.8.2 Safety Footwear or Boots are required by Risk Assessments covering public order, search and on certain work sites. PSU boots and any other footwear provided by Merseyside Police for use in a specialist role will not be worn on general patrol duties.
- 2.8.3 Shoes or boots should be clean and polished. It is recognised that during operational deployment, shoes or boots may become dirty. However, efforts to clean footwear should be taken, where possible.
- 2.8.4 Individuals opting to wear a skirt may wear plain black leather/faux leather shoes with a low heel.
- 2.8.5 Socks must be plain black or navy blue.

2.9 Scarves

- 2.9.1 Scarves are not part of the Merseyside Police uniform. They are potentially dangerous and must not be worn. An exception may be made for motorcyclists only on the specific authorisation of a manager after a Risk Assessment has been recorded, in advance. Exceptions can be made for individuals on religious, cultural or medical grounds on a case-by-case basis, providing a Risk Assessment has been recorded in advance.

2.10 Gloves

- 2.10.1 Where gloves are issued, these must be worn in accordance with rank/role/function or as directed. Gloves will not normally be worn when performing duties in short sleeve order

unless directed following a Risk Assessment (i.e., for health and safety, slash resistant gloves or rapid entry). Specialist gloves should be worn as intended for their purpose.

2.11 Sunglasses

- 2.11.1 Police drivers may wear sunglasses when driving in conditions of bright sunlight. The frame type must be plain black or navy blue and appropriate for police duty. Mirrored or very dark lenses are not appropriate. Sunglasses must always be removed when speaking to or dealing with a member of the public.
- 2.11.2 Merseyside Police will accept no liability for any damage to, or loss of sunglasses. Sunglasses may not be worn by personnel other than when driving or as an observer, unless on prescription with the written recommendation of a medical practitioner or optician.

2.12 Wrist Watches

- 2.12.1 Personnel are advised claims for damage to a wristwatch (no matter how expensive the watch is), will only be supported on presentation of the damaged watch and/or a receipt up to a maximum of £50.00. All claims will be assessed on a case-by-case basis.

2.13 Jewellery

- 2.13.1 Jewellery including neck chains, rings and bracelets may increase the risk of injury, particularly to operational personnel and therefore should not be worn whilst on duty/at work. Exceptions may be made on religious, cultural or medical grounds on a case-by-case basis, providing a Risk Assessment has been recorded in advance.
- 2.13.2 Managers have the authority and discretion to request that an individual removes any jewellery if they feel it does not comply with this policy or for Health and Safety reasons.
- 2.13.3 Wedding and relationship rings are permitted. However, if they have sharp edges or projections such as, set stones, they should be covered, made safe or removed. Individuals should take personal responsibility being mindful of Health and Safety considerations when wearing rings. Individuals should consider when rings should be removed to minimise injury to themselves and/or others.
- 2.13.4 Personnel in uniform (including non-uniform Police Officers) are only allowed to wear small stud earrings on duty/at work. This is limited to no more than two studs in each ear. Individuals should take personal responsibility being mindful of Health and Safety considerations when wearing earrings. Individuals should always assess what locations of the ear are appropriate and when earrings should be removed to minimise injury to themselves and/or others.
- 2.13.5 For uniformed personnel (including non-uniform Police Officers), no item(s) of jewellery can be worn on any part of the face or tongue. No other visible body piercings are permitted, except as in 2.13.4. Exceptions may be made on cultural or religious grounds.
- 2.13.6 No liability will be accepted by Merseyside Police for any damage to, or loss of any type of jewellery that is brought into the workplace.

2.14 Hair

- 2.14.1 Merseyside Police recognises the differences of hair types and encourages managers to take a pragmatic approach, acknowledging that reasonable adjustments of other aspects of the policy may be required to accommodate hair types and/or protective styles. Hair must not impede personnel from wearing issued headwear or protective helmets, designed for uniformity and keeping colleagues safe.
- 2.14.2 Hair of all personnel in uniform (including non-uniform Police Officers) must always be neat, not allowed to cover the eyes and, unless on identifiable religious, cultural and/or medical grounds, all hair must be worn above the collar. Hair must always portray a professional, business image. This clause should be noted for those who dye their hair.
- 2.14.3 For all personnel in uniform (including non-uniform Police Officers), long hair, past the collar, including ponytails is a potential safety risk (for example through the heightened risk of assault) and health hazard (for example working in filthy or verminous conditions). Loose long hair is not acceptable for any personnel. Long hair must be neatly and securely fastened up and worn behind the head, such as in a bun, in such a fashion so that headwear can be worn. This is applicable to all regardless of role or gender.
- 2.14.4 Hair clips, ties and accessories must be dark or natural in colour and should not detract from a professional appearance.
- 2.14.5 Shapes, motifs, patterns or extreme styles that may cause ridicule, provoke hostility or detract from a professional image, are not acceptable.
- 2.14.6 Hair dyes used by all personnel in uniform (including non-uniform Police Officers) should be in keeping with that of a natural colour that portrays a professional, business image. Wigs and hair pieces will also be of a natural hair colour.
- 2.14.7 All personnel should be mindful that warrant/identification cards will need to be renewed if a change in hair style or colour alters an individual's appearance.

