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WEST MIDLANDS POLICE

Force Policy Document

POLICY TITLE:

**UNIFORM, EQUIPMENT and APPEARANCE
POLICY**

POLICY REFERENCE NO:

CoS/05

Executive Summary.

The purpose of this policy document is to set out to all officers and staff who represent West Midlands Police (WMP), both the required standard of uniform and appearance expected so maintaining a professional image to the general public, and to provide to all those officers and staff the required level of equipment in order to carry out their duties effectively and safely.

The policy will make clear the required responsibility placed on officers and staff to ensure that, wherever possible, a corporate image is met at all times and at all events, including that of the diverse needs of all employees, provided that they do not conflict with both operational and legislative obligations. However, of paramount importance to WMP, is that of the safety of its officers and staff and to ensure that they use, have access to and take some form of responsibility for the care and maintenance of Force equipment and any subsequent loss of property is reported as soon as practicable and recorded appropriately.

***Any enquiries in relation to this policy should be made be made directly with that of the policy contact / department shown below.*

Intended Policy Audience.

This policy is primarily aimed at all police officers and staff of West Midlands Police.

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Business Area Owner	Corporate Services	
Department Responsible	Corporate Services	
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Supporting Documents

Policy – directly supporting documents.

- Scales of Issue. ([click here](#)).
- Supplies Unit (including ceremonial loan service). ([click here](#)).

Evidence Based Research

Full supporting documentation and evidence of consultation in relation to this policy including that of any version changes for implementation and review, are held with the Force Policy Co-ordinator including that of the authorised original Command Team papers.

Please Note.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP database on the Intranet.

Force Diversity Vision Statement and Values

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, officers and staff at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

Table of Contents

1.	BACKGROUND	6
2.	INTRODUCTION.....	6
3.	CORPORATE IMAGE AND VISIBILITY	6
4.	WEARING OF UNIFORMS and CARRIAGE OF EQUIPMENT: - GENERAL.....	7
4.1	WEARING OF SHIRTS, TIES/CRAVATS	7
4.2	HEADWEAR	8
4.3	PROTECTIVE VESTS.....	8
4.4	OUTER GARMENTS	9
4.5	UNIFORM FOR NEW and EXPECTANT MOTHERS.....	9
4.6	HARNESS.....	10
4.7	BADGES OF RANK and PERSONAL NUMBERS	10
4.8	NAME BADGES	10
4.9	GLOVES.....	11
4.10	FOOTWEAR	11
5.	PERSONAL APPEARANCE.....	11
5.1	HAIR	11
5.2	FACIAL HAIR	11
5.3	COSMETICS.....	11
5.4	TATTOOS.....	12
5.5	JEWELLERY and RELIGIOUS SYMBOLS	12
5.6	EYE PROTECTION.....	12
5.7	MOBILE PHONES	13
5.8	SEARCH SUITS.....	13
5.9	HIGH VISIBILITY CAR COATS	13
5.10	PUBLIC ORDER DRESS CODE, INCLUDING SPORTING EVENTS.....	13
5.11	UNIFORMED OFFICERS IN SPECIALIST POSTS	15
5.12	ATTENDANCE AT COURT	15
5.13	VARIATIONS TO or EXCLUSIONS FROM STANDARDS POLICY	15
6.	OTHER EQUIPMENT.....	16
7.	UNIFORM ISSUE / REQUISITIONING PROCEDURE	16
8.	LOSS, DAMAGE and CARE of UNIFORM.....	17
9.	OTHER USE OF UNIFORM.....	18
10.	CEREMONIAL UNIFORM LOAN SERVICE	19
11.	WARRANT AND IDENTIFICATION CARDS	20
12.	CONTINGENCY ARRANGEMENTS.....	21

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13.	LEGAL IMPLICATIONS OF THE POLICY	21
14.	CONSULTATION	21
15.	EQUALITY IMPACT ASSESSMENT (EQIA)	21
16.	HUMAN RIGHTS	22
17.	FREEDOM OF INFORMATION (FOI)	22
18.	TRAINING	22
19.	PROMOTION / DISTRIBUTION & MARKETING	22
20.	REVIEW	22
21.	VERSION HISTORY	23

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Acronyms

ACC	Assistant Chief Constable
BAPA	Black and Asian Police Association
BDU	Beat Duty Unit
CBRN	Chemical, Biological, Radiological and Nuclear
CID	Criminal Investigation Department
EQIA	Equality Impact Assessment
FOI	Freedom of Information
LDRC	Learning and Development Resource Centre
LGBT	Lesbian, Gay, Bisexual and Transgender
LPU	Local Policing Unit
NATO	North Atlantic Treaty Organisation
PCSO	Police Community Support Officer
PPE	Personal Protective Equipment
PSU	Police Support Unit
PUWER	Provision and Use of Work Equipment Regulations 1998
WMAWP	West Midlands Association for Women in Policing
WMP	West Midlands Police

1. BACKGROUND

- 1.1 West Midlands Police (WMP) provides fit-for-purpose uniform and equipment to enable police officers and uniformed 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 and to present a professional image to the public and colleagues, both inside and outside police premises. The Force has an organisational responsibility for the health and safety of its personnel and in turn, all individuals have responsibility for their own health and safety and that of others.
- 1.2 All personnel, both officers and 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, for those not in uniform, casual wear including such items as immodest garments and items that could present a health and safety risk will not be appropriate wear. Examples of such items would include; flip flops, items with rips, tassels or large decorative belt buckles or loose fitting garments. Everyone has a duty to help the Force maintain and improve its professional and smart image.

2. INTRODUCTION

- 2.1 The police uniform is designed to portray an image, which instils confidence, credibility and respect. Anything that detracts from these aims should be avoided so that no member of the public feels uncomfortable or threatened by the dress or personal appearance of a police officer or member of police staff.
- 2.2 WMP seeks to ensure that the workforce is representative of the community it serves and in doing so supports a range of variations based on cultures, religions and abilities. Managers will therefore promote 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 Corporate Services.
- 2.3 Responsibility for adherence to this policy lies with all officers and staff employed by WMP. Managers and supervisors are responsible for ensuring compliance with this policy by their officers and staff and are expected to give advice and guidance when necessary. Officers and staff are expected to ensure they look smart and professional in accordance with this policy and adopt corporacy and uniformity. For example, officers and uniformed 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.
- 2.4 Uniform and work wear will only be authorised where there is a legal requirement to do so or where there is a specific requirement for work wear, for example to provide protection from hazards or where there is a compelling case when dealing with the public directly. Where these criteria are not met, uniform or work wear will not be issued.

