

# UNIFORM EQUIPMENT & APPEARANCE

## **Executive Summary:**

The purpose of this policy is to set out to all employees who represent WMP the required standard of uniform and appearance expected. This will enable us to maintain a professional image to the general public and partner agencies.

The police service 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 staff.

The policy will make clear the responsibility placed on officers and staff to ensure that, wherever possible, a corporate, uniformed 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.

Of paramount importance to WMP, is the safety of its officers and to ensure that they have they have the access and use of the required level of equipment in order to carry out their duties effectively and safely and that they take responsibility for the care and maintenance of Force equipment.

## **Approved Professional Practice (APP):**

*(\*delete as appropriate)*

- This policy has been checked against APP and there is none in relation to the subject matter of this policy.

## **Policy Statements:**

- All personnel both officers and staff, uniformed or not, are expected to maintain a smart, professional, clean and tidy standard of dress and personal appearance unless their duties dictate otherwise.
- The overall standards set for officer and staff uniform and appearance are set by the Force Executive Team (FET) at WMP.
- The process for uniforms and equipment issues are overseen by Facilities Management.
- Uniform, equipment and protective clothing on issue remains the property of West Midlands Police.
- The Uniform & Equipment Board is chaired by a police officer of Chief Inspector rank or above, it is responsible for the management of uniform & equipment related matters, uniform policy, control of uniform expenditure, product review/development and will provide recommendations to the FET as necessary.
- The Uniform & Equipment Board comprises representatives of the workforce, federations, trade unions, health & safety, staff associations, occupational health and operational users. The board also receives recommendations from other groups i.e. Pedal Cycle User Groups, Firearms Equipment Boards.
- Should any users feel that a change is required to uniform standards, scales of issue or uniform available this will be driven through a risk assessment process with support of one of the Force

Safety Advisors. Should it be deemed a necessary adjustment then a business case proposal form (available from Facilities Management) must be completed, approved by the departmental senior leadership team before being presented to the Uniform & Equipment Board.

- However, in urgent cases that cannot wait till the next Uniform & Equipment Board WMP employees can contact Facilities Management directly. Retrospective approval will still need to be sought at the next Uniform & Equipment Board.
- All employees of WMP are responsible for adherence to this policy and in line with the Code of Ethics personnel also have the responsibility of challenging or reporting staff not adhering to this policy.
- Managers and supervisors are responsible for ensuring compliance with this policy by their officers and staff.
- The force will provide adequate storage rooms with appropriate, individually allocated suitable lockers for the safe storage of uniform and personal equipment.
- When on duty personnel must only use those items of uniform clothing or equipment that is Force approved and listed on the [Scales of Issue](#).
- When off duty (except whilst travelling to and from duty) personnel must not use items of uniform or equipment, nor must they knowingly allow unauthorised persons access to or use of such items of uniform or equipment.
- Uniform that is already within a user's Scales of Issue can be ordered directly through the NUMS system.

#### **CORPORATE IMAGE/GENERAL**

- All personnel must be smart, clean and well groomed.
- All uniformed officers and staff are to wear approved operational uniform unless they are engaged on specific activities that warrant an alternate Scale of Issue.
- Officers and staff are only to wear uniform approved for a specific duty whilst they are engaged on that duty (i.e. cycle clothing not to be worn on foot patrol.)
- Uniformed officers/staff working together must ensure that they are similarly dressed, management & supervisors will give guidance on uniformity to their officers/staff
- For those that are not in uniform, clothing must be appropriate business attire avoiding immodest clothing or casual wear unless duties dictate otherwise.
- Where casual clothing is appropriate, clothes must not have rips, tassles, large decorative belt buckles, excessive motifs branding or images or loose-fitting garments (e.g. maxi dresses). Smart jeans or chino style trousers are acceptable.

- Where officers and staff work remotely from home, casual clothing is permissible providing that a professional image is maintained in line with the spirit of this policy.
- Items of wear that could present a health and safety risk will be deemed as inappropriate.
- Skirts are available as an optional issue to officers, however, must not be worn for operational duties.
- Officers and staff working in inclement weather should consider the layering approach to uniform wear. Multiple thin layers will provide more warmth than fewer thicker layers. (waterproof jackets and trousers also provide wind protection and increase warmth)
- Where specific uniform and equipment instructions are given for a particular occasion, event planners and managers, where possible must balance operational and welfare factors, such a prevailing weather conditions.
- Officers who transfer into plain clothes duties or non-uniform roles will retain all uniform and equipment.

