



Heddlu Gwent Police

PROCEDURAL **GUIDANCE** FOR DRESS AND APPEARANCE 2010

Version Control		
Draft 4a	30/6/2010	Comments received and collated from Policy Officer: Draft amended, other issues taken to Uniform Users Group 28/6/2010 and Draft amended accordingly. Forwarded back to Policy Officer and Chair of UUG 30/6/2010
Draft 4	06/04/2010	Author/ACC incorporating amendments to include In Touch comments. Formatting of photographs. Forwarded to Policy Officer for wider consultation
Draft 3	24/03/2010	Author / ACC discussion/amendments
Draft 2	03/12/2010	Author / DCC discussion/amendments
Draft 1	13/11/2009	Original Draft, updating existing policy

INDEX

- 1.0 PROCEDURE STATEMENT & INTENTIONS**
- 2.0 PRINCIPLE, SCOPE & AIMS OF PROCEDURE**
- 3.0 RISK ASSESSMENTS AND HEALTH AND SAFETY CONSIDERATIONS**
- 4.0 SPECIFIC INSTRUCTIONS, PRACTICES AND PROCEDURES**
 - 4.1 General Provisions**
 - 4.2 Police Uniform with identified insignia.**
 - 4.3 Hair**
 - 4.4 Facial Hair**
 - 4.5 Facial Piercing - Police Officers And Police Staff**
 - 4.6 Jewellery & Religious Symbols**
 - 4.7 Cosmetics**
 - 4.8 Tattoos**
 - 4.9 Police Officers and Police Staff Not In Uniform**
 - 4.10 Headgear**
 - 4.11 Sunglasses**
 - 4.12 Tunics**
 - 4.13 Fleeces**
 - 4.14 Wiken Shirts**
 - 4.15 Shirts, Ties & Cravats**
 - 4.16 Medals**
 - 4.17 Gloves**
 - 4.18 Scarves**
 - 4.19 Warrant And Identity Cards**
 - 4.20 Shoes/Boots**
 - 4.21 Socks, Tights/Stockings**
 - 4.22 Belts**
 - 4.23 Acting/Temporary Ranks Insignia**
 - 4.24 Specific Tailoring Of Uniform**
 - 4.25 Cargo Trousers**
 - 4.26 High Visibility Outer Garment**
 - 4.27 Pedal Cycle Uniform**
 - 4.28 Court Uniform**
- 5.0 OTHER USE OF UNIFORM**
 - 5.1 Retirements, Resignations And Transfers**
 - 5.2 Official Police Visits**
 - 5.3 Loan Of Uniform**
 - 5.4 Cleaning Of Uniform**
 - 5.5 Specialist Departments**

- 6.0 THE LEGAL BASIS AND LEGITIMATE AIMS**
- 7.0 HUMAN RIGHTS CONSIDERATION CERTIFICATION**
- 8.0 COMPLIANCE WITH THE WELSH LANGUAGE SCHEME**
- 9.0 PROCEDURE IDENTIFICATION PAGE**

APPENDIX A Wearing and Care of Uniform

PROCEDURAL GUIDANCE FOR DRESS AND APPEARANCE

1.0 PROCEDURE STATEMENT & INTENTIONS

- i) Gwent Police vision and values are to protect and reassure the public, this can only be achieved if the public perceives the police to be a visible, professional and credible service in which they can have some confidence. How Police Officers and Police Staff look, particularly in the public eye, is a key part of that perception.
- ii) Gwent Police provides fit-for-purpose uniform and equipment to enable uniformed Police Officers and uniformed Police Staff to carry out their duties effectively and safely, maintaining a professional image to the general public and partner agencies. The Force is entitled to set appropriate standards of dress and appearance to maintain standards of health and safety both inside and outside police premises. In turn, all individuals have responsibility for their own health and safety and that of others.
- iii) All personnel, both Police Officers and Police Staff, whether uniformed or not, are expected to maintain a smart, professional, clean and tidy standard of dress and personal appearance unless their duties dictate otherwise. This means that casual wear should not be worn. Everyone has a duty to help the Force maintain and improve its professional and smart image at all times. There is also an issue of personal professional pride and standards,