3. CORPORATE IMAGE AND VISIBILITY

3.1 Uniform Image.

- 3.1.1 **When outside and/or in public, the outer most upper garment should always be high visibility fluorescent yellow** except for designated duties such as public order.
- 3.1.2 All uniformed officers and staff issued with headwear are required to wear helmets/hats/caps when in public – *(please refer to section 4.2).*

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3.1.3 All uniformed officers and staff are to wear approved operational uniform unless they are specifically engaged on specialist duties. Operational uniform for police officers and Police Community Support Officers (PCSOs) generally comprises: helmet/hat/cap (where issued), black or blue operational shirt (as appropriate), body armour, black trousers, black shoes/boots, soft shell top, fleece, blouson, or car coat and high visibility harness (when worn). Skirts are not to be worn for operational duties. Officers and staff are only to wear uniform approved for a specialist duty whilst they are engaged on that duty.

3.2 Uniform and Equipment Committee.

3.2.1 The Uniform and Equipment committee is chaired by the Superintendent - Operations, and the vice Chair is the Head of Corporate Services. The committee comprises representatives of the workforce i.e. Federation, Trade Unions and users. Individuals may submit suggestions to the committee for consideration or clarification of the policy via the Head of Corporate Services.

3.2.2 Corporate Services Department is responsible for administering and coordinating policy and procedure regarding uniform, equipment and appearance. Uniforms and equipment are issued from the Supplies Unit, Princip Street, Birmingham. The ordering procedure is detailed at section 7.

4. WEARING OF UNIFORMS and CARRIAGE OF EQUIPMENT: - GENERAL

Many items of uniform and equipment supplied by the Force are not covered by any statutory or regulatory requirement. However, some items are considered to be personal protective equipment (PPE) and are issued, stored, maintained and replaced in accordance with the Personal Protective Equipment at Work Regulations 1992. Some items of personal equipment are also covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Items classified under PPE or PUWER regulations are identified in the appendix listing scales of issue.

4.1 WEARING OF SHIRTS, TIES/CRAVATS

4.1.1 Operational Shirts

Black operational shirts are issued to police officers for operational (and training duties) when body armour is worn and should not be worn for any other duties unless designated. These shirts will not be worn with public order coveralls. Epaulettes will be worn on body armour or high visibility harnesses.

Blue operational shirts are issued to PCSOs for operational duties.

Although these garments may be considered more casual in appearance than white shirts, they should be zipped up fully or to no more than 40mm (approximately) from the top, tucked inside trousers at the waist and not worn loosely.

4.1.2 White Shirts with Tie/Cravat

White shirts will be worn for all other duties. Ties (males only)/cravats (females only) will be worn at all times when other garments i.e. fleece, blouson jackets are also worn.

Police officers and staff wearing white shirts will also wear their ties/cravats from 01 November to 30 April. Wearing of open necked shirts is at individual discretion from 01 May to 31 October except for certain special events. It is important that uniformed officers/staff working together are similarly dressed and managers/supervisors should give guidance on uniformity to their officers/staff.

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Shirts are to be clean and neatly pressed. Epaulettes showing badges of rank should be worn on the outermost garment. Ties/cravats must be worn with long sleeved shirts regardless of season.

When wearing open necked short sleeved shirts, i.e. May to October, only the collar (or top) button of the shirt will be unfastened and there must be no garment visible underneath.

Full operational uniform including the operational shirt will be worn by personnel attending court on duty. In cases where white shirts are worn in any court or tribunal, ties/cravats will be worn.

The wearing of black polo shirts with the Force crest is only approved for use by specific police staff groups who are issued with work wear as detailed in the scale of issue.

4.2 HEADWEAR

- 4.2.1 In certain circumstances issue headwear will be considered to be Personal Protective Equipment. Such examples are NATO helmets when worn by officers conducting public order duties and safety helmets for staff from the Property Services department. Motorcycle helmets are also issued to comply with road traffic law and should meet the appropriate and current safety standard.
- 4.2.2 Helmets/hats are an integral part of uniform and must be worn at all times when in public in uniform, e.g. after getting out of police vehicles.
- 4.2.3 Officers who wear turbans will use black material. Female Muslim personnel may wear hijabs (not niqabs) and male Muslim officers may wear kufis in addition to and underneath their helmets/hats. Jewish officers may wear a Yarmulke or Kippa (skull cap) in addition to and underneath their helmets/hats. Standard material for these items may be obtained on request from the Supplies Unit.
- 4.2.4 Uniformed personnel issued with headwear will ensure this is worn at all times whilst performing outside duties. 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.
- 4.2.5 Caps will only be worn by Traffic Unit, Dog Unit, Firearms Operations, Public Order Trainers, Inspectors and above, Special Constabulary District Officers and above, and PCSOs.
- 4.2.6 Baseball (bump) caps are only issued to Dog Handlers, Firearms Operations, OSU, Disaster Victim Identification officers, uniformed motorcycle officers and search trained officers. A plain version is issued to certain police staff groups.
- 4.2.7 Scarves are not part of West Midlands Police uniform. They are potentially dangerous where there is a risk of confrontation.

