

## **Uniform, dress standards and appearance**

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**Note:** Details about body armour have been removed and can now be found in these chapters - '[Body Armour System \(BAS\) policy](#)' and '[Stab Resistant Body Armour \(SRBA\) policy](#)'. Details about high visibility garments are now covered in the '[High Visibility Safety Garments](#)' chapter.

## **Policy statement and principles**

### **What (is this chapter about?)**

This chapter sets out/details minimum standards for dress and appearance, including the wearing of uniforms (including footwear for those in response roles). It should be used as a guide to assist employees adhere to these standards, and to exercise sound judgement on what is and is not appropriate.

### **Why (is it important/necessary?)**

Police sets standards of dress and appearance that present a professional image to the public and colleagues, both inside and outside Police premises.

Uniformed Constables who interact with the public must be clearly identifiable by either name or registered number (located on detachable epaulettes). No employee can wear the full insignia for a position level for which they have not yet qualified.

### **How (do we enact/enable the policy?)**

Employees must ensure that all uniform items are kept clean and replaced as necessary in order to maintain a high standard of appearance. All uniformed employees must be smart, clean and well-groomed, and always portray a professional image.

Police provide a uniform to all employees who hold the office of constable, selected authorised officers/temporary constables and Police employees. Police may also provide clothing with Police logos to non-Police employees such as Police chaplains.

Employees issued with a uniform must always wear their uniform when on duty unless they are required to wear plain clothes.

## Introduction

New Zealand Police aspires to be a world class Police service that has the trust and confidence of the public and the communities it serves. How Police employees present themselves impacts, both positively and negatively, on the way the community views Police and this ultimately impacts on public satisfaction and confidence in policing.

Police set standards of dress and appearance that present a professional image to the public and colleagues, both inside and outside Police premises. These standards balance the competing needs of health and safety, professionalism and effective policing. Anything that detracts from the professional image of Police must be avoided.

The Police uniform is integral to a visible Police service and portrays an image which instils confidence, trust and respect for the person wearing it.

Police work in a variety of situations and may wear different styles of approved uniform appropriate to the type of situation they are facing. The style of uniform being worn in a situation sends a strong signal to the public about how Police intend to police the situation. A Police employee dressed in their uniform unhurriedly walking the street portrays the image that all is well. They're approachable and provide those in the community around them with a sense of order and safety. On the other hand, a Police employee dressed in protective equipment with the visor of their helmet down portrays an image of authority and strength.

The Police uniform conforms to a number of guiding principles and is designed to:

- convey professionalism and fit with the values and principles of policing
- provide clear identification and accountability of Police and the powers they hold
- reinforce the image of Police as a trusted and respected part of the community
- support a visible Police service and connect with the traditions of policing in New Zealand by recognising both Police's and New Zealand's cultural heritage
- be distinctly Police and support the concept of "one Police"
- be modern, comfortable and fit for purpose - a uniform that all Police are proud to wear
- be non-discriminatory
- be nationally consistent across the country and across the various specialist groups.

All employees, whether in uniform or not, are expected to contribute to the positive image of Police by maintaining a high standard of personal appearance while on duty.

Police must look smart, act smart, and be smart.



Click on this [link](#) to see examples of correctly worn uniform.

## Responsibilities

### Employer (Police) responsibilities

Police is responsible for:

- specifying the items of clothing and equipment that constitute an approved uniform, including the relevant additional items for employees trained in and performing specialist roles
- providing employees with uniform and equipment appropriate to their role and enabling them to carry out their duties effectively and safely, while portraying a professional image of Police
- ensuring an approved uniform has items available to meet employees' cultural and religious needs
- providing employees with the necessary personal protective equipment appropriate to their role once training with the equipment has been completed
- renewing or replacing uniform items or equipment when they become unserviceable as a result of policing activities or through normal wear and tear
- consulting with employees in relation to clothing and equipment requirements.