2.0 PRINCIPLE, SCOPE & AIMS OF PROCEDURE

- i) This procedure sets out the standards of appearance for all Police Officers and Police Staff so that the image portrayed of Gwent Police is consistent with instilling confidence, credibility, respect and trust within the community. Anything that detracts from these aims should be avoided. All references to Police Officers in this document include members of the Special Constabulary.
- ii) Gwent Police proactively seeks to recruit a workforce that is representative of the community it serves and in doing so supports a diverse range of uniform variations based on cultures, religions and abilities. Managers will therefore identify acceptable standards of dress and appearance based on the above parameters. Cultural and religious beliefs not specifically covered herein should be referred to the Head of People Services.
- iii) Responsibility for adherence to this procedure lies with all Police Officers and Police Staff employed by Gwent Police. Managers and Supervisors are responsible for ensuring compliance with the procedure and are expected to give advice and guidance when necessary. All staff is expected to ensure they look smart and professional in accordance with this policy and adopt corporacy and uniformity. For example, Police Officers or Police Staff on patrol together, should be similarly dressed and this also applies to larger scale operations. Misconduct proceedings may be appropriate in instances of non compliance.

iv) In order to maintain corporacy, consistency and appropriateness of uniform, all requests for additional or modified items of uniform must first be approved by the Force Uniform and Users Group Committee before being obtained by the department.

3.0 RISK ASSESSMENTS AND HEALTH AND SAFETY CONSIDERATIONS

i) Police Officers and Police Staff are required to consider making the appropriate risk assessment when implementing this procedure. Gwent Police Service Dynamic Assessment should be applied. A training package in the use of this risk assessment is available to all Police Officers and Police Staff.

4.0 SPECIFIC INSTRUCTIONS, PRACTICES AND PROCEDURES

4.1 General Provisions

i) Police Officers and Police Staff must only wear approved uniform as issued, unless permitted by this procedure. The uniform must be kept in a clean and serviceable condition. Where Police Officers or Police Staff do not meet the required standard of dress, this will be addressed immediately by a Supervisor.

ii) Where Police Officers and Police Staff issued with uniform are on duty in contact with the public, they are required to adopt a common style of uniform, decided upon by the Supervisor in line with the Dress Procedure. e.g. A Sergeant may wish their team to be in shirt sleeve order, or to wear reflective jackets where they are on duty and are part of a pre-planned operation, the operational order will specify the order of dress to be worn.

iii) Where it is necessary for Police Officers and Police Staff to wear protective clothing or protective equipment e.g. reflective jackets, overalls, this will be provided and must be worn as directed, either by explicit directions or by Force policy or guidelines, unless it has been decided that the wearing of particular items is optional.

iv) The Force is mindful of the individual religious and cultural needs of its staff and where there is a recognised need which cannot be met through the issued uniform; this will need to be raised with the Uniform Users Group for consideration. If religious dress appears to conflict with health and safety requirements, advice should be sought from both the Force Health and Safety Manager and Head of People Services.

v) Uniform will be worn in accordance with guidelines set out in Appendix A.

vi) Where the Force stipulates a dress procedure, Volunteers must adhere to it. Their dress and appearance must meet the professional standards of the organisation commensurate with their role.

4.2 Police Uniform with identified insignia.

i) Police Officers and Police Staff who wear Gwent Police authorised uniform are to ensure it is clearly identified and unless further specialist uniform is identified and agreed for their role, they will wear the uniform detailed in the Dress Procedure. All uniform federated ranks, whatever their role in the organisation (i.e. operational or otherwise), are to wear the black Wiken shirts as normal day uniform. The exception to this would be where there is a requirement to wear a tunic e.g. attending Crown Court, Coroners Court, Commendation ceremonies, or where an individual is representing the Force at a business type meeting, where the officer believes a shirt and tie may be more appropriate.

Because of the nature of their duties the normal day uniform of officers Superintendent rank and above, will remain a white shirt and tie, except when conducting operational duties, when the Wiken shirt should be worn.

ii) Where a Wiken shirt or polo shirt is provided as part of the uniform this will be in the authorised colour. Police Officers in Black and Police Staff in Blue with the exception of CSI staff who will continue to wear Black polo shirts until a review following decisions on Regional SSU Collaboration. The only other alternative colour which has been agreed is a Red polo shirts for the Operational Safety Team (OST) due to their First Aid cover at police organised events.

iii) The insignia, colour or other markings on the uniform will clearly identify the wearers as being either a member of Police Staff or a warranted Police Officer. The purpose of this is to clearly differentiate to the public that the wearer is either Police Officer or Police Staff, thereby reducing risk and avoiding confusion by the general public. This decision has been risk assessed by the Force Health and Safety Manager.

iv) Police Staff who will be issued with uniform are limited to those who are predominantly public facing, these roles have been clearly defined by the Chief Constable. They are:

Police Community Support Officer (PCSO)

Issued with blue Wicken shirts and patrol uniform set out in Appendix A

Station Enquiry Officers (SEO)

Issued with blue shirt, tie and printed epaulettes with Police Staff thereon. Black trousers and fleeces clearly identified as Police Staff.