2.15 Facial Hair

- 2.15.1 Facial hair (beards and moustaches) should be established at a time that minimises the period when an unprofessional image is presented. Personnel should be mindful that photographs on warrant/identification cards will need to be renewed if a change in facial hair style alters an individual's appearance.
- 2.15.2 Facial hair on the neck should always be above the collar. Exceptions can be made on cultural, religious and/or medical grounds. Facial hair should be neat and trimmed. It must be an appropriate length for the individual's role to minimise safety and health risks. The individual should portray a professional, business image. Colleagues should always be mindful of health and safety considerations. Managers should consider on a case-by-case basis if a Risk Assessment is required to be recorded.
- 2.15.3 Some roles may require the individual to not have any form of facial hair due to the requirements of wearing PPE, This will be managed locally by departments based on Risk Assessment, such as personnel trained in Chemical, Biological, Radiological and Nuclear (CBRN) roles.
- 2.15.4 There are certain medical conditions that can affect facial hair to individuals of certain racial groups and in other specific circumstances. On occasion an individual may give the

impression of an unshaven face because the individual has not bothered to shave. Managers must bear this in mind when speaking to their team members.

2.16 Cosmetics, Makeup and Aesthetics

- 2.16.1 For this policy, Cosmetics, Makeup and/or Aesthetics should be considered as any process or procedure whether semi-permanent or temporary that an individual undergoes to enhance their appearance; whether intentionally or unintentionally. It includes (but is not restricted to) lipstick, lip gloss, mascara, highlighter, bronzer, eyelash extensions, nail varnish, fake tan, lip fillers and various other forms of aesthetics.
- 2.16.2 Cosmetics, Makeup and/or Aesthetics are allowed but should be of a shade/colour and an appearance/style that portrays a naturally professional, business image which is appropriate to the work environment.
- 2.16.3 There may be occasions when individuals suffer from skin conditions that may require a deeper cover of makeup. In these circumstances the individual should discuss their needs with their manager, relevant to their specific circumstances.
- 2.16.4 Specifically, regarding Nail Varnish, one single subtle colour may be applied to an individual's nails. Nails must be of a colour and style which portray a professional, business image and which are appropriate to the individual's role within the organisation and the wider work environment. Nails should be kept clean. Nails should be cut to the appropriate length to the individual's role, with colleagues always mindful of health and safety considerations.

2.17 Tattoos, Inking, Scarification (collectively referred to as Body Art)

- 2.17.1 All of this section is applicable to all uniform and non-uniform Police Officers, Police Staff, Special Constables, Volunteer Cadets, Agency Workers and Volunteers. Exceptions may be made on cultural, religious, or medical grounds on a case-by-case basis. Any individual seeking to have Body Art must ensure they comply with this policy in terms of position and content. (Body Art in this section covers Tattoos, Inking and Scarification not Body Piercings – see subsection 2.13. (for uniform personnel) or 3.3 (for non-uniform personnel) of this policy for further guidance.
Body Art must be capable of being covered appropriately if required. Visible Body Art is deemed unacceptable if it could reasonably be interpreted as discriminatory or offensive and/or indicate attitudes or views which are inconsistent with the Code of Ethics and Standards of Professional Behaviour.
It must not be discriminatory in anyway, lewd, crude, violent in nature, or show allegiance to any unacceptable organisations. Body Art must be of a nature, which does not bring discredit to the police service either 'on' or 'off' duty.
Body Art on the head and face is unacceptable (unless eyebrow tattoos which appear natural and do not detract from a professional business image).
- 2.17.2 Police officers must have a professional appearance which is in keeping with the 'Code of Conduct for Police Officers' and which ensures the dignity of the Office of Constable. All staff, volunteers and agency workers must demonstrate that they are sensitive to the impression they will make on those with whom they come into contact.
- 2.17.3 The individuals Second Line Manager will decide upon the suitability of Body Art being visible. Any appeal will be directed to the Head of Strand/Department for further assessment.