### Employee's responsibilities

All uniform items, equipment and protective clothing remain the property of Police and employees must secure them against loss or theft. When an employee ceases employment, or changes their sizing all uniform items must be returned to Police. Uniform items must not be sold or provided as souvenirs.

All employees, whether uniformed or not, are expected to maintain a smart, professional, clean and tidy standard of dress and appearance, unless their duties dictate otherwise. It is everyone's responsibility to help maintain and improve the professional image of the Police.

[Uniformed employees](#) must only wear approved uniform including badges and insignia, or equipment appropriate to their role and issued by the Police. Uniforms must be kept clean, neatly pressed and in serviceable condition.

### Misconduct

Failure to comply with Police policies on uniform, dress standards and personal appearance may be considered misconduct under the Police '[Code of Conduct](#)'.

### Supervisors' responsibilities

Supervisors are responsible for ensuring:

- their employees are presentable and wear only approved uniform and equipment as described in this chapter
- that their employees' uniforms are clean, tidy and serviceable.

Supervisors are expected to provide guidance on uniform, dress and appearance standards when necessary. If a supervisor has concerns about an employee's appearance they should discuss this with the employee in the first instance. If the employee's uniform, dress or appearance does not meet the standards in this chapter the supervisor may consider alternate duties for the employee or may require them to change their uniform or appearance.



## Governance

### Who approves uniform?

The Commissioner and/or the Assistant Commissioner: Frontline Capability (delegated in accordance with section [17](#) of the Policing Act 2008) approves all changes to uniform, badges and insignia, including specialist uniforms and authority to wear.

### How are changes to uniform approved?

Frontline Capability Group maintains a work programme, approved by the [AC](#) Frontline Capability, of all uniform items under review. New items are prioritised and added to the programme based on significant benefit.

These criteria are used to determine significant benefit:

- appearance
- comfort
- compatibility with other items
- safety/[OSH](#)
- functionality/fit for purpose
- performance.

## Who is required to wear uniforms and when?

### Who wears uniform

Police provide a uniform to all employees who hold the office of constable.

Police may provide a uniform to employees authorised under section [24](#) of the Policing Act 2008 (authorised officers) to:

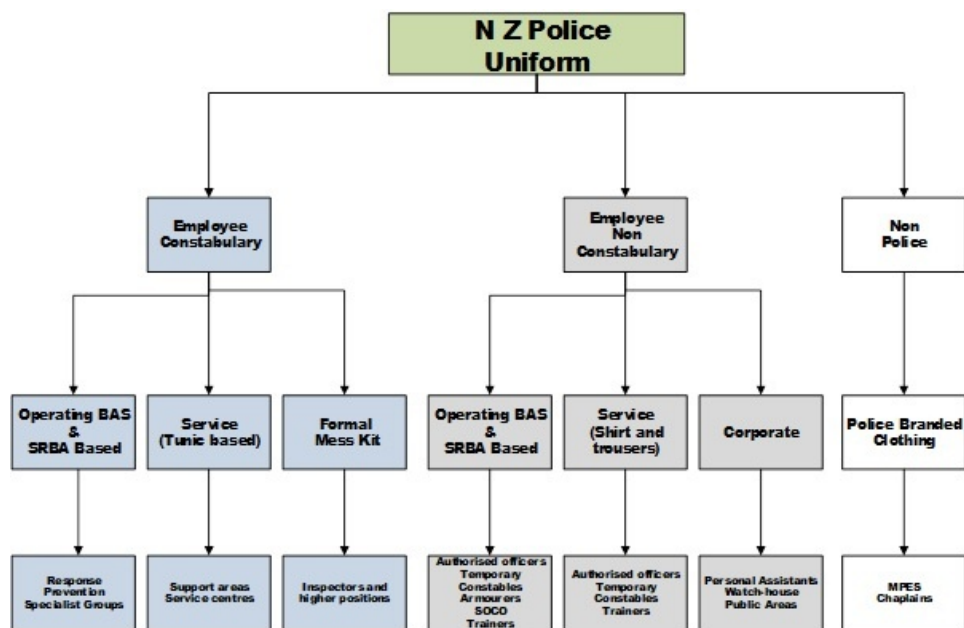
- exercise the powers of a constable, or
- perform a policing role set out in [schedule 1](#) of the Act (e.g. Police jailers, escorts, and guards).