### **REASONABLE ADJUSTMENTS**

- Reasonable adjustments will be considered to accommodate disabilities as well as cultural, religious and life style beliefs (e.g. veganism).
- Managers will promote acceptable standards of dress and appearance in line with these adjustments.
- If the specific adjustment is not covered in this policy then it should be raised in accordance with the governance process to the Uniform & Equipment Board.

### **PERSONAL APPEARANCE**

#### **Hair**

- Hair must be clean, 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.
- To not detract from the professional image, haircuts in shapes, motifs, patterns and extreme styles are not allowed and hair must not be dyed in vivid or extreme “unnatural” colours i.e. blue, pink, and purple.

#### **Facial hair**

- A clean shaven appearance is preferable. However, beards and moustaches are permissible but must be kept neat and tidy.
- Beards grown for religious observance purposes must be accommodated.

- CBRN (chemical, biological, radiological & nuclear) trained personnel on CBRN training or duties must check with the CBRN instructional team with regards to any facial hair to ensure an effective seal can be made when wearing the respirator that has been issued.

### **Cosmetics**

- Make up may be worn in moderation and in a manner appropriate to the work environment i.e. not excessive. Operational officers must limit make up to natural colours/tones.
- Natural long nails or nail extensions are not permitted for operational officers and they must only wear natural/clear nail polish. Any polish worn must be maintained so as to retain a professional image.

### **Tattoos**

- Tattoos are not permitted that display or contain words, signs or symbols that are considered to be offensive, indicate alignment to a particular group (certain military or armed forces logos may be exempt and advice should be sought from HR as necessary) or indicate unacceptable attitudes.
- Tattoos are unacceptable if they are on the front of your neck above the collar line or on your face.
- Consideration can be given of tattoos on hands, back or side of the neck, below the collar line, ears (on and behind) or extensive tattoos on arms. This will include the consideration of the size, nature, placement and prominence of the tattoo(s).
- Any person contravening the above may be required to cover their tattoos or could ultimately be subjected to disciplinary action.
- If you are thinking of getting a tattoo and have any concerns with regards to this policy, please seek advice from SLT, HR, or PSD.

### **Jewellery**

- Wrist watches, band and/or engagement ring, one pair of discreet ear studs or “sleepers” and one small discreet tie pin (worn on tie or cravat and comply with force values) are the only items of jewellery permitted for operational officers.
- Body piercings that are not visible present a risk of injury and associated dangers for operational officers as they may get caught, detached, struck or impaled into the wearer’s body. You may be required to remove these while at work or carrying out tasks
- Cultural, health (alert bracelets) or religious items (Kara or Kirpan) are permitted where there is no significant risk to health and safety and any items worn must be out of sight beneath outer clothing or as unobtrusive as possible.
- Poppies may be worn in the period before and during Remembrance Sunday and Armistice Day.
- For all other staff, you may wear jewellery but must be business attire and maintain the professional image of the force.
- Jewellery is worn at your own risk and WMP are unlikely to be liable for any loss, damage or theft of such. You are therefore encouraged not to wear valuable jewellery to work.