Traffic Wardens

Designated traffic warden uniform clearly identifying their role, to be issued with blue Wicken shirts and printed epaulettes with Police Staff thereon and patrol uniform as normal day uniform.

Custody Detention Officers (CDO)

Issued with blue Wicken shirts and printed epaulettes with Police Staff thereon and black trousers as normal day uniform. CDOs will not wear black tac vest, but wear a belt.

Force Control Room/Communications Suite (FCR)

Issued with blue shirt, tie and printed epaulettes with Police Staff thereon. Black trousers and fleeces clearly identified as Police Staff.

Operational Safety Training (OST)

Red polo shirt, with Force insignia and the words 'Operational Safety Trainer'.

CSI Police Staff

Issued with black polo shirts with force crest imprinted on which must incorporate the words 'Police Staff' below the crest. Black trousers, blue police staff blouson and police staff fleece.

Driver Handyperson and Workshop Mechanics

Blue, crested police staff polo shirt, black trousers and police staff fleece.

v) Where Police Staff are not issued with uniform and a particular part of their role requires personal protective equipment, this should be identified through Supervisors and the Uniform User Group. This will be assessed and the relevant protective equipment will be provided, such as overalls, lab coats or protective boots.

vi) No other uniform other than that issued by Gwent Police will be worn.

4.3 Hair

i) Hair for all Police Officers and Police Staff should be worn neat and tidy and well groomed to promote a professional image. In addition, uniformed Police Officers, Special Constables, CDOs, PCSOs and other staff wearing uniform, should always wear their hair off the collar. Long or loose hair falling below the collar is potentially dangerous, in particular "pony tails" will not be worn on duty and must conform to a 'bun' type style. Hair must not be dyed in conspicuously 'unnatural' colours.

ii) Hairstyles which define shaved areas on the head into specific shapes, motifs, and patterns also extreme styles of hairstyle i.e. Mohican type, may provoke hostility or detract from a professional image, therefore are not allowed.

4.4 Facial Hair

i) A clean shaven appearance should be maintained. Beards and moustaches are permissible but must be kept neat and tidy. (*Police Officers and Police Staff should be mindful that photographs on warrant or ID cards may not resemble their appearance and may need renewal*).

ii) CBRN (Chemical, Biological, Radiological, Nuclear) trained personnel may not wear/grow a beard or extended moustache as they can prevent an effective seal being made when wearing respirators. The rational being, under CBRN circumstances the wearing of a beard or excessive facial hair would prevent an effective seal to the external environment and render the wearer vulnerable to the hostile agents the respirators are designed to protect them from.

4.5 Facial and body Piercings - Police Officers and Police Staff

- i) Facial studs and piercings (nose, eyebrows, ears, lips, and tongue) or any other visible part of the body whilst on duty are not permitted for uniformed Police Officers and Police Staff whilst on duty.
- ii) Police Officers and Police Staff not in uniform may wear discreet ear piercings (one per ear).
- iii) Police Officers and Police Staff having body piercings that are not visible when clothed should be aware of the associated risk of injury. Non-visible body piercing jewellery may be caught and detached or struck and impaled into the wearer's body causing injuries and associated dangers. These principles should be observed even when not in direct personal contact with the public such as in an operations/call centre or the training environment.

4.6 Jewellery & Religious Symbols

- i) Police Officers and Police Staff in regular contact with the public should understand that the wearing of jewellery whilst on duty can, in certain circumstances, be potentially dangerous to themselves and colleagues and place the public at unnecessary risk of injury. Wrist watches, wedding bands, engagement ring and modest signet rings are the only items of jewellery that may be visible.
- ii) Wrist watches, dependant on size and shape, can cause damage to others. Police Officers and Police Staff are asked to bear this point in mind when selecting a watch.
- iii) Police Officers and Police Staff on duty and in uniform should **not** wear wrist bands.
- iv) Where religious or cultural requirements necessitate the wearing of a specific item such as a Kirpan or a piece of jewellery, this may be permitted where there is no significant risk to health and safety. Any item worn should be as unobtrusive as possible.
- v) "Medic alert" type of bracelets and neck chains are acceptable.
- vi) One small tie-pin may be worn. Tiepins which express an affiliation towards a political group or pressure group or which bear an inappropriate message must **not** be worn.