Police may provide a uniform to selected employees without constabulary powers. (e.g. Police forensic employees).

Police may also provide clothing with Police logos to non-Police employees such as Police chaplains.

### Uniform styles

Uniform styles for Police employees (and non-Police who are approved to wear Police logo clothing) will follow these categories.



The Director: Capability will determine which style of uniform certain employees should wear.

### When uniform must be worn

Employees issued with a uniform must always wear their uniform when on duty unless they are:

- [required](#) to wear plain clothes
- directed to wear plain clothes by a supervisor (temporary)
- authorised by their District Commander or Director to wear plain clothes.

Employees may wear uniform travelling to and from duty.

For the purposes of wearing uniform only, 'on duty' is defined as the period from when you commence your rostered duties until the time you finish your duty.

Employees not on duty may wear uniform at Police funerals, ANZAC Day parades or other events approved on a case by case basis by their District Commander or Director. See '[Ceremonial](#)' chapter for details on parades, funerals and other occasions.

[CIB](#) employees must wear uniform when on interchange duty to the [GDB](#).

Employees issued with a uniform who are on call must wear their operational uniform when responding to a call out, unless the urgency of the situation precludes this. In these urgent situations employees must ensure they are clearly identifiable as Police and exercise their judgement on what is deemed appropriate to wear given the situation.

## Exemption from wearing specific uniform items on medical grounds

Police employees may seek an exemption from wearing prescribed uniform items on medical grounds. The exception is body armour which is a safety item, no general exemption can be granted. See '[Body Armour System \(BAS\) policy](#)', '[Stab Resistant Body Armour \(SRBA\) policy](#)' and the '[High Visibility Safety Garments](#)' chapter.

The employee's application, setting out the reasons for seeking an exemption or variation and the medical evidence supporting it must be sent through the employee's supervisor to their district's Health and Safety Officer who will provide advice to the District Commander or Director.

The District Commander or Director:

- considers the application on a case by case basis and attaches a recommendation to the application
- forwards the application and recommendation to the Director: Capability who, in consultation with the Director: Safer People, will consider the application and provide a written decision on the application.

The decision must detail whether or not the application for an exemption is approved, and if approved:

- what alternative items(s) of clothing are authorised as a replacement (where possible, other suitable Police uniform items should be used to replace exempt uniform)
- any conditions the approval is subject to.

## Being 'in uniform'

The term 'in uniform' is used in legislation and enables Police to exercise their powers without having to produce evidence that they are a Police employee.

Section 4 of the Policing Act 2008 defines uniform as being distinctive clothing or equipment that is issued by the Commissioner to be worn by Police employees while on duty and having a colour scheme, pattern or style that enables the person wearing it to be readily identifiable as a Police employee.

For employees to be 'in uniform' they must only wear items of clothing or equipment that have been approved by the Commissioner. Employees wearing items of clothing or equipment not approved by the Commissioner or items approved only for special conditions are **not** deemed to be 'in uniform' and therefore may not be able to legally exercise their powers.

CIB staff **are not** deemed to be in uniform if wearing overt body armour over plain clothes.

## Improper use of uniform

Items of Police uniform or equipment must only be worn by Police employees when on duty, travelling to and from duty, attending Police funerals, ANZAC Day parades and other events approved on a case by case basis by their District Commander or Director. Uniform or equipment items must not be worn in theatrical performances, at sports events, or at social occasions such as fancy dress balls.

Employees must not use items of uniform or equipment issued to another employee without that employee's express permission. Employees must not remove any item issued to another employee from the place where it is kept.