4.3 PROTECTIVE VESTS

- 4.3.1 It is mandatory for uniformed officers (and PCSOs where equipped) on operational patrol duties to wear personal protective vests at all times. Protective vests will be worn on operational patrol duties over shirts and soft shell tops but underneath fleeces, blouson jackets, car coats and high visibility harnesses. Next generation vest covers will be supplied in high visibility yellow and in black. High visibility will be the standard uniform and black covers will **only** be worn when on public order duty and in public order uniform.
- 4.3.2 Non-uniformed officers are to wear personal issue body armour, unless they have made a conscious decision not to, based upon a personal dynamic risk assessment. Such officers can also be instructed by a supervisor to wear body armour. *(This does not negate the requirement for a written risk assessment where circumstances dictate.)*

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- 4.3.3 Protective vests are of the overt type and issued personally to all police officers and Special Constables on satisfactory completion of their initial training.
- 4.3.4 Each vest has epaulettes for the rank slider and personal number. Each vest has a badge with Force logo, 'POLICE' or PCSO and individual's initial and surname. A 'POLICE' or 'Police Community Support Officer' badge is also on the back of each vest.
- 4.3.5 PCSOs will be issued with body armour; details regarding the issue will be notified.
- 4.3.6 Officers who cease frontline operational duties e.g. to take up a non-operational post, should retain their vest if they remain engaged in operational duties, otherwise their vest should be returned to the Supplies Unit.

4.3.7 Safety Inspections of Protective Vests

Managers, supervisors and individuals should regularly inspect each protective vest (recommended monthly), including pool vests, to ensure they are correctly fitted and in good condition. In particular, the inner panels carry labels indicating which side should face the body. It is vital that the inner panels are in good condition and correctly positioned. Damaged vests or vest components such as inner panels should be returned to the Supplies Unit for replacement.

Good care and maintenance of vests is vitally important. Individuals who are issued with vests and the LPU/Department in the case of pool issue, should ensure that the manufacturer's instructions and guidelines are adhered to. This equipment should be maintained in good, clean serviceable condition in accordance with the cleaning and maintenance instructions, including the inner panels.

4.4 OUTER GARMENTS

When outside and/or in public, the outermost garment will be high visibility except for specialist designated duties.

- 4.4.1 Those outer garments which are considered as PPE, are issued to provide the wearer with the necessary protection against recognised and known hazards. See paragraph 4 and [scales of issue](#).
- 4.4.2 The wearing of the car coat or blouson is at the discretion of the individual officer. Where specific instructions are given for a particular occasion, event planners and managers must take into account prevailing weather conditions. High visibility clothing is required for all operational uniform duties as part of the Force's drive to reassure the public. Utility belts and high visibility tabards or harnesses (where worn) will be worn on the top of outer garments to enable access to personal protection equipment, the exception being that harnesses will not be worn with public order coveralls. Outer garments (i.e. fleece, blouson, car coat and high visibility harness or tabard) will be worn over protective vests and zipped to no lower than 15 cm below the collar, or higher in inclement weather. It is important that officers working together adopt a uniform and consistent appearance.

4.5 UNIFORM FOR NEW and EXPECTANT MOTHERS

- 4.5.1 Items of maternity uniform can be supplied to both officers and staff following their maternity risk assessment being carried out in accordance with the relevant regulations (Regulation 18 Management of Health and Safety at work Regulations 1999).
- 4.5.2 Maternity uniform is provided for pregnant uniformed officers and staff who may choose a combination of trousers, skirts and tailored shirts which are not designed to be tucked in. It is essential that appropriate risk assessments are conducted to ensure that neither pregnant officers and staff, nor their unborn child, are placed in any undue danger by wearing uniform.

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4.5.3 Risk assessments are to be conducted for and in consultation with nursing mothers who will not normally participate in duties where body armour is required to be worn.

4.6 HARNESS

4.6.1 High visibility harnesses are issued to uniform police officers and PCSOs and when worn, should be outermost to ensure high visibility is maintained at all times. Items of personal equipment should be positioned and worn according to individual choice, training and experience to determine where it is most comfortable and accessible to ensure personal safety, this may include the utility belt.

4.6.2 High visibility harnesses shall not be worn when in public order dress codes 1, 2, or 3. All personal appointments (workplace equipment, i.e. batons, cuffs, CS) shall be worn from the public order leather belt when dressed in public order kit.

4.6.3 Black harnesses are only issued to designated specialist teams and are not to be worn for general patrol duties.

N.B. Covert harnesses are only approved for specific purposes upon submission and approval of a business case.

4.7 BADGES OF RANK and PERSONAL NUMBERS

4.7.1 These are to be displayed on the epaulettes. Numerals and/or rank insignia must be worn by regular and special police officers and PCSOs. They shall be visible at all times including public order operations. All personnel, whether performing acting duties or on temporary promotion, shall ensure they wear the corresponding insignia throughout the relevant period. Metal numerals and badges of rank will only be worn on tunics.

4.7.2 Temporary sergeants will wear a three bar chevron and acting sergeants will wear a two bar chevron. All other acting ranks will display the insignia of that rank.

4.7.3 Medals and Commendations.

Medal ribbons and/or commendation badges will be attached to uniform fleece jackets (and those officers eligible for tunics) where applicable at the Supplies Unit. Enamel badges e.g. Long Service will not be worn except as a single tie pin. Medal ribbons will not be attached to outer waterproof and/or high visibility garments as this can affect the integrity of the garment.

No other items or adornments may be worn.

4.8 NAME BADGES

4.8.1 Uniform worn by police officers (regular and special) and PCSOs will have the name of the officer permanently attached to outer garments e.g. body armour cover, fleece and blouson.

4.8.2 Additionally, officers and staff, particularly those who meet/deal with the public, may wear clip on plastic name badges displaying their name and rank or position.

4.8.3 There may be a small number of officers/staff who have a genuine concern about having their name displayed. This may relate to the particular surname of the individual or it may be concerned more with an operational issue that the individual is able to demonstrate may make the wearing of the name badge inappropriate.

4.8.4 Officers/staff in such circumstances may apply to their LPU Commander or Departmental Head for consideration for exemption from wearing the name badge. In the event that the local decision is contested, a report should be forwarded to ACC (Operations) for consideration.

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4.9 GLOVES

- 4.9.1 A variety of gloves are provided for officers and staff. Some gloves can be regarded as uniform enhancement whilst others afford the user protection against a range of known hazards. Where officers and staff require gloves to perform specialist roles then they may be considered as PPE.
- 4.9.2 Officers should only wear gloves during periods of cold weather or when duties require hand protection. Where gloves are issued, they will be worn in accordance with rank/role/function or as directed. Specialist gloves should be worn in appropriate circumstances.