4.7 Cosmetics

- i) Make up may only be worn in moderation and should be of a colour and type that is appropriate to the work environment i.e. not obtrusive or excessive. Only natural/clear nail polish should be used. Long nails or nail extensions for operational officers are not permitted due to health and safety risks. This has manifested itself where nails have dug into people and on occasions broken the skin when applying hands on techniques.

ii) Supervisors should be made aware that Mendhi and Henna drawings on the hand for religious/cultural purposes are of a temporary nature.

4.8 Tattoos

i) Paragraph 1 of this policy clearly states the importance of portraying an image of which instils confidence, credibility and respect. Anything that detracts from those aims should be avoided so that no member of the public feels uncomfortable, intimidated or threatened by the personal appearance of any Police Officer and Police Staff.

ii) The number, size, nature, location, prominence and appearance of tattoos is particularly important and tattoos that could cause offence and/or invite provocation from members of the public or colleagues are **not** permitted.

iii) In particular, Attested Police Officers in conjunction with National police recruitment regulations, must not have tattoos on parts of the body which are more prominent, such as the hands, face and neck. [This will also apply to uniformed Police Staff \(amended 16th Nov 2010\)](#). Tattoos on lower arms for both Police Officers and Police Staff in uniform and non-uniform, may be permissible but must remain covered at all times if they are numerous and particularly prominent or if they could be considered, garish, as these could be perceived as either offensive or inappropriate for the image of a professional Police Officer or Police Staff. Any person contravening those principles could ultimately be subjected to disciplinary action.

4.9 Police Officers And Police Staff Not In Uniform

i) Police Officers and Police Staff not in uniform should ensure their standard of dress and appearance at work are consistent with the general requirements of this procedure, and promote a favourable impression of Gwent Police. It is necessary for Supervisors to ensure the procedures are followed.

ii) All non-operational Police Officers and Police Staff should dress in smart and business type clothing. Police Staff are reminded they do work within a business environment and inappropriate necklines and clothing will not be allowed.

iii) Denim jeans are not generally acceptable but it is recognised that on occasions, duties which dictate the wearing of these garments is appropriate with approval of their Supervisor.

iv) Police Volunteers must also adhere to the dress procedure. Their dress and appearance must meet the professional standards of the organisation commensurate with their role.

v) Police Staff wishing to wear clothes relating to their religious or cultural needs will be allowed to do so providing they meet the general requirement in respect of smart and business type clothing and health and safety is not compromised.

vi) Police Officers may be required to perform operational duties in circumstances where the wearing of smart and formal clothing, short hair styles and complying with the rules concerning the wearing of jewellery will not be appropriate e.g. observations or surveillance, or duties where it is essential that they are not easily recognised as Police Officers. In these instances, they will obviously need to dress accordingly. The manner of their dress will be left to the discretion of supervisors who will decide what is appropriate for their current operational requirements.

4.10 Headgear

i) Headgear is an integral part of police uniform and will be worn at all times when engaged in outside duties, except when in a motor vehicle. Where any other headgear is provided as part of any agreed personal, protective, equipment (PPE) this should only be worn as operational necessity and decided upon by the person in charge of that incident or operation. e.g Caps to identify firearms officers on an operation, headgear for search officers engaged in open area searches.

Police helmet – will be worn when the male Police Officer is engaged solely on foot patrol or with a tunic for ceremonial reasons.

The Cap – will be worn by male Police Officers when their duties involve mobile patrol or by Senior Officers engaged in duties outside any building. Where a cap is issued to Police Staff members such as PCSOs or Traffic Wardens this should be worn at all times when engaged in duties outdoors.

Bowler Hat – female Police Officers and Police Staff (PCSOs and Traffic Wardens) issued with bowler style hat will wear this headgear at all times when engaged in duties outdoors.

Other Headgear - The wearing of other types of headwear will be dictated by cultural and religious beliefs and the hazards presented by the activity undertaken (e.g. cycling / building sites). These will be based on a risk assessment. Consideration will be given to cultural/religious beliefs not specifically covered herein by referring to the Head of People Services.

Police Officers who wear turbans will use dark navy blue material to match existing service issue headwear. Female Muslim Police Officers and Police Staff who wear uniform, may wear dark navy blue Hijabs and male Muslim Police Officers may wear Kufis in addition to and underneath their helmets/hats. Material for these uniform items may be obtained on request from Central Supplies. There is no requirement for a service badge or chequered banding to be worn on the Hijaab. Jewish officers may wear a Yarmulke or Kippa (skull cap) in addition to and underneath their helmets/hats. For non uniformed staff a specific colour for headwear is not an issue and will be provided by the wearer.

ii) Where Police Officers or Police Staff are policing an event and the specific risk assessment for that event requires a duty helmet or bowler hat be worn to prevent injury to the head, then this should be complied with.