## Who holds uniforms in reserve

All constables required to wear plain clothes must hold a uniform in reserve against possible future requirements.

## Plain clothes

### Who approves wearing plain clothes?

Constables in the General Duties Branch must not be engaged on full time or temporary duties in plain clothes without the authority of the District Commander or Director.

### Who wears plain clothes?

All employees not issued with a uniform are authorised to wear plain clothes when working.

Constables are **authorised** to wear plain clothes on duty when they:

- are transferred to or relieve in the [CIB](#)
- are on attachment or interchange to the [CIB](#)
- attend the [CIB](#) Detective Development Course
- are in the [CIB](#) and attending promotional courses at the Royal New Zealand Police College
- are authorised by a District Commander or Director to perform plain clothes duty (either temporarily or on a full time basis)
- are Police photographers.

Youth Aid (and all its derivatives - Youth Crime, Youth Action, Youth Investigators) constables, authorised officers and employees who are supplied with an operational uniform (where applicable) must be in uniform. However, they may wear plain clothes while on duty:

- when requested by a court
- directed to wear plain clothes by a supervisor (temporary)
- when otherwise authorised by a District Commander or Director.

Such authority by a District Commander or Director may be generic, dependent upon role and risk.

### Plain clothes allowances

Constables who are required to wear plain clothes are eligible for a plain clothes allowance. Refer to the relevant [employment agreement](#) for details of the plain clothes allowance.

### Who is not eligible for a plain clothes allowance?

These employees are not eligible for plain clothes allowances:

- any employee issued with a uniform
- constables who are directed to perform plain clothes duty on a temporary basis
- Youth Services constables, unless plain clothes duty was approved by a District Commander or Director
- [CIB](#) employees who are issued with a uniform for interchange duty.

## Requirements when wearing uniforms

### Common uniform styles should be adopted

When employees are working together and in contact with the public as part of a recognisable Police presence they should adopt a common style of uniform, normally specified by the supervisor. Where there is a pre-planned operation the Operations Commander should specify the style(s) of uniform to be worn by those involved as part of the operations order.

When specifying a particular style(s) of uniform to be worn the supervisor or operations commander should:

- consider the impact of the style(s) of uniform on the public
- select a uniform style(s) that balances the competing priorities of community reassurance, effective policing and staff safety.

See also: '[Community Impact Assessments](#)' chapter.

Dress of the day may be directed by a District Commander, Director or supervisor and must conform to the standards outlined in this chapter.

### Seasonal changes

The designation of cold weather stations is no longer used. Police do not have a dress code based on seasonal changes. Employees are expected to wear uniform items appropriate to their duties and the weather conditions irrespective of the time of year.

### Hats and other headwear

Hats and other headwear are an integral part of uniform and must always be worn outside the confines of a Police station or vehicle, unless the urgency or difficulty of the situation precludes it.

Supervisors and Operation Commanders should take into account the weather conditions when determining the type of hat to be worn by a shift or for an operation.

This table outlines when the various styles of uniform hats may be worn.

Hat/headwear style	Purpose and occasions for wearing
<b>Forge cap</b>	<ul style="list-style-type: none"> <li>- Is the standard headwear.</li> <li>- Can be worn in all situations.</li> </ul>
<b>Wide brimmed hat</b>	<ul style="list-style-type: none"> <li>- Primarily designed to protect employees from the sun.</li> <li>- Must not be worn with tunic.</li> </ul>
<b>Beanie</b>	<ul style="list-style-type: none"> <li>- Designed to protect employees from extreme cold weather.</li> <li>- Must only be worn:               <ul style="list-style-type: none"> <li>- with the operational uniform</li> <li>- with duty jacket, high visibility safety raincoat or the high visibility long sleeved safety jacket.</li> </ul> </li> <li>- May be worn subject to operational requirements when approved by a District Commander or Director.</li> <li>- Must not be worn with short sleeved shirts/sleeveless high visibility jerkin/jersey as the outer garment.</li> </ul> <p>This policy is subject to review if non-compliance is deemed to be an issue by the Director: Capability.</p>
<b>Turban</b>	May only be worn by employees of the Sikh religious faith.
<b>Hijab</b>	May only be worn in compliance with the policy <a href="#">below</a> .