4.10 FOOTWEAR

- 4.10.1 All uniformed officers and PCSOs should possess for use on duty, two pairs of black shoes or boots of plain design, maintained in good clean condition and worn with plain black or navy blue hosiery. Female officers in non-operational posts may wear plain, low-heeled court shoes with skirts. Officers performing specialist duties will be supplied with appropriate footwear.

Other uniformed staff should wear appropriate footwear which should also be black and similarly maintained. Open footwear, e.g. sandals and 'flip-flops' can be dangerous, i.e. cause trip hazards and should not be worn.

- 4.10.2 Some items of footwear may be considered as PPE. Examples are public order boots and footwear offered to other staff to protect them against known hazards. Where officers and staff require footwear to perform specialist roles then they may be considered as PPE.

5. PERSONAL APPEARANCE

5.1 HAIR

- 5.1.1 All personnel must be smart, clean and well groomed. Hair must be neat and for uniformed officers/staff, kept above the shirt collar and ideally not cover the ears. Long or loose hair falling below the collar is potentially dangerous. Shapes, motifs, patterns and extreme styles, which may provoke hostility or detract from a professional image, are not allowed. Hair should not be dyed in conspicuously "unnatural" colours.

5.2 FACIAL HAIR

- 5.2.1 A clean shaven appearance should be maintained. Beards and moustaches are permissible but should be kept neat and tidy and should ideally be grown whilst off duty or at a time when personnel are performing duties where there will be no contact with the public. Where facial hair is grown, its appearance should complement the wearer in a way that instils confidence, credibility and respect. "Pencil line" beards, for example, are unlikely to meet these criteria. Beards are however sometimes grown for religious observance purposes which may vary in appearance and should be accommodated. These principles should be observed even when not in direct contact with the public such as in the training environment. (Personnel should be mindful that photographs on warrant or ID cards may not resemble their appearance and may need renewal).
- 5.2.2 CBRN (Chemical, Biological, Radiological, Nuclear) trained personnel may not wear/grow a beard or extended moustache (or be prepared to shave them off prior to committing and training for CBRN duties) as they can prevent an effective seal being made when wearing respirators.

5.3 COSMETICS

- 5.3.1 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 and nail extensions are not permitted.

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5.4 TATTOOS

- 5.4.1 Section 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 dress or personal appearance of any police officer or member of police staff.
- 5.4.2 Officers and staff are expected to ensure they look smart and professional. Managers and supervisors are responsible for ensuring compliance with this policy by their officers and staff. Force policy is clear regarding what may be considered offensive by members of the public we serve and our own colleagues.
- 5.4.3 Tattoos are not permitted that display or contain words, signs or symbols that may be considered offensive.
- 5.4.4 Tattoos should not be extensive or excessive or visible above the collar. Where they are worn, they must be discreet and should not be designed or positioned in such a way that is contrary to the guiding principles set out above. Any person contravening those principles may be required to cover their tattoos and could ultimately be subjected to disciplinary action.

5.5 JEWELLERY and RELIGIOUS SYMBOLS

- 5.5.1 Personnel 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, band and engagement rings and one small tie-pin (worn on the tie or cravat) are the only items of jewellery that may be visible. Tie pins should be discreet and comply with force values. Poppies may be worn in the period before and including Remembrance Sunday and Armistice Day. Discreet ear studs or "sleepers" (one per ear) may be worn by personnel when not in uniform.
- 5.5.2 No items of jewellery can be worn through the nose, eyebrows, lips, ears, tongue or any other visible part of the body. Body piercing jewellery may be caught and detached or struck and impaled into the wearer's body causing injuries and associated dangers. Personnel having body piercings that are not visible when clothed should be aware of the associated risk of injury. 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.
- 5.5.3 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.

5.6 EYE PROTECTION

- 5.6.1 Sometimes Police officers and staff are required to carry out duties which need increased eye protection. Such officers will require extra eye protective items such as those on duty whilst cycling or when performing specialist searches.
- 5.6.2 Where such officers and staff require eyewear to perform specialist roles then they may be considered as PPE.
- 5.6.3 Sun Glasses

Police drivers may wear sunglasses when driving in conditions of bright sunlight. The frame type must be appropriate for police duty.

Sunglasses should not routinely be worn other than in exceptional conditions or when driving or as passengers unless on prescription or with the recommendation of a medical practitioner or optician.

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Sunglasses should be removed when speaking or dealing with a member of the public unless they have prescription lenses.

Conditions including migraine, hay fever symptoms affecting eyes and light intolerance caused by some medications are examples of circumstances or conditions where sunglasses can assist. Expert guidance should be sought from medical practitioners or opticians.

5.7 MOBILE PHONES

5.7.1 Mobile phones may be carried by officers & PCSOs. Where personal mobile phones i.e. not supplied by the Force are carried, they should not be used as a routine means of communication for work related matters i.e. to Operations Centre. Phones should be switched to discreet mode where possible to minimise distractions and inconvenience to colleagues and members of the public and should ensure cases/ ring tones do not detract from the professional image.

5.7.2 The Force will accept no liability in respect of loss and damage to personal mobile phones carried by officers whilst on duty. Mobile phones supplied by the Force, should be protected where possible, by a PIN number to prevent a security breach in case of loss. Mobile phones will not be used when driving or where their use would pose a safety risk.

5.8 SEARCH SUITS

5.8.1 Permanent Search overalls will only be issued to specialist trained search officers. Where officers conduct routine searches in locations where their uniform or plain clothes may become dirty, disposable suits (e.g., white paper suits) are the most appropriate method of protection.

5.9 HIGH VISIBILITY CAR COATS

5.9.1 Police officers and staff may be required to carry out duties which need increased visibility when performing their duties on public roads. In this case high visibility PPE garments will be issued. Only traffic officers and specifically designated groups of officers and staff are routinely issued with high visibility car coats.