Note: Unauthorised and unapproved headgear should not be worn.

4.11 Sunglasses

i) Sunglasses are not be worn by uniformed Police Officers or Police Staff on patrol other than when driving, riding or as passengers unless on prescription with the written recommendation of a medical practitioner or optician. Police drivers may only wear sunglasses when driving in conditions of bright sunlight. The frame type must be appropriate for police duty. Mirrored or very dark lenses are not appropriate. Sunglasses should be removed as a matter of courtesy when speaking or dealing with a member of the public unless they have prescription lenses.

4.12 Tunics

i) Where issued, tunics will be worn by all ranks with matched and corresponding trousers of the same colour and cloth weight when required to give evidence in any Court or other judicial proceedings and on special occasions, e.g. Ceremonial, Funerals and/or where directed in an Operational Order.

4.13 Fleeces

i) Fleeces can be worn on their own, or under the blouson jacket. They must be worn with a shirt and tie or Wiken shirt if worn. Numerals or rank markings will be shown.

4.14 Wiken Shirts

ii) These now form part of operational day wear and are worn by those who would normally perform patrols as part of their daily duties. Black for Police Officers and Blue for Police Staff. They are an under body armour garment and should always be worn as such when on patrol.

4.15 Shirts & Ties

i) Uniformed Police Officers and Police Staff are expected to maintain a smart appearance at all times.

ii) Uniformed Police officers and Police Staff will have discretion as to whether they wear long or short sleeved shirts if not wearing a Wicken shirt. .

iii) A shirt and tie or Wiken shirt must be worn when wearing a fleece, blouson jacket or other outer garment

iv) A shirt and tie will always be worn when planned court appearances are necessary.

v) Should ties be worn, it may only be removed with the approval of the Local Management Team by Order of the day.

4.16 Medals

- i) Medals will only be worn when specific instructions are given. They will be placed immediately over the medal ribbon already attached to the clothing.
- ii) Police-related ceremonial badges (Queens Jubilee, QPM, PLS&GC Medal etc) may be worn on the upper left-hand side of clothing, but there will be no corporate provision of them.
- iii) Medals and ribbons are only to be worn on Tunics. On no account are they to be worn on blouson or fleece.

4.17 Gloves

- i) Only issued gloves will be worn with uniform.

4.18 Scarves

- i) Scarves and Snoods are not part of Gwent Police uniform. They are a health and safety risk and are potentially dangerous therefore must not be worn.

4.19 Warrant and Identity Cards

- i) All Police Officers and Police Staff will carry their warrant or identity cards with them when on duty and should ensure it is visible at all times on police premises and at other locations/times when directed to do so. If not visible and Police Officer or Police Staff are challenged, it should be produced immediately on request.
- ii) Police officers will also carry warrant cards whilst off duty in the UK

4.20 Shoes/Boots

- i) All uniformed Police Officers and Police Staff should wear for use on duty, black shoes/boots which must be of plain appearance, polished, serviceable and substantial. Female Police Officers and Police Staff who wish to wear skirts as part of their uniform may wear black, plain, low-heeled court shoes. Safety footwear will be worn as required by risk assessments for public order/ searches or as directed.
- ii) Non-uniformed Police Officers and Police Staff should wear appropriate footwear which should be similarly maintained. Open footwear, e.g. flip flops can be dangerous, and can cause trip hazards and should not be worn. It is not the intention of this procedure to be too prescriptive, but sensible shoes in a business environment should be considered in respect of health and safety issues whilst moving around the buildings. Trainers are not an accepted style of wear in a business environment.

4.21 Socks, Tights/Stockings

- i) Socks worn with uniform may be plain black or dark navy blue.

ii) Tights or stockings worn with uniform must be plain black for Police Officers and in the case of uniformed Police Staff they should be black or natural in colour.

4.22 Belts

i) Only police issue belts will be worn with Police uniform.

4.23 Acting/Temporary Ranks Insignia

i) Officers who are appointed to either acting/temporary rank will wear the authorised insignia of the rank they are acting/temporary in.

4.24 Specific Tailoring Of Uniform

i) Should either Police Officers or Police Staff require specific alteration to their uniform, they will contact the Force Tailor only for any alterations to be carried out.

