

UNIFORM, APPEARANCE AND STANDARDS POLICY

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NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

UNIFORM, APPEARANCE AND STANDARDS

Owning Department: Professional Standards

Department SPOC: D/Sgt, Service Improvement Unit, PSD

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Legal Basis

Legislation specific to the subject of this policy document:

- None identified

Other relevant legislation which you must check this document against (required by law)

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [Health and Safety at Work etc. Act 1974 and associated Regulations](#)
- [General Data Protection Regulation \(GDPR\) and Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)
- [The Civil Contingencies Act 2004](#)
- Health Act 2006
- Employment Rights Act 1996
- Telecommunications (Lawful Business Monitoring) (Interception of Communications) Regulations 2000

Other documentation which you must check this document against:

- [College of Policing – Code of Ethics](#)
- [Norfolk and Suffolk Constabularies' Standards of Professional Behaviour](#)
- [College of Policing – Authorised Professional Practice](#)

1. Introduction and Statement of Policy

1.1 Norfolk and Suffolk Constabularies are uniformed and disciplined organisations and as such our standards are important to members of our communities and colleagues alike.

1.2 Public perception of the services the Constabularies provide is influenced by the appearance of the people providing that service. Maintaining a smart, professional appearance which is appropriate for an individual's role should be considered a core part of customer care and contact management.

1.3 The Constabularies will:

- Expect high standards of appearance.

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- Provide appropriate uniform and equipment for officers and staff who are required to use it.
 - Ensure that we are professional, acting with integrity, being straightforward, open and honest.
 - Set clear standards for officers and staff.
 - Lead with confidence; providing a supportive environment where unacceptable standards can be challenged.
- 1.4 This policy and its associated procedures have been formally agreed via the approved policy development/review process. It will be maintained by the Professional Standards Department in conjunction with the Central Policy Unit.
- 1.5 The policy and its associated procedures are intended to promote equality, eliminate unlawful discrimination and actively promote good relations regardless of a person's age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.
- 1.6 Managers have a responsibility to ensure this policy and associated procedures are applied fairly, and unless otherwise stated, all policies and procedures are non-contractual.

2. Aims

- 2.1 This policy and associated procedures will ensure those in uniform dress consistently, know how to access the required uniform and equipment and that all employees reflect the constabularies' highest professional standards.
- 2.2 The associated procedures are:
- Provision of Uniform and Equipment
 - Uniform and Standards
 - Wearing of Personal Protective Equipment and Body Armour
 - Use of Personal Devices and the Management of Risk associated with their Use
 - Court Attendance (Standards of Dress)
 - Smoke Free

3. Applicability

- 3.1 This policy applies to:
- Police Officers.
 - Police Staff.

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- Members of the Special Constabulary.
- Volunteers.
- Agency Workers.
- Casual Workers.

3.2 A breach of the policy or procedures will be addressed following the appropriate policy: Disciplinary (Police Staff) or Misconduct (Police Officers).

4. Uniform Committee

4.1 The Deputy Chief Constables are ultimately responsible for the Joint Uniform Committee to ensure the requirements of this policy and associated procedures are upheld, and to consider any requests for deviation from the policy.

4.2 Changes to the requirements of this policy and associated procedures will not be considered unless presented to and agreed by the Joint Uniform Committee.

5. Personal Standards

5.1 Expected personal standards include:

- Being appropriately dressed, as per the Uniform and Standards procedure.
- Be polite and courteous.
- Be on time.
- Answer all telephone calls promptly and appropriately.
- Not using personal mobile phones for calls or texts in public view, unless there is a justifiable and urgent need to do so.
- Not using inappropriate ring tones on mobile phones.
- Adhering to the 'Smoke Free' procedure of the Constabulary to which you are geographically visiting or located.

6. Roles and Responsibilities

Role Title	Responsibilities
Joint Uniform Committee	The Deputy Chief Constables are ultimately responsible for the Joint Uniform Committee to ensure the requirements of this policy are upheld, and to consider any requests for deviation from the policy. Any changes required will not be considered unless presented to and agreed by the Joint Uniform Committee.
	All uniformed officers and staff are responsible for:

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Uniformed officers and staff (including Specials)	<ul style="list-style-type: none">• Care and maintenance of their uniform and equipment.• Adhering to the standards as set out in this policy and associated procedures.• Acting as the custodian for all of the items of uniform and equipment issued throughout the period of appointment.• Ensuring the uniform and equipment is serviceable and worn in a condition that does not discredit the service.
Non-uniformed officers and staff (including volunteers and agency workers)	All non-uniformed officers and staff are responsible for: <ul style="list-style-type: none">• Adhering to the standards as set out in this policy and associated procedures.