5.10 PUBLIC ORDER DRESS CODE, INCLUDING SPORTING EVENTS

5.10.1 All officers should be aware of the codes that dictate the dress code required for a specific event. All public order deployments where public order protective clothing and equipment is worn, will also require the wearing of the black vest cover.

The 21 inch rigid Arnold baton will only be issued to and used by Level 2 Public Order trained officers when deployed in public order situations. This baton is not authorised for use in routine patrol duties.

Operational commanders will be responsible for assessment of the threat and risk for specific events and decide on particular dress codes. PPE has its limitations and is regarded as the last resort in the hierarchy of control measures.

The decision on the appropriate dress codes as a control measure to reduce risks to officers should be recorded in relevant risk assessments and the Silver or Bronze Commander's decision log.

Public order dress codes are set out below and are to be adopted by public order and non public order trained officers deployed within a public order/safety operation.

➤ **Code 1 - with Fire Protection**

A Police Support Unit (PSU) officer being deployed wearing full personal protective equipment including shields (all fire retardant clothing including balaclava). Fluorescent jacket/tabard not to be worn.

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The issue of whether a shield is deployed will be dependent upon the threat, risk and objective faced by the officers or what has been determined by the Silver or Bronze Commander. Any immediate changes to dress codes should be communicated to the Silver/bronze Commander at the earliest opportunity with supporting rationale.

➤ **Code 1 - without Fire Protection**

A Police Support Unit (PSU) officer being deployed wearing full personal protective equipment including fluorescent jacket/tabard and shield and all fire retardant clothing with the exception of officer's balaclava which is not to be worn but to be in officer's possession.

The issue of whether a shield is deployed will be dependent upon the threat, risk and objective faced by the officers and what has been determined by the Silver or Bronze Commander. Any immediate changes to dress codes should be communicated to the Silver/bronze Commander at the earliest opportunity with supporting rationale.

➤ **Code 2 – With Protective Equipment**

A Police Support Unit (PSU) being deployed wearing personal protective equipment with immediate access to NATO helmets but with police issue helmets/hats being worn, the fluorescent jacket being worn over the equipment if required. Any immediate changes to dress codes should be communicated to the Silver or Bronze Commander at the earliest opportunity with supporting rationale.

➤ **Code 2 - without Public Order Pads**

A Police Support Unit (PSU) being deployed wearing personal protective equipment without public order knee, arm and thigh pads but with immediate access to NATO helmets and Public Order pads.

Police issue helmets/hats to be worn. The fluorescent jacket will be worn over the equipment if required. Dependent on the relevant risk and threat assessments and those of the event being policed; commanders may deploy officers wearing any item(s) of personal protective equipment (PPE) that is operationally necessary or appropriate to reduce risk. Any immediate changes to dress codes should be communicated to the Silver/Bronze Commander at the earliest opportunity with supporting rationale.

➤ **Code 3 - If level 2 Public order trained**

A police support unit (PSU) being deployed in normal operational uniform wearing PO issued protective boots with immediate access to personal protective public order equipment. Any immediate changes to dress codes should be communicated to the Silver/Bronze Commander at the earliest opportunity with supporting rationale.

➤ **Code 3 - If NOT level 2 Public order trained**

A Beat Duty Unit (BDU) being deployed in normal operational uniform with appropriate PPE to the role.

- 5.10.2 The decision on wearing high visibility clothing is at the discretion of operational commander(s) in line with the appropriate specific risk assessment. However, high visibility clothing must **NOT** be worn when officers are in Code 1.
- 5.10.3 It may be necessary in hot weather for the public order jacket to be omitted from the dress of the day. This will only occur when in Code 3 or Code 2 and only if a full sleeved fluorescent jacket is worn. This will be at the discretion of the commander.
- 5.10.4 It must be stressed that the operational black zip up shirts are not to be worn when in public order codes of dress. It must be the public order undershirt.

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- 5.10.5 Harnesses of any description should not be worn in any public order code of dress. All personal appointments, e.g. batons, cuffs etc will be deployed from the leather equipment belt as per the training.
Dependent on the results of the relevant risk assessments, commanders/supervisors may deploy officers wearing any item(s) of PPE that is operationally necessary or appropriate to reduce risk.

5.11 UNIFORMED OFFICERS IN SPECIALIST POSTS

- 5.11.1 Uniformed officers employed in specialist posts or departments will only use officially issued or authorised equipment. When an item of specialist uniform or clothing is issued to enable an officer to undertake a role, it will only be worn when the officer is carrying out that task.

For example, cycling kit should not be worn when on foot patrol, driving a motor vehicle or carrying out office duties. At all other times, officers will wear street uniform. There are many specialist roles, each requiring certain functions. It is the responsibility of the supervisor or manager to stipulate what the respective dress code should be.

- 5.11.2 Officers transferring to specialist duties requiring specialised equipment e.g. motorcyclists, etc, will, by appointment, attend the Supplies Unit to be fitted. Where an officer has transferred from a role where specialist uniform or clothing was provided, these items should be returned to the Supplies Unit.
- 5.11.2 Officers undertaking the motorcycling training course will be issued kit for training purposes only by the Learning and Development Resource Centre (LDRC) driver development unit.
- 5.11.3 Officers and PCSOs undertaking the pedal cycling training course will be provided with a cycle helmet, protective gloves and protective glasses.

5.12 ATTENDANCE AT COURT

- 5.12.1 Officers attending court will be correctly dressed in operational uniform, and uniformed police staff will attend in smart uniform. The following are exceptions:
- (a) CID/plain clothes (including LPU based) officers.
 - (b) Personnel attending court to give evidence in cases arising out of road traffic collisions in which they were involved as parties to the collision.
 - (c) Personnel attending court whilst on annual leave or rest day where less than 24 hours notice is given.
 - (d) Personnel who have been given special permission for a particular occasion by an Inspector or above, or departmental manager.
 - (e) Personnel attending court as defendants or in connection with matters not arising from Police duty.

5.13 VARIATIONS TO or EXCLUSIONS FROM STANDARDS POLICY

- 5.13.1 Police officers/staff may only be excluded from the standards of dress and appearance when they are for example pregnant, on recuperative duties, engaged on surveillance or covert operations, other specialist duties or have management approval.