4.25 Cargo Trousers

i) Police Officers and Police Staff are issued with the black cargo trousers, generally these will be straight bottomed. The exceptions to this are the Armed Response Unit, Support Group and Dog Section officers. Their roles have been assessed as requiring elasticated bottoms to the trouser leg. Where officers are issued elasticated bottomed trousers as part of the specialist role they undertake e.g. Search officers, they may wear them whilst performing that role.

4.26 High Visibility Outer Garment

i) A high visibility outer garment (Class 3) is issued to all Police Officers and Police Staff that performs patrol duties. It is equipped to carry officers' appointments and when worn should always be the outer garment of uniform.

ii) The black Tac Vest is not to be worn except for Armed Response Unit officers and Dog handlers who require this as a tactical option for firearms deployment.

iii) Where a high visibility option is not required, Police Officers and Police Staff have the option of using a utility belt.

4.27 Pedal Cycle Uniform

i) Where pedal cycle uniform and equipment is issued to Police Officers and Police Staff, this should only be worn when engaged on those duties.

4.28 Court Uniform

i) **Crown Court and Magistrates Court (advanced notice)**

Uniformed Police Officers and Police Staff will wear their best uniform (tunics for Police Officers).

ii) **Magistrates Court (immediate warning)**

Uniformed Police Officers and Police Staff may attend in their patrol/day uniform.

iii) Where Police Officers or Police Staff have to attend court in day uniform with their appointments they should when called to give evidence, remove any appointments and lay it on the floor inside the witness box. They should then explain to the Magistrates why it was necessary to attend with PPE.

5.0 OTHER USE OF UNIFORM

5.1 Retirements, Resignations And Transfers

i) Uniform and equipment will be handed in on cessation of service with the Force to the Uniform Stores. Particular vigilance must be exercised with regard to items which could be used as a means of identity e.g., badged items or personal protection. Supervisors must ensure that all such items are collected from both Police Officers and Police Staff and returned to Uniform Stores.

ii) Police Officers and Police Staff may be charged an assessed value for the non return of any items. **Under no circumstances will police uniform or equipment be passed to non police individuals or offered for sale by any means.**

5.2 Official Police Visits

i) Police Officers and Police Staff who wish to obtain items of uniform and equipment to present to other Forces during official visits or to officers representing other Forces who are visiting this Force, must submit a written (e-mail) request to the Head of Service Development. A limited amount of a restricted range of items may be provided, subject to availability. For guidance, helmets are normally presented to organisations rather than personally to individuals. No items will be provided for unofficial Police visits (e.g. holiday visits).

5.3 Loan Of Uniform

i) The Force occasionally receives requests from schools, colleges, theatrical, TV and film companies to loan items of uniform and equipment subject to certain conditions. Any such requests should be referred to the Corporate Communications Department and the Uniform Stores Manager for advice. Individual members of the Force will not loan items of uniform or equipment to any person or organisation.

5.4 Cleaning Of Uniform

- i) The majority of uniform issued to both Police Officers and Police Staff is suitable for washing in domestic washing machines. Cleaning instructions are attached to all garments and are also set out in the Wear and Care instructions outlined in **Appendix A**.
- ii) Police Officers will be reimbursed for any expense incurred for the dry-cleaning of tunics and poly/wool trousers.
- iii) Payment to Police Officers and Police Staff will be made in accordance with Force Financial Procedures.
- iv) Police Officers and Police Staff engaged on plain clothes duties will also be similarly reimbursed for the dry cleaning/repair/replacement of any clothing that may have become soiled or damaged other than through normal every day wear and tear.

5.5 Specialist Departments

- i) Within the Force there are a number of specialist departments that require additional specialist uniform and/or equipment in order for Police Officers and Police Staff to fulfill their role. All such requests for uniform need to be approved by the Uniform Users Group.

6.0 THE LEGAL BASIS AND LEGITIMATE AIMS

The Police Regulations 1995 (Regulation 68 and 69)
The Police Regulations 2003 (Regulation 45)

7.0 HUMAN RIGHTS CERTIFICATION OF COMPLIANCE

In discharging these responsibilities, this protocol takes account of Health and Safety Regulations, the varied nature of police duties, cultural needs, gender, ethnicity, religious beliefs, advice of the medical officer, expectations of the public, the individuality of personnel and in compliance with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

8.0 COMPLIANCE WITH THE WELSH LANGUAGE SCHEME

This procedure aims to comply with the organisations Welsh language Scheme in terms of dealing with the Welsh speaking public, impact upon the public image of the organisation and the implementation of the language scheme.