## WARRANT AND IDENTIFICATION CARDS

- Warrant/Employee (including some partners/contractors) identification cards are issued by Shared Services to all officers and staff. Some officers and staff may be authorised to possess more than 1 card.
- Warrant/employee identification cards must be carried at all times whilst on duty and it is mandatory that warrant/employee identification cards are overtly worn at all police sites using a lanyard.
- However, it is understood that certain roles i.e. Response, Neighbourhood, OSU may only be on police premises for short periods of time. In this instance as long as the officer/staff is in full uniform with collar number/name badges visible and can produce their warrant card on request they do not have to wear a lanyard.
- Warrant/employee identification cards will have to be produced to gain access to police premises with Gateway entry/exit points. For buildings without Gateway officers/staff must present their card on entering the premises.
- When planning visiting overseas countries, if you intend to carry your warrant/identification card, advice must be sought in relation to current threat levels.
- Officers and staff are required to challenge colleagues or people on police sites who are not overtly displaying a card.
- SLT authorisation is required for new or replacement cards.
- Cards will be replaced on change in rank/grade, name or appearance (employees who have grown a beard may need to renew their card as it may no longer resemble their appearance)
- Old cards, recovered lost cards or cards of employees leaving the force must be sent to the Shared Services Access & Smart Card Team for destruction either directly or via Local Delivery Teams or managers.
- If a card is lost or stolen report must be submitted to your SLT and Shared Services notified immediately.
- Airport based plain clothes officers are issued with a badge which displays the force crest which is only to be worn for airport duties.
- There is an expectation that even when off duty, an officer will intervene or assist in the event of disorder or crime taking place. Whilst the carrying of warrant cards off duty is not mandatory, their use during any such intervention is invaluable for identification purposes
- Serious consideration should be given to not carrying warrant cards when an officer is engaged in off duty activity where an intervention would not be advisable i.e. socialising where alcohol has been consumed.

## SHIRTS

- Uniformed shirts are to be clean and neatly pressed.
- For Constables, Sergeants and Inspectors white shirts will be issued and worn for selected duties only. Chief Inspectors and above may choose the white or black operational shirt dependant on the requirement of each duty.
- Ties and cravats will be worn:
  - with a long sleeved white shirt, regardless of season
  - with short sleeved white shirts from 1<sup>st</sup> November to 30<sup>th</sup> April
  - at all times when wearing other garments (i.e. fleece/softshell, blouson jackets) regardless of season
- Open necked shirts may be worn at individual discretion from 1<sup>st</sup> May to 31<sup>st</sup> October except for certain special events. Only the collar (top) button may be unfastened and no garments must be visible underneath.
- Black operational shirts are issued to police officers and staff and are not to be worn with public order coveralls.
- Blue operational shirts are issued to Police Community Support Officers (PCSO)

## HEADWEAR

- Uniformed officers will ensure issued headwear is worn at all times whilst performing duties outside.
- For routine foot patrol or static duties (such as scene guarding) Officers, PCSOs & Special Constables will wear the custodian or bowler hats. Staff who do not have these available will wear their approved flat cap or hat.
- White Flat hats will be issued to Traffic officers in Central Motorway Policing Group (CMPG). Black Flat hats can be requested by officers posted to Response and Force Support Unit (FSU).
- Flat hats may also be issued as a gender-neutral option for Trans officers. To request a flat hat to be added to your scale of issue, please contact the head of the Uniform & Equipment Board or LGBT Network staff association if preferred.
- Caps, baseball or bump caps are only issued to officers and staff in designated roles. High visibility yellow baseball caps can be issued on request to FCID/plain clothes officers for core duties for identification purposes.
- Officers who wear turbans must use black or dark blue material whilst on duty.
- A hijab may be worn; however a niqab, burka or items that cover the face are not permitted. Kufis may be worn in addition to and underneath helmets/hats.
- A yarmulke or kippah (skull cap) can be worn in addition to and underneath helmets/hats.

- Where headwear is worn for religious or cultural beliefs, standard material may be obtained on request from Facilities Management and personnel must risk assess hazards presented by the activity being undertaken (e.g. public order duties, building site access)

### **EPAULETTES/SLIDERS, BADGES OF RANK, PERSONAL NUMBERS, MEDAL RIBBONS & BADGES**

- Epaulettes/sliders showing badges of rank/number are to be worn on the outer most garments and must be visible at all times, particularly during public order operations.
- Numerals and/or rank insignia must be worn by officers, special constables and police community support officers.
- Metal numerals and badges of rank are only to be worn on tunics.
- Certain armed officers will be exempt from displaying name badges or collar numbers, however they can be identifiable by a permanent pseudonym.
- Whilst performing acting duties or on temporary promotion, corresponding insignia shall be worn throughout the relevant period. Temporary sergeants will wear a three bar chevron, acting sergeants will wear a two bar chevron and all other ranks will display the insignia of that rank.
- Medal ribbons and/or commendation badges can be attached to tunics and soft shell jackets but not to waterproof and/or high visibility garments as this can affect the integrity of the item.
- Enamel Badges (i.e. long service) should be worn only as a single tie pin.
- Any other non-uniform adornments (including but not limited to commemorative badges, stickers, pins) must be discreet and in line with WMP vision & values.