6. OTHER EQUIPMENT

6.1 WEARING OF AIRWAVE TERMINALS

6.1.1 The terminal is shower proof to International Standards for dust and water spray protection. At times of extreme weather the cases may suffer water ingress and create operational problems. Airwave users should avoid unnecessary exposure of the terminal by wearing it underneath outer jackets in heavy rain.

6.2 EARPIECES

6.2.1 Digital radios provide clearer reception not only for the emergency services, but also to members of the public in contact with police officers. Earpieces are advised to be worn in order to prevent the unlawful disclosure of information to members of the public and only Force approved and issued earpieces are to be used.

6.3 PERSONAL and PROTECTION EQUIPMENT

6.3.1 Police officers are issued with items such as handcuffs, batons, CS spray and limb restraints. Such items are considered as work place equipment and are therefore subject to the PUWER/PPE regulations.

6.3.2 Handcuffs, batons, CS spray and limb restraints are issued to all officers for carriage on the equipment belt or harness. Their carriage and use are governed by Operations & LDRC. Officers are required to provide evidence of training to enable issue and replacement of this equipment.

7. UNIFORM ISSUE / REQUISITIONING PROCEDURE

7.1 REQUISITIONING PROCEDURE

7.1.1 Requests for new or replacement items of uniform and equipment will be placed via Business Support teams who will arrange an electronic requisition for replacement items and a WA30 Uniform requisition for an initial issue. The budget is centrally controlled and existing items are only replaced when they are no longer serviceable or they do not fit. Replaced items are to be returned to the Supplies Unit for disposal. Returns and issues will be dealt with via the internal despatch system. No personal callers will be accommodated at the Supplies Unit for routine issues or exchange. Ad hoc callers will be declined. Appointments are necessary for initial issue and for the specialist fitting or items.

7.1.2 Uniform personnel requiring an appointment should contact the Supplies Unit on 7601 6058. Supplies Unit staff will determine whether the appointment is necessary. Personnel should not attend Princip Street just to arrange an appointment.

7.1.3 Details and guidance on products and sizing are available on the Supplies Unit [intranet](#) site.

7.2 INITIAL ISSUE

7.2.1 All personnel required to wear uniform will attend the Supplies Unit by appointment for initial issue. Requests for the initial issue for different roles must be approved by local managers/supervisors in accordance with Force policy. The WA30 Uniform Requisition form will be placed by Business Support teams. Where unauthorised requests occur, the Supplies Unit will not issue the uniform or equipment. The scale of issue for each category of uniform is published on the Supplies Unit intranet page.

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7.3 REPLACEMENT ISSUE

- 7.3.1 Uniformed personnel who require replacement uniform and equipment must arrange for an authorised electronic requisition to be forwarded to the Supplies Unit via their Business Support team. Appointments to attend Princip Street will only be arranged if they require a fitting or if their request is an emergency in which case they should contact the Supplies Unit by phoning 7601 6058. On receipt of replacement items, old items must be returned to the Supplies Unit for disposal. Contaminated items are to be disposed of through local LPU arrangements.
- 7.3.2 When new items of uniform and equipment are introduced, individual requests for replacement of existing items that are still serviceable will be refused.

7.4 ANNUAL ENTITLEMENTS

- 7.4.1 There is no set annual entitlement for particular quantities or items of uniform and equipment. Replacement Items should only be requested when the condition of existing items is unserviceable. The Supplies Unit will check all requests received and challenge and/or refuse requests as necessary.

7.5 ALTERATION OF GARMENTS

- 7.5.1 Any alterations to garments will be carried out by tailoring staff at the Supplies Unit, Princip Street unless an alternative service is authorised by the Supplies Manager. Any garments requiring alteration must be cleaned before being forwarded to the tailoring staff. The items concerned will be returned via the Force despatch system. All enquiries regarding the alteration of garments should be referred to the Tailoring Section on 7601 6063.

7.6 DETECTIVE OFFICERS – TRANSFER

- 7.6.1 Officers transferring to plain clothes duties will retain all uniform and equipment whilst within CID, plain clothed or investigative roles.

8. LOSS, DAMAGE and CARE of UNIFORM

8.1 STORAGE FACILITIES

LPU Commanders and Heads of Departments will ensure that adequate storage rooms with appropriate, individually allocated suitable lockers are made available for the safe storage of uniform and personal equipment with ready access to users. The storage and locker facilities should enable gender separation and have distinct areas for CBRN kit to maintain its integrity, readiness and serviceable condition. There should also be a distinct area for Public Order and other specialist kit with similar characteristics.

8.2 CARE

- 8.2.1 Individuals are to ensure that their uniform and equipment is stored correctly and kept in a clean, serviceable condition ready for use. Individuals and supervising staff should be aware that most items of uniform are machine washable and must ensure that all uniform is kept clean and replaced as necessary to maintain an appropriate standard of appearance. Cleaning tokens are available via Business Support teams for staff whose uniform or personal clothing is dry clean only and has become heavily soiled as a result of an incident whilst on duty. Tokens may be handed into dry cleaning companies for cleaning in accordance with instructions contained on the token.

The cleaning of items deemed to be Personal Protective [Equipment](#) can usually be done in accordance with normal washing instructions to ensure there is no damage to the safety properties of the item concerned. There may however, on occasions, be a need for some items to be cleaned professionally and for this purpose, cleaning tokens may be issued.

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8.2.2 When drying garments, all headwear and outer garments should be hung up to dry naturally. Care must be taken to prevent damage from excess heat.

8.2.3 Any unused, surplus or obsolete uniform and equipment is to be returned to the Supplies Unit at Princip St.

8.3 LOSS OR DAMAGE

8.3.1 Also see paragraph 8.4. Uniform, equipment and protective clothing on issue remains the property of the Police Authority and any loss or damage to any such article must be reported. Instances of damage or loss will be reported to a supervisor. Replacements should be ordered as in paragraph 7.1.1 above. If the item has been lost or damaged through negligence then the supervisor can authorise the officer to be charged the replacement cost, except PPE. The local business support unit will issue an official receipt.