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- Careful consideration must be given by Second Line Managers (Head of Strand/Department on appeal), to any visible Body Art located on the neck, hands, arms, legs and ankles in deciding if it is acceptable. This includes consideration of the size, nature, and prominence of the artwork. Specifically, regarding the neck area, tattoos should be small, discreet and be behind the ear only. Tattoos on the front, side and rear of the neck are not permissible and should be capable of being practically/operationally covered. An individual must bear this section of the policy in mind when deciding whether to have Body Art on their body, in places in which it could be visible.
- Should an individual have any changes made to an existing approved piece of Body Art and/or any new Body Art added anywhere to their body it will need to be compliant with this policy and will require (re)assessment to be allowed to be visibly displayed in the workplace. Authorisation must be sought by the individual through their current Second Line Manager, or Head of Strand/Department (on appeal). All decisions must be recorded on the individuals secure personnel file by the Second Line Manager as per the authorisation/appeals process.
- 2.17.4 Unless authorised colleagues must have any Body Art covered. Long sleeved shirts must be worn; plasters, tubigrip or camouflage makeup used by those staff to whom it is relevant.
- 2.17.5 Sometimes the organisation may require colleagues to cover up Body Art; for policing operations/events where it would be obvious that to display Body Art would cause unease/offence to members of the public/communities or other agencies.
- A rationale for justifying Body Art restrictions will be recorded at the operational planning stage.
- If this instruction is given all personnel displaying Body Art who have received this instruction must ensure that this policy is adhered to and long-sleeved shirts must be worn; plasters, tubigrip or camouflage makeup used by those individuals to whom it is relevant. All colleagues are reminded to ensure when this instruction is given, the policy is adhered to.
- 2.17.6 All colleagues must also consider whether it is appropriate to cover their Body Art on a case-by-case basis when dealing with members of the public.
- 2.17.7 Any colleague who has any new Body Art, which could reasonably be interpreted as discriminatory or offensive and/or indicate attitudes or views which are inconsistent with the Code of Ethics and Standards of Professional Behaviour; will be referred to Professional Standards for an assessment to be undertaken in relation to any breach of the Standards of Professional Behaviour.
- 2.17.8 All new applicants must declare if they have any visible Body Art providing images and a description of the meaning behind them. The Recruitment Team will follow this policy when making decisions, considering (where appropriate) if Body Art on certain body locations can be practically/operationally covered.
- 2.18 Maternity**
- 2.18.1 Colleagues who are pregnant, can at any time during their pregnancy, dress in maternity wear to meet their own personal needs but must maintain a professional image. The time to make the transition from formal wear to maternity is left to the discretion of the individual concerned.

2.19 Wearing of Police Uniform at Events - Extraneous to Normal Duty

- 2.19.1 Merseyside Police recognises that serving Police Officers will on occasions, wish to attend events that are not part of their normal duty whilst wearing police uniform. Such occasions may arise because of an officer wishing to attend a function or event outside of force, in their capacity as a serving Merseyside Police Officer. Officers may not attend any function or event, which is not part of their normal duty requirements, whilst in uniform, unless permission has been requested and granted. The only exception to this will be for attendance at the funeral of a colleague.
- 2.19.2 Officers who wish to attend any event in accordance with the terms of this policy, must submit a request in writing to their Head of Strand/Department. This request should outline, in full, the reason for the request and the nature of the event, with confirmation that the requirements of Health and Safety legislation will not be compromised.
- 2.19.3 In attending any event outside of the Merseyside Force Area, the force responsible for policing the area in which the event is held, must have confirmed their agreement for an individual's attendance in uniform, in writing. The Head of Strand/Department will indicate whether they support the attendance and forward the report to the Chief Constable's office for approval.
- 2.19.4 When making such requests, officers must be aware that if approved, they will be regarded as being on duty and representing Merseyside Police in an official capacity. Whilst in attendance at the event, any policing incidents which are witnessed or brought to their attention must be dealt with in an appropriate manner.
- 2.19.5 In all cases when approval is granted, full uniform must be worn, appropriate to the event and the prevailing weather conditions, in order that the dignity of the uniform is always maintained.