### **NAME BADGES**

- Officer name badges must be attached to the outer most garment e.g. soft shell, blouson, body armour/cover.
- Where badges are Velcro fastened, it is the responsibility of the officer to ensure the correct badging is worn and remains fastened.
- Officers and staff, especially those who meet/deal with the public may wear a clip on plastic badge displaying their name and rank or position. This is always voluntary for police staff.
- Officers/staff may apply to SLT for consideration of being exempt from wearing a name badge (i.e. operational issues, surname of individual.) In the event a local decision is contested a report can be forwarded to ACC Operations for consideration.

### **PROTECTIVE VESTS**

- It is mandatory for all uniformed officers, special constables & PCSOs on operational patrol duties to wear personal protective vests at all time.

- Non-uniformed officers are to wear protective vests unless circumstances dictate otherwise and based upon a personal dynamic risk assessment (this does not negate the requirement for a written risk assessment where necessary). Officers can be instructed by a supervisor to wear a vest.
- The following points are in relation to current armour available and not to Next Generation Body Armour.
- The standard issue vest cover is high visibility yellow. This is the default and preferred vest option for uniformed staff to wear.
- Black PPE carrying vests will only be issued and worn by officers in designated roles.
- Covert vests will only be issued and worn by officers in designated covert roles.
- Stab/Ballistic plate carriers must always be worn close to the skin to maximise protection. Fleeeces, soft shell and coats must be worn over the top of plate carriers.
- Plain black plate carriers are issued to public order trained staff and must always be worn on public order duties.
- Officers with plain black plate carriers may wear them for plain clothes deployments if they have separate PPE carriage (belt/harness) and have appropriate means to identify themselves as Police Officers. However, if the risks are lower through wearing the standard yellow vest this must be the preferred option.
- Personnel are to retain their vest irrespective of postings or duties.
- It is recommended that individuals inspect their vests in accordance with the Inspection Procedure (detailed in the user guide) on a monthly basis to ensure it is in good condition
- Damaged vests or vest components (e.g. inner protective panels) must be replaced with a timely request to Facilities Management for replacement to be ordered. Damaged components must be returned to Facilities Management unless there is a CBRN contaminant present (for example blood or other bodily fluids).

## **HARNESSES**

- The covert harness used for plain clothes duty is the only style of harness approved for use. This is available to all FCID, PPU and other plain clothes personnel upon request.

## **OUTERWEAR**

- When outside and/or in public the outer most upper garment must usually be an item of high visibility fluorescent yellow unless operational requirements dictate otherwise.
- It is mandatory for full fluorescent jackets to be worn in certain scenarios (e.g. working near live carriageways).



- Outer garments (e.g. soft shell, car coat, blouson, lightweight high visibility jacket) will be worn over plate carriers and zipped no lower than mid chest/breastbone level.
- The wearing of the blouson or car coat is at the discretion of individual officers, however it is important officers working together agree a consistent approach.
- Only traffic and specifically designated groups of officers and staff are routinely issued with high visibility car coats and trousers.

## FOOTWEAR

- For use on duty, all uniformed officers, special constables and PCSOs must possess two pairs of black laced shoes or boots of plain design which are maintained in a good clean condition.
- Other uniformed staff must also wear black laced shoes or plain boots which are maintained in a good clean condition.
- Open footwear (e.g. sandals, flip flops) must not be worn in any role across the force as they can be dangerous and do not present a professional image.
- Officers and staff in some specialist roles may be required to wear footwear that is considered PPE. This footwear will be issued in accordance with an agreed scale of issue for that role.