8.3.2 Contaminated uniform, if not required to be retained for evidential purposes, will be disposed of at local level in accordance with contaminated waste procedures.

8.4 CRIMINAL DAMAGE

8.4.1 Where the estimated value of a garment is required urgently for court purposes, this will be provided on request by the Supplies Unit, by telephone on extension 7601 6052.

8.5 REPORTING LOSS OR DEFECT OF ITEMS CONSIDERED AS PPE/PUWER

8.5.1 Where items of uniform or equipment designated to be PPE are reported to be lost or defective then it should be reported a line manager or supervisor at the earliest opportunity and arrangements should be made to replace the item in question as soon as possible.

9. OTHER USE OF UNIFORM

9.1 RETIREMENTS, RESIGNATIONS AND TRANSFERS

9.1.1 Uniform and equipment will be handed in on cessation of service with the Force to the LPU or department on which the individual is based. It is the responsibility of the LPU to return these items to the Supplies Unit for disposal. 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 e.g. batons. LPUs and departments must ensure that all such items are collected from officers and returned to the Supplies Unit. Personnel 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.

9.2 UNAUTHORISED UNIFORM OR EQUIPMENT

9.2.1 When on duty, personnel should only use those items of uniform clothing or equipment that are Force approved. These items are listed on the Supplies Unit [intranet](#) page.

9.2.2 When off duty (except whilst travelling to and from duty) personnel should not use items of uniform or equipment, nor should they knowingly allow unauthorised persons access to or use of such items of uniform or equipment.

9.3 OFFICIAL POLICE VISITS

9.3.1 Personnel 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 Corporate Services. A limited amount of a restricted range

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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).

9.4 TUNICS

9.4.1 Tunics are issued only to Superintendents and above, Special Constabulary District Officers and above and members of the Force band.

9.5 COLLECTORS

9.5.1 Requests from collectors of Police memorabilia are not accepted.

10. CEREMONIAL UNIFORM LOAN SERVICE

10.1 DEFINITION

10.1.1 This is defined as the short-term loan of a tunic and a pair of trousers to individual police officers. Female officers may request a skirt if they prefer. This [loan service](#) is provided for special ceremonial events and managed by the Supplies Unit, Corporate Services Department. The service is offered subject to operational priority commitments of the Supplies Unit and availability of stock. The Supplies Manager is the final arbiter on matters relating to this service. There will be no option to purchase or retain individual items of uniform under this scheme. Items obtained under this scheme must be returned within a reasonable time scale set down by the Supplies Manager in order to maintain continuity of the service.

10.2 ORDERING PROCEDURE

10.2.1 Requests for the loan of a ceremonial uniform must be authorised by a member of the LPU/Departmental Senior Management Team. Authorised requests are to be submitted to the Supplies Unit Business Support Section via form WA30 uniform requisition or via e-mail.

10.2.2 Requests are to be received a minimum of two weeks prior to the event to facilitate fitting and the attachment of insignia. Requests should clearly include the date of the event and the date when the uniform will be returned to the Supplies Unit.

10.3 ISSUE AND RETURN

10.3.1 Officers who require a fitting should contact the Supplies Unit on 7601 6058 to arrange a suitable appointment. Where possible the items will be collected at the time of the fitting, if they are not available for any reason they will be forwarded via internal despatch. Requesting officers must therefore provide sufficient notice.

10.3.2 Officers are required to arrange the return of loan ceremonial uniform items by the agreed date. Officers are to ensure that the uniform is stored appropriately and returned in a suitable condition.

10.4 CEREMONIAL EVENTS

10.4.1 The Supplies Unit will hold a limited range of male and female items in a variety of sizes and it should be noted supply is subject to availability. To ensure that a ceremonial uniform is available for certain 'high profile' events, the occasions when a uniform is required have been prioritised below. This should not be taken to imply that the events themselves are not seen to be important, but simply to give a system of priority to the Supplies Unit staff where there are conflicting or overlapping requests.

Events:

- Force funerals – deaths in service – pallbearers

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- Force funerals – deaths in service - guard of honour
- Official visits to e.g., Buckingham Palace, Downing Street
- National bravery awards & high level external awards ceremonies

Ceremonial uniform will not be provided for internal awards, e.g. long service, conferences, promotion boards, weddings, civil partnerships, family funerals, authorised events & marches and exhibitions.

10.5 ITEMS AVAILABLE

- Tunics
- Trousers without thigh patch pocket
- Skirt

10.6 INSIGNIA REQUIREMENTS

10.6.1 Officers must advise details of any change of rank plus commendations and/or medal ribbons when requesting the loan of a ceremonial uniform.

10.7 COSTS

10.7.1 The loan of a ceremonial uniform will be charged to LPU or departmental budgets. Budget code details are required. Details of the charges are available on the Supplies Unit intranet site. The charging structure is designed to cover the costs of normal cleaning, insignia, repairs and possible replacement. The Supplies Manager will, however, levy any further charges where the circumstances justify them.

10.8 AVAILABILITY OF THE CEREMONIAL UNIFORM

10.8.1 The loan service is available for the benefit of police officers (including special constabulary where appropriate) and because the stock levels will be maintained at cost effective levels, it is important that officers ensure that the uniform is returned to the Supplies Unit at the earliest opportunity following the event in order to assist with availability for other colleagues.

10.8.2 Officers will not be permitted to retain the uniform for possible future events. Individual events must be planned for and booked separately. LPUs/Departments are not permitted to authorise permanent issue to officers under this scheme.

11. WARRANT AND IDENTIFICATION CARDS

11.1 ISSUE AND DISPLAY

11.1.1 Warrant/identity cards are issued to all officers and staff and should be carried at all times when on duty and should be produced upon request. They should be worn overtly at all police sites using a lanyard. Airport based plain clothes officers are issued with a badge which displays the Force crest which is to be worn only for airport duties.