2.20 Wearing of Police Uniform at Court and Misconduct Hearings

- 2.20.1 Uniformed personnel appearing at civil or criminal courts as a witness, in cases which are connected to their operational duties, should dress in accordance with their role. Police Officers in roles in which they ordinarily wear uniform, must attend in 'Dress Uniform' consisting of tunic and matching trousers when attending Crown Court, Civil Court or Employment Tribunals. Personnel who are not in a uniform role must wear smart 'business attire' as described in subsection 3.1.
- 2.20.2 Uniformed personnel appearing at civil or criminal courts as a witness, in relation to issues not connected to their operational duties should seek advice from the officer in the case as to the appropriate mode of dress for attending court.
- 2.20.3 Uniformed personnel appearing at Misconduct Hearings should dress in accordance with their role. Police Officers must attend in 'Dress Uniform' consisting of tunic and matching trousers. Personnel who are not in a uniform role must wear smart 'business attire' as described in subsection 3.1.
- 2.20.4 All personnel should be aware that when arriving at court or other premises the media maybe in attendance and as such consideration must be given to the mode of dress when approaching the court or other premises. If possible full dress uniform (where applicable to role) is to be worn enroute to the entrance of the court or other building. If personnel are not able to enter by another entrance and it is not appropriate to wear full uniform,

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- personnel can consider an appropriate outer garment which projects the correct image for Merseyside Police.
- 2.20.5 There may be occasions when an individual is required to dress in business attire for a specific event, operation or court appearance. If the individual does not possess such clothing, consideration may be given to hiring such attire, at no cost to the individual concerned. Prior approval must be sought from the relevant Chief Officer before making such arrangements.
- 2.20.6 Uniformed personnel appearing at civil and/or criminal courts as a defendant, in relation to issues not connected to their operational role, should not under any circumstances wear police uniform.
- 2.20.7 Uniformed personnel facing a civil criminal court, as a defendant, in relation to an operational issue should seek approval from the Head of Professional Standards to wearing uniform, or by a Chief Officer as appropriate. Each situation will be considered on a case-by-case basis.

2.21 Medals and Ribbon Brooch Bars

- 2.21.1 Personnel in uniform, may wear medals and ribbon brooch bars on tunics for special events. Medals and ribbon brooch bars must not be worn on Body Armour or operational uniform. Position medal ribbons should be placed above the left breast of the tunic below the level of the collar bone, in order of importance from right to left, i.e., the Queen's Golden Jubilee medal first, followed by the Diamond Jubilee and Platinum Jubilee medals, respectively. Then the Police Long Service and Good Conduct medal etc. The General Service Medal and other military medals should precede the Jubilee Medals.
- 2.21.2 Police medals of any description issued and/or awarded should be retained by individuals whilst in service to ensure compliance with any force requirement to wear medals at relevant events and occasions. For that reason, personnel will not sell police medals or otherwise dispose of them whilst in service.

3. Personnel in Non-Uniform Roles

3.1 Clothing and Footwear

- 3.1.1 Clothing should be suitable for the role of the individual and the workplace concerned. All non-uniform personnel are expected to wear smart professional clothing. Exceptions may be made for individuals on operational, religious, cultural or medical grounds on a case-by-case basis.
- 3.1.2 Operational Police Officers in non-uniform roles should wear clothing which will allow them to be able to deal with any situation where the use of force is justified, ensuring they can perform their duty as a warranted Police Officer. This includes having the appropriate Personal and Protective Equipment (PPE) at hand to fulfil their duty if required.
- 3.1.3 Individuals must consider the value of the clothes and footwear they choose to wear in the workplace. No liability will be accepted by Merseyside Police for any damage to, or loss of any clothing and/or footwear that is worn in the workplace.

- 3.1.4 Standards of dress for all non-uniform roles should assist in bringing an appropriate degree of formality to the workplace. A professional business image (appropriate to the task) is important when dealing with colleagues, partners and the public.

Specifically:

- a. Training shoes or similar footwear are not acceptable. All footwear should be smart, professional and promote a professional, business image. Open ended, sandal style shoes may be permitted by managers dependent on role. Flip flops are not permitted. Some roles may require Safety Footwear which will require a Risk Assessment.
- b. It is expected that clothing will be appropriately fitted and will not be short enough that the torso / stomach is exposed. Strapless tops are not permissible.
- c. Formal or tailored trousers may be worn. Jeans, leggings, shorts, tracksuit bottoms or similar, irrespective of colour, are not acceptable.
- d. Smart dresses/skirts may be worn but must be practical to the role and no shorter than just above the knee. Strapless dresses are not permissible.
- e. Business suits are acceptable. These are the preferred style of dress whenever staff are representing the force at events.
- f. Items of clothing must not display slogans or offensive words. Motifs are discouraged however small discreet logos and motifs are acceptable.

3.2 Wrist Watches

- 3.2.1 Personnel are advised claims for damage to a wristwatch (no matter how expensive the watch is), will only be supported on presentation of the damaged watch and/or a receipt up to a maximum of £50.00. All claims will be assessed on a case-by-case basis.