## PERSONAL AND PROTECTION EQUIPMENT

- Handcuffs, Batons, irritant spray, Spit guards, First Aid Pouch and limb restraints are issued to police officers and special constables for carriage on the equipment belt, body armour carriage or harness.
- Their carriage and use are governed by Operations Learning & Development.
- These items are considered as work place equipment and are therefore subject to the [Provision & Use of Work Equipment Regulations 1998 \(PUWER\)](#), however, some items are considered to be Public Protective Equipment and are issued, stored, maintained and replaced in accordance with the [Personal Protective Equipment at Work Regulations 1992](#).
- Officers are required to provide evidence of PPE training to enable issue and replacement of this equipment.

## ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT (PPE)

- When required, additional PPE may need to be worn, for example during pandemics face masks, face shields, gloves and hand sanitizers are considered additional PPE for staff and these will be sourced and allocated by WMP.

**GLOVES & SCARVES**

- Scarves, snoods or similar are not part of WMP uniform and must not be worn as they are potentially dangerous where there is a risk of confrontation.
- A variety of gloves is available for issue to officers and staff and must be worn in accordance with rank/role/function or as directed.
- Officers must only wear gloves during periods of cold weather.
- Where staff and officers require gloves to perform specialist roles they may be considered PPE and must be worn in the circumstances that require their issue.

**EYE PROTECTION or SUNGLASSES**

- Officers or staff carrying out duties that require increased eye protection (e.g. cycling, public order or specialist searches) additional PPE eye protection may be required.
- The presumption should be that officers are able to wear such PPE protection in the absence of contravening factors but if necessary they are to refer the decision to supervision.
- Police drivers/passengers may wear sunglasses when driving in conditions of bright sunlight, however, the style of glasses must be appropriate for police duty.
- Sunglasses must not be worn routinely and must be removed when speaking to or dealing with a member of the public unless they have a prescription lenses.
- Expert guidance should be sought from Occupational Health, medical practitioners or opticians where sunglasses may assist conditions affecting the eyes or light intolerance (e.g. migraine, medications, hay fever symptoms)

**SEARCH OVERALLS**

- Disposable suits are available from Local Delivery Teams for officers conducting searches in locations where their uniform/clothes may become dirty.
- Force issued boiler suits for Health & Safety purposes are only issued to certain roles and will be included in the scale of issue for the applicable roles. However, a case can be made to the Uniform & Equipment Board if your role requires one.

**DRESS TUNICS/CEREMONIAL UNIFORM**

- Tunics and trousers without thigh patches/skirt are available on a permanent basis to officers under the following circumstances:
  - Officers of a Superintendent rank or above (including Temporary appointments)
  - Officers attending National Awards
  - Officers who routinely represent WMP as part of Staff Association work towards positive action or recruitment

- Officers who represent WMP as part of the force band
- Officers who routinely represent WMP during funerals as part of the honour guard.
- Tunics and trousers without thigh patches/skirt are available on loan to officers under the following circumstances:
  - Internal Force Level Awards Evenings (e.g. Diamond, Chief Constable's Awards, Long Service)
  - Officers attending a funeral following the death in service of a colleague as part of the honour guard or pallbearers.
  - Officers representing WMP at official engagements at international events or international force sports.
  - Official visits e.g. Buckingham Palace or Downing Street
- Other circumstances for consideration should be referred to the officer's Head of Department for approval before submission to the Head of Facilities.

### **Loan Service**

- The loan service is managed by Facilities Management and the Facilities Manager (Hard) is the final arbiter on matters relating to this service.
- The service offered is dependent on operational priority of Commercial Services and the availability of stock.
- Requests for loans of ceremonial uniform must be submitted via the My Service portal with a minimum of two weeks' notice prior to the event to facilitate fitting and attachment of insignia.
- Officers must advise of any change of rank, commendations or medal ribbons when requesting the loan of ceremonial uniform.
- Officers who require fitting need to contact Facilities Management to arrange a suitable appointment.
- Items are stored and prepared for issue by DHL, formal wear will be ordered on your behalf and then delivered to the agreed delivery location.
- There are no options to purchase or retain items on loan issued under this scheme.
- Officers are responsible for the return of loan ceremonial uniform in person by the agreed date to Facilities Management.
- Officers must ensure the uniform is stored appropriately and returned in a suitable condition.