Hat/headwear style	Purpose and occasions for wearing
<b>Baseball caps</b>	<ul style="list-style-type: none"> <li>- Must only be worn with the appropriate approved specialist/training uniform by: <ul style="list-style-type: none"> <li>- <u>AOS</u> / <u>STG</u> / <u>PNT</u> (black baseball caps)</li> </ul> </li> <li>- Teams below wear blue baseball caps: <ul style="list-style-type: none"> <li>- <u>SOCO</u>*</li> <li>- <i>Motorcycle staff</i>*</li> <li>- <i>Dog section</i>*</li> <li>- <i>Specialist Search Group</i>*</li> <li>- <i>Search and Rescue</i>*</li> <li>- <i>National Clan Lab</i>*</li> <li>- <i>Serious Crash Unit</i>*</li> <li>- <i>National Dive Squad</i>*</li> <li>- <i>Air Support unit</i>*</li> <li>- <u>DVI</u>*</li> <li>- <u>CVST</u>*</li> <li>- <i>Maritime Unit.</i>*</li> </ul> </li> <li>- <i>*these teams will not wear blue baseball caps <b>following the current</b>, national roll-out of blue operational caps (see next section).</i></li> </ul> <p>With the exception of motorcycle staff, must not be worn with the general duties operational uniform, any service uniform or any formal and mess uniform.</p>
<b>Operational cap (blue)</b>	<ul style="list-style-type: none"> <li>- The operational cap can only be worn with the operational uniform.</li> <li>- The Operational cap is an optional choice of headwear.</li> <li>- Is to be worn in accordance with the Operational Cap guidelines below.</li> </ul>
<b>Scrunch caps</b>	<ul style="list-style-type: none"> <li>- May be worn by Protection Services, STG and other covert teams, when deployed covertly armed.</li> </ul>
<b>Beret</b>	<ul style="list-style-type: none"> <li>- <u>AOS</u> / <u>STG</u> / <u>PNT</u></li> <li>- May only be worn on ceremonial or administration duties.</li> </ul>
<b>Public Safety Unit helmets</b>	May only be worn when directed by the Operations Commander or Incident Controller.
<b>Ballistic helmets</b>	May only be worn by <u>AOS</u> or <u>STG</u> .

## Police operational cap guidelines

The Police operational cap (blue) is a headwear option, approved for wear only when in operational uniform by those who are:

- uniformed Constabulary employees; or
- CIB members when wearing overt SRBA/BAS.

Guidelines for wearing the Police operational cap:

- The operational caps must only be worn with the Operational uniform or plain clothes when wearing SRBA/BAS.
- The wearing of the operational cap is optional unless otherwise directed by a Supervisor or District Commander or as part of an operational requirement. Other approved and issued operational headwear can also be worn with an operational uniform, e.g. forage cap.
- Operational caps are not approved for wear at ceremonial or official occasions, at Court or at other times considered inappropriate.

- Operational caps are always worn with the peak facing forward.
- Operational caps are not to be hung from SRBA/BAS, the duty belt or trouser belt loops.
- The operational cap is not a sun hat and will not provide protection during extended exposure to the sun. Take precautions against the effects of sun exposure, e.g. wear the wide brimmed hat and use sunscreen.



### Scrunch caps

At times there may be operational deployments involving Police staff in covert roles that will be covertly armed. Groups that use the scrunch caps are: STG, TOG, DPS, AOS and Surveillance.

The scrunch cap is to be carried by staff during such deployments so that if they are required to act in public and visibly draw or display a firearm, they will put on the scrunch cap.