3.3 Jewellery

- 3.3.1 Police Officers in non-uniform roles will follow the same guidelines as those of their uniformed colleagues – please refer to subsection 2.13.

- 3.3.2 Jewellery and piercings may be worn but they must portray a professional, business image, they must be appropriate to the individual's role within the organisation and the wider work environment. Managers have the authority and discretion to request that an individual removes any jewellery if they feel it does not comply with this policy or for Health and Safety reasons.

- 3.3.3 A common-sense approach to what is acceptable should be adopted without the need for being prescriptive. Jewellery that is likely to increase the risk of injury or ill-health (for example near moving machinery) must be covered or removed. Individuals should take personal responsibility, being mindful of Health and Safety considerations. Considering when jewellery may not be appropriate and should be removed to minimise injury.

3.4 Hair

- 3.4.1 Police Officers in non-uniform roles will follow the same guidelines as those of their uniformed colleagues – please refer to subsection 2.14.

- 3.4.2 Merseyside Police recognises the differences of hair types and encourages managers to take a pragmatic approach, acknowledging that reasonable adjustments of other aspects of the policy may be required to accommodate hair types and/or protective styles.
- 3.4.3 Hair must be neat. Shapes, motifs, patterns, or extreme styles that may cause ridicule, provoke hostility, or detract from a professional image, are not acceptable.
- 3.4.4 Hair dyes used by personnel should be of a colour that portrays a professional, business image. Wigs and hair pieces should also correspond to this aspect of the policy.
- 3.4.5 All personnel should be mindful that warrant/identification cards will need to be renewed if a change in hair style or colour alters an individual's appearance.

3.5 Facial Hair

- 3.5.1 All non-uniform personnel will follow the same guidelines as those of their uniformed colleagues – please refer to subsection 2.15.

3.6 Cosmetics, Makeup and Aesthetics

- 3.6.1 Police Officers in non-uniform roles will follow the same guidelines as those of their uniformed colleagues – please refer to subsection 2.13.
- 3.6.2 Cosmetics, Makeup and/or Aesthetics should be considered as any process or procedure whether semi-permanent or temporary that an individual undergoes to enhance their appearance: whether intentionally or unintentionally. It includes (but is not restricted to) lipstick, lip gloss, mascara, highlighter, bronzer, eyelash extensions, nail varnish, fake tan, lip fillers and various other forms of aesthetics.
- 3.6.3 Cosmetics, Makeup and/or Aesthetics are allowed but should be of a shade/colour and an appearance/style that portrays a naturally professional, business image which is appropriate to the work environment.
- 3.6.4 There may be occasions when individuals suffer from skin conditions that may require a deeper cover of makeup. In these circumstances the individual should discuss their needs with their manager, relevant to their specific circumstances.
- 3.6.5 Specifically, regarding Nail Varnish, nails must be of a colour and style which portray a professional, business image and which are appropriate to the individual's role within the organisation and the wider work environment. Nails should be kept clean. Nails should be cut to the appropriate length to the individual's role, with colleagues always mindful of health and safety considerations.

3.7 Tattoos, Inking, Scarification (collectively referred to as Body Art)

- 3.7.1 All non-uniform personnel will follow the same guidelines as those of their uniformed Colleagues – please refer to subsection 2.17.

3.8 Name Badges, Lanyards, Pins/Badges and Symbols

- 3.8.1 Non-uniform personnel are required to wear corporate name badges/symbols/motif (as directed). All name badges must be in the corporate style.
- 3.8.2 Warrant/Identification badges must be clearly displayed by all personnel when in work and/or on duty in police premises.
- 3.8.3 Individuals may wear a Charity/Staff Network Pin and/or badge but will take personal responsibility for any Health and Safety issues that may arise. If any member of personnel chooses to wear a pin and/or badge, they must remain politically impartial.
- 3.8.4 Personnel must always wear their lanyards correctly, hiding/removing their lanyards when off duty/out of work hours (including when on breaks). All lanyards worn by personnel must have a safety breakaway clip fitted. The theme and content of lanyards can vary but they must not be offensive, be politically neutral and ideally represent a relevant cause.

3.9 Exclusions

- 3.9.1 Personnel who are engaged on surveillance, covert operations or plain clothes operations are excluded from the above provisions as per the directions of their Senior Leadership Team and Managers. However, clothing must be always suitable and safe for the proposed task. The Police (Health and Safety) Regulations 1999 extended the Personal Protective Equipment (PPE) Regulations to the Police Service, which must provide suitable PPE (unless there are strong good operational reasons not to) and comply with the provisions set out in the regulations.