### **UNIFORM FOR OFFICERS IN SPECIALIST POSTS**

- Only items that have been officially issued or authorised by WMP are to be used by officers employed in specialist posts.

- Items of specialist uniform or clothing may only be worn when officers are carrying out that task/role. (i.e. cycling kit must not be worn on foot patrol or carrying out office duties.)
- Officers in specialist duties requiring specialist equipment e.g. motorcycle garments will need to attend Facilities Management via appointment for fittings.
- Officers undertaking specialist post training will be issued kit for training purposes directly by Learning & Development, any further equipment/uniform required for deployment upon successful completion of the course can be obtained via Facilities Management.

### UNIFORM FOR NEW & EXPECTANT MOTHERS

- New and expectant mothers have a right to wear non-uniform.
- New & expectant mothers must receive a New and Expectant Mother's Risk Assessment in accordance with the relevant regulations ([Regulation 18 Management of Health & Safety at Work Regulations 1999.](#))
- It is essential that appropriate risk assessments are conducted to ensure that neither new / expectant mothers or their unborn child are placed in any undue danger by wearing uniform or carrying PPE.
- Tailored maternity shirts are available for pregnant officers and staff and are designed not to be tucked in.
- Maternity black trousers or appropriate skirts can be purchased externally and an expenses claim submitted for the cost of the garments. (Claims are limited to £25 per garment with 2 trousers/skirts at a time.)

### ATTENDANCE AT COURT

- Officers attending any court or tribunal must be dressed in operational uniform and uniformed police staff in smart uniform.
- The following are exceptions:
  - FCID, PPU or other dedicated plain clothed or non-uniform role officers/staff
  - Personnel attending court to give evidence in cases as an involved party of a road traffic collision.
  - Personnel attending court on a rest day or annual leave where less than 24hrs notice is given.
  - Personnel attending court as a defendant or in connection to matters not arising out of police duty
  - Where special permission has been given by Inspector or above/Departmental Manager
- Where the above exceptions apply personnel must dress in smart business attire.
- A tie or cravat must always be worn with a white shirt when attending court or tribunals.

## **PUBLIC ORDER/PUBLIC SAFETY DUTIES**

- Public order dress codes are set out in the attached guidance document and are to be adopted by public order and non-public order trained officers deployed within a public order/safety operation.

## **UNIFORM ISSUE/ORDERING PROCEDURE**

- [Uniform entitlements \(Scales of Issue\)](#) are published on the My Service Portal.
- Uniform & equipment must only be ordered when their current issued items become unserviceable or no longer fits.
- Requests for new or replacement items of uniform or equipment which do not require a fitting will be placed via My Service and selecting ordering uniform and equipment.
- Officers and staff must not attend Facilities Management for routine issues or exchanges all requests must be made via MyService.
- If single or few officers require emergency issue of kit, a request should be submitted via MyService and Facilities Management contacted in office hours to prioritise this request.
- Should an incident occur outside office hours which removes a large number of officers from being able to be deployed due to uniform unavailability/replacement, their supervisor should contact the FIM. They will determine if Facilities Management are called out to support the emergency issue or ordering of items to maintain operational resilience.
- If individuals cannot access items of uniform or equipment required on the portal, they will need to submit an access request. This will then be assessed by a super user and authorisation from the officers/staff supervision may be required.
- When new items of uniform and equipment are introduced on a phased basis (replace old with new when requests made), an individual's request for a new item will be refused if their current item is still serviceable.
- Items previously ordered within 12 months will be automatically declined by the system. Users should submit a request using the 'NUMS Uniform & PPE Ordering Enquiry Form' which will be assessed by a super user and actioned appropriately.
- Items will be delivered to the chosen delivery location and a delivery confirmation email will be sent by DHL.