11.1.2 Warrant and identification cards are issued by the Gateway Team and card-holders are issued by the Supplies Unit, on receipt of an authorised requisition. Personnel entering police premises, irrespective of whether or not they are wearing uniform, must produce their ID/warrant card. The overt display of ID/warrant cards is mandatory at all police sites. Special constabulary officers will receive their warrant cards on successful completion of initial training.

11.1.3 Cards will be replaced on a change in rank/grade or name or on appreciable change in appearance. The old card or holder must be surrendered when a replacement is issued. On leaving the Force, any identification must be handed into LPU/Departmental business support unit for destruction. Headquarters Human Resources should then be notified.

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11.2 LOSS/THEFT

11.2.1 If a loss or theft of the warrant or identification card takes place, a report will be submitted to the LPU/Departmental Commander. The loser will report the loss or theft to an appropriate police station on the LPU where the loss or theft occurred. If the place of loss is not known, it should be reported at the holder's place of work.

11.3 REPLACEMENT

11.3.1 LPU Commanders or Departmental Heads will arrange for a replacement card to be issued. Should the original card be found, the replacement will be retained by the holder and the recovered card forwarded to LPU/Departmental administration for destruction.

12. CONTINGENCY ARRANGEMENTS

12.1 In the event of a requirement for out of hour's emergency supplies, all enquiries should be directed to the Force Communications Centre, Bournville Lane.

13. LEGAL IMPLICATIONS OF THE POLICY

13.1.1 The following legislation has been taken into consideration in writing this policy.

- The Health & Safety at Work etc. Act 1974
- The Management of Health & Safety at Work Regulations 1999
- Equality Act 2010
- Human Rights Act 1998
- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995
- The Road Traffic Act 1988
- Personal Protective Equipment at Work Regulations 1992
- The Provisions and Use of Work Equipment Regulations 1998

14. CONSULTATION

14.1 Consultation has taken place with Uniform & Equipment Committee, Health & Safety Committee, Staff Associations, Trade Unions, BAPA, WMAWP, West Midlands Association of Muslim Police, LGBT Network and Business Managers.

15. EQUALITY IMPACT ASSESSMENT (EQIA).

15.1 The Policy has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010. The policy has therefore been Equality Impact Assessed to show how WMP has evidenced 'due regard' to the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this Policy.

16. HUMAN RIGHTS

16.1 This policy has been implemented and reviewed in accordance with that set out with the European Convention and principles provided by the Human Rights Acts Act 1998. The application of this policy has no differential impact on any of the articles within the Act. However, failure as to its implementation would impact on the core duties and values of WMP (and its partners), to uphold the law and serve/protect all members of its community (and beyond) from harm.

17. FREEDOM OF INFORMATION (FOI)

17.1 Public disclosure of this policy document is determined by the Force Policy Co-ordinator in agreement with its owner. Version 7.0 of this policy has been GPMS marked as restricted and is fully disclosable to members of the public and via the Force WMP internet website.

17.2 Public disclosure does not automatically apply to supporting Force policies, directives and associated guidance documents, and in all cases the necessary advice should be sought prior to disclosure to any one of these associated documents.

Which exemptions apply and to which section of the document?	Whole document	Section number
No issues – version 7.0	n/a	n/a.

18. TRAINING

18.1 Use of any equipment and the wearing of WMP uniform is co-ordinated by both Learning and Development and the Supplies Unit c/o Corporate Services Department.

19. PROMOTION / DISTRIBUTION & MARKETING

19.1 The following methods will be adopted to ensure full knowledge of the Policy:

- Policy document and associated documents on the Force Intranet (noticeboard) for the attention of all WMP officers and staff;
- Recording and audit entry on the Force policy library;
- Intranet marketing via Supplies [Unit](#) (Corporate Services Department);
- Promotion through Force FLC and Newsbeat.

20. REVIEW

20.1 The Policy business owner Corporate Services Department will maintain outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.

20.2 The policy should be considered a ‘living document’ and subject to regular review to reflect upon any Force, Home Office/ACPO, legislative changes, good practice (learning the lessons) both locally and nationally, etc.

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- 20.3 A formal review of the Policy document, including that of any other potential impacts i.e. EQIA, will be conducted by the date shown as indicated on the first page.
- 20.4 Any amendments to the Policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.
- 20.5 Feedback is always welcomed by that of the author/owner and/or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.



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21. VERSION HISTORY

Version	Date	Reason for Change	Amended/Agreed by.
1.0	1994	Initial Force policy	
2.0	2004	Full revised/updated policy as set out by Steve Middleditch – Head of Corporate Services.	Revised Force policy approved by CC Scott-Lee.
3.0	2006	Update	Steve Middleditch – Head of Corporate Services
4.0	2007	Update	Steve Middleditch – Head of Corporate Services
5.0	25/11/2009	Full revised policy and order 39/2009	Revised Force policy approved by CC Sims
6.0	15/08/2010	Full amendment to section 4 to incorporate the issue and wearing of the new Force black operational shirts. (sec 4.7: Harness – updated). (sec 4.11: Gloves – updated). (sec 5.5: Jewellery – wearing of poppies etc). (sec 5.10 – High Vis car coats under review. In addition, policy has been updated to reflect Paragon changes.	Steve Middleditch – Head of Corporate Services
6.1	25/08/2010	Update to sec 5.10 - high visibility car coats, for use by traffic officers	Steve Middleditch – Head of Corporate Services
6.2	28/02/2011	Addition to sub-section 5.11 – Public Order Dress Code with regards to the use of Balaclava's with/without fire protection.....see both Code's (no.1)	Steve Middleditch – Head of Corporate Services
Revised version 7.0	09/07/2012	Full revision of policy has taken place and includes amendments to: > Sunglasses (s.5.6); > Public Order Dress Codes (s.5.10); > Wearing of black shirts (s.4.1.1). Agreed by ACC Forsyth – (Operations).	Revised Force policy (version 7.0) authorised by CC Sims
V.7.1	05.08.2013	Amendment to para 5.10 re Arnold baton– requested by Steve Middleditch	PS 4566
V7.1	22/08/2013	Amended GPMS on instructions of Steve Middleditch	56408 Couchman

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