9.0 PROCEDURE IDENTIFICATION PAGE

Procedure Title: Procedural **Guidance** for Dress and Appearance

Procedure Reference No: 122/5 issue 2

Procedure Ownership: Business Support Service Area

Portfolio/Business Area Owner: Estates & Facilities Management

Procedure Written By: Resourcing Manager, People Services

Department Responsible: Facilities Department

Procedure Lead: Gwent Police Uniform Users Group

Links to other Policies: Information Security, Data Protection, Health and Safety, Professional Standards, Race Equality Scheme, Freedom of Information, Independent Advisory Group, Health and Safety.

Procedure Implementation Date: 20th July 2010

Procedure Review Date: July 12

APPENDIX A

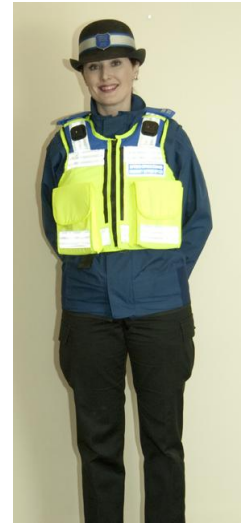
Uniform Wear & Care Instructions



PCSO DAYWEAR WITH REFLECTIVE JACKET



PCSO DAYWEAR WITH WATERPROOF BLOUSON & BODY ARMOUR



PCSO DAYWEAR WITH BODY ARMOUR



POLICE OFFICER DAYWEAR & BODY ARMOUR





POLICE OFFICER DAYWEAR & REFLECTIVE JACKET



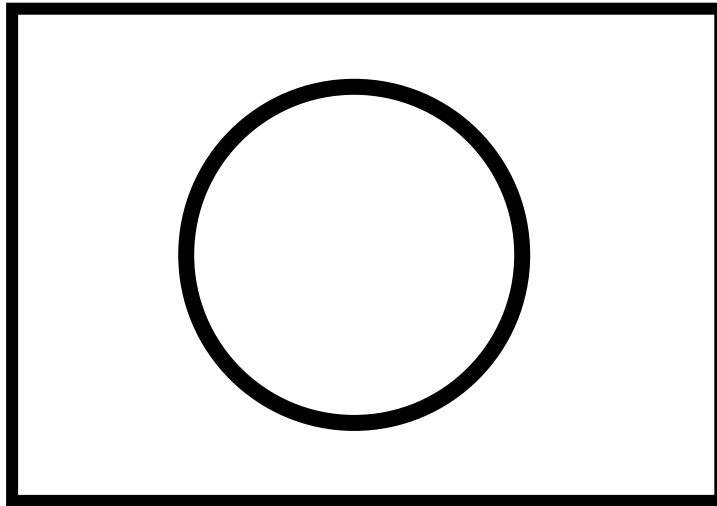
POLICE OFFICER DAYWEAR, FLEECE OR BLOUSON & BODY ARMOUR



POLICE STAFF (e.g FCR, SEO)



POLICE OFFICER BEST TUNIC



Black Tunic

Care Instructions:

This garment must be dry cleaned only.

Black Skirt/Black trousers (Polyester/wool)

Care Instruction:

- Wash as wool At 40°C (max)
- Do not Bleach
- Cool iron
- May be dry cleaned
- Do not tumble dry

Lightweight trousers with side pocket

Care Instruction: (Polyester/Cotton)

- Machine wash at 40°C Wash with Mild Soap
- Do not Bleach
- Cool iron
- Cool tumble dry

Black/Blue Wicken Shirt

Care Instruction:

- Wash at 40°C (max)
- Do not Bleach
- Cool Iron (Do Not iron motif)
- May be dry cleaned

WASH DARK COLOURS SEPARATELY

White Shirt

Care Instruction

- Wash as cotton At 40°C (max)
- Do not Bleach
- Warm iron
- May be dry cleaned
- Tumble dry

DO NOT WASH WITH DARK COLOURS

Equipment Vest

(not issued to all officers)

Care Instruction:

- Machine or hand wash as synthetics at 40°C (max) or hand wash warm. Cold rinse, short spin and do not wring.
- Do not Bleach
- Do not tumble dry
- Do not iron
- Do not dry clean

Fleece

Care Instruction:

- Machine or hand wash at 40°C (max)
- Use pure soap flakes or non-biological washing powder/liquid
- Do not Bleach
- Do not iron
- Do not dry clean
- Do not tumble dry

Maternity Blouse

Care Instruction:

- Wash at 40°C (max)
- Do not Bleach
- Cool Iron
- Low heat tumble dry
- May be dry cleaned

BODY ARMOUR

Care Instruction:

Body Armour is a personal issue to all officers and is available in both covert and overt mode. The wearing of Body Armour is at the Officer's discretion but he/she may be instructed to wear on specific operations where the risk is deemed to be high.