## **UNIFORM FITTING APPOINTMENTS AND ALTERATIONS/REPAIRS**

- Fitting appointments will only be arranged for:
  - New starters/recruits
  - Fitting of specialist items e.g. motorcycle, public order, firearms
  - Body Armour refits
  - Tunic fitting

- Maternity clothing
- As directed by Occupational Health
- Facilities Management will determine if a fitting appointment is necessary, appointments should only be requested by calling 862 6318 (officers/staff should not attend Facilities Management in person for this purpose)
- Any required alterations to garments will be carried out by DHL staff unless and alternative service is authorised by the Logistics Manager.
- Any garments requiring alterations or repairs must be cleaned before being forwarded to DHL technical staff.
- Items will be returned via the force dispatch system.
- All enquiries regarding repairs or alterations should be referred to Facilities Management who will liaise with DHL on your behalf.

#### **CARE OF UNIFORM**

- Uniform and Equipment must be stored correctly and maintained in a good, clean, serviceable condition ready for use.
- Manufacturer's care instructions and washing/drying guidelines must be followed for cleaning and maintenance of uniform and equipment.
- Care must be taken to prevent damage, loss of safety/integrity of items and to maintain the appearance of uniform & equipment during washing or drying.
- Headwear and outer garments are not suitable for drying through heat and must be hung up to dry naturally (drying rooms, where available are satisfactory for this need).

#### **LOSS OR DAMAGE**

- Any loss, defect or damage to uniform/equipment must be reported to a supervisor at the earliest opportunity.
- Arrangements must be made for uniform or equipment deemed as PPE to be replaced as soon as possible.
- If the item has been lost or damaged through negligence then the supervisor can authorise for the officer to be charged the replacement cost, except for PPE.
- Contaminated uniform if not required for evidential purposes, is to be treated as contaminated waste and must not be returned to stores in any circumstances. Contaminated waste bags are available around the force (these will be available in most custody blocks.)
- Estimated values of a garment required for court purposes can be provided on request by Facilities Management, Commercial Services Section.

## RETURNING UNIFORM

- Any unused, surplus or obsolete uniform and equipment is to be returned via the 'End of Life' bags located at the [DHL collection/drop off points](#). These will then be securely disposed of. (This does not remove the requirement for all officer to have current operational kit when working non-uniformed roles)
- If ordered uniform needs to be returned, the returns process can be found on My Service. Uniform must not be returned to facilities management.
- Uniform and equipment is to be handed in on cessation of service with the Force to the NPU or Department in which the individual is based.
- It is the responsibility of their Manager/Supervisor to ensure that these items are returned.
- Particular vigilance must be exercised with regards to identification items (e.g. warrant card, badged items) and PPE.
- Under no circumstances will police uniform or equipment be passed to non-police individuals or offered for sale by means.

## MEMORABILIA

- Requests for items of uniform and equipment to present to other forces/officers representing other forces during official visits or business can be made via the MyService Portal.
- A limited amount of a restricted range of items may be provided, subject to availability. For guidance, helmets are usually presented to organisations rather than to individuals.
- For non-official visits or business (e.g. holiday visits), recommendations can be made to contact West Midlands Sports & Social Club or The Lockup for memorabilia at their own cost.
- Requests from collectors of police memorabilia are not accepted.

### Procedural Guidance Documents List:

- **Definitions & Acronyms**
- **Public Order Duties**

### Publication Instructions:

(\*delete as appropriate)

- Suitable for publication to public

**Policy Ref:** COM/01

**Version:** 1.3

**Date:** 08/09/2021

**Review Date:** 06/09/2022

**Policy Author:** CI Gareth Mason

**Policy Contact:** CI Gareth Mason

*Any enquiries in relation to this policy should be made directly with the policy contact shown above.*

**Force Executive Approval:**



**CHIEF CONSTABLE**



**Monitoring and Review**

<b>Version</b>	<b>Date Reviewed</b>	<b>No change / Minor Changes / Major Changes (detail)</b>	<b>Amended / Agreed by</b>	<b>New review date</b>
1.1	05/11/2020	Minor: Clarity provided by CBRN re facial hair and respirators – some types allow beards to now be kept	Richard Savigar Gareth Mason	05/11/2022
1.2	06/09/2021	Minor: Amended departments which are entitled to flat hats. Also included that trans officers can request one. Added line regarding remote working and professional image to be maintained	Gareth Mason	06/09/2022
1.3	08/09/2021	Minor: inclusion of dark blue material for turbans	Gareth Mason	06/09/2022