High Vis: Yellow Traffic Jacket/Anorak

Care Instruction:

- Hand wash only, warm at 40°C
- Warm rinse, spin and line dry
- Do not wring
- Do not iron Banding Badges or Clips
- Do not dry clean, iron or bleach this jacket.
- Do not allow the coated fabric of this garment to come into contact with insect repellent, hairspray or alcohol based product.

Blouson (Gore-tex)

Care Instruction:

- Machine or hand wash at 40°C (max)
- Use pure soap flakes or a non-biological powder.
- Do not Bleach
- Cool iron - Iron black fabric with cool iron only.
- Drip-dry or tumble-dry (low heat)
- Do not dry over a radiator or expose to extreme heat..
- Do not dry clean.

Maternity Trousers

Care Instruction:

- Wash as wool At 40°C (max)
- Do not Bleach
- Cool Iron
- Do not tumble dry
- May be dry cleaned

All Body Armour has a unique serial number and is allocated to individual officers. **On No account are ballistic plates to be removed** from their covers and used in carriers other than those supplied with the kit

PRE-CLEANING INSPECTION OF PANELS

Before cleaning, the panels should be inspected for any broken seams or perforations in PU cover. Check to make sure the label is still distinguishable.

Pre-Laundering inspection for outer covers

Ensure that both front panels and the back are removed before laundering

- Look for broken stitching
- Look for damage to the fabric (holes, tears, weak areas)
- Close all fastening (Velcro and zip)
- Covers may be hand washed or machine washed

Hand washing of the covers

- Prepare a washing solution using a mild detergent in 40°C warm water
- Lightly rub or brush persistent stains
- Rinse thoroughly three times, twice in lukewarm water, the third in cold water

Machine washing of the outer covers

- A mild detergent washing solution should be used. The outer covers are to be washed at a low/medium wash not exceeding 40°C

Drying methods for the outer covers

- Do not put covers in spin dryer. Drip dry or tumble dry at a maximum of 100°C
- Ensure the outer cover is completely dry before inserting the anti-stab panels.
- Panels are inserted into covers via opening at the bottom of the garment lining. Touch and close fastenings are used to seal these openings. Panels must be inserted with label to body side.

Storage

- Armour must be stored in a dry condition in the carry bag supplied. It should be hung up or stored flat in the carry bag supplied.
- Armour must be stored unfolded and not at extremes of temperature. Care must be taken to ensure that undue wear is caused to the carrier by contact with sharp objects during storage.

CHECKING THE GLOBAL BODY ARMOUR

It is important to carry out a brief visual check to ensure that the body armour has not been damaged in any way before wearing it.

- A thorough examination of the body armour is required at weekly intervals. The body armour panels should be removed from the cover and examined to ensure that they have not damaged or creased. They should be wiped over and when dry, and replaced.

- During the inspection, check that all the panels and the cover bear the correct serial number and name.
- **Annual inspections** of body armour must be undertaken during Operational Safety Training (OST) a new manual will be issued which needs stamping to ensure compliance.

Should the armour be exposed to:

- Significant trauma by attack or accident
- Exposure to chemical contamination or similar

If damage be discovered, the armour **must be checked** by the manufacturer, arranged through the Body Armour Liaison Officer and HQ Uniform Stores Dept.

CLEANING ARMOUR PANELS

- Before cleaning, the panels must be removed from the protective water impermeable Pertex casing.
- Do not machine wash or immerse the armour panels in water. If the armour panels have been immersed in water, or the wearer has been in heavy rain then the panels must be removed from the outer covers and allowed to dry thoroughly.
- Wipe with a damp cloth using only water
- Allow panels to air dry naturally away from sunlight and direct sources of heat. Do not dry clean. Do not bleach. Do not iron. Do not scrub.
- Ensure the outer covers are dry thoroughly before re-inserting the panels.

CHOOSING THE RIGHT DETERGENT

To maintain the appearance of your Force issued uniform and to make them last longer, you should use different types of detergent for different washes, whether whites, colours or delicates.

Remember to follow these steps:

- Always read and follow the instructions on your detergent pack
- Always use the recommended amount of detergent
- Always read and follow the care label on the garment
- Always wash dark clothes separately