This cap is to identify that person as a Police employee.





## Hijab headwear

### What is a Hijab?

The Police Hijab is a Police uniform item for female staff of the Muslim faith issued with uniform, including Constables, Authorised Officers/Temporary Constables and uniformed non-sworn employees.

A hijab may be worn fulltime or only during specific Muslim cultural and religious periods. Islamic practise is expressed differently in many countries and this influences how and when a Hijab is worn. The Police Uniform Hijab is a fitted head piece and can be worn with all issued uniform and covers the hair, ears and neck leaving the face uncovered. The ends of the Hijab must be tucked into the collar and shoulder areas of the operational or dress shirt, leaving epaulettes, QID, name badge, medals and coat of arms visible at all times. It must be worn in such a way that **all** Police issued headwear can be worn over it as required by the 'Uniform, Dress Standards and Appearance' policy in this chapter.

### Police issued and approved hijab

Only the approved Police uniform Hijab must be worn with issued Police uniform items as shown in the pictures below.



Hijab with Operational Uniform



Hijab with Dress Uniform

### Approval process

Approval to wear the Police issue Hijab, either full-time or only during specific Muslim cultural and religious periods, must be sought from the staff member's District Commander or delegated Supervisor by completing the Hijab Approval form which can be downloaded



from MS Word>Police Forms (I - Z)>Operations Group or by clicking on the link below.

 [Hijab Approval Form - Nov 2020](#)

52.29 KB

**Note:** 'Full-time approval' means the staff member must wear the hijab **at all times** when on duty.

Corporate employees of the Muslim Faith can wear their own hijab in the traditional manner and in keeping with the overall image of Police with approval from their supervisor.

Non-Muslim constabulary can request approval from the District Commander to wear a Police uniform hijab while wearing a Police uniform **only** for the purpose of visiting a mosque.

#### Other issues when wearing a Police Uniform Hijab

- The Hijab must be worn in a manner that is neat, safe and consistent with the rest of the uniform.
- Pins, brooches or safety pins **must not be used** as fasteners with the Police hijab.

#### Police ID card and identification

If an employee wears the hijab **at all times** while on duty, their Police ID card must show them wearing the hijab

If an employee elects to **no longer wear** the hijab full-time or only wears the hijab occasionally, the Police ID card must show them without the hijab.

The face of a hijab wearer must **always** be visible and identifiable.

#### Removal of the Hijab for security or other purposes

Those who wear the Hijab must be prepared that there may be circumstances where they may be required to remove the Hijab for security reasons, e.g. Airport searches.

#### Ordering

The Hijab is available in two colours:

- **dark blue** for Constabulary, and
- **black** for Authorised Officers (AO) / Temporary Constable (TC) and non-sworn employees issued with uniform.

The Hijab is a special order item and manufactured when ordered. Initial issue and replacement is ordered through Area Executive Officer or the Advisory Officer: Deployable Assets, Frontline Capability Group, PHNQ.

#### Maintenance and care

For cleaning follow the care instructions on the garment.

### Requirements for wearing uniform items

These tables outline the requirements for wearing various items of Police uniform for constables, recruits and authorised officer/temporary constable employees.

#### Uniform overalls

There are specialist groups that have approval to wear and use uniform overalls - these groups are listed [below](#) . Groups that are not approved to wear uniform overalls may upon approval by the District, be issued with uniform overalls when working in conditions where the operational uniform would not be appropriate. Uniform overalls are not to be worn routinely as a general uniform.

#### Constables and recruits

If you wear this uniform item...	you...
----------------------------------	--------

If you wear this uniform item...	you...
<b>long sleeved service shirt</b>	<ul style="list-style-type: none"> <li>- may wear it with or without a tie</li> <li>- must be rolled down sleeves and button up</li> <li>- can only unfasten top button if you don't wear a tie</li> <li>- must wear a tie if you wear under tunic</li> <li>- must wear epaulettes, registered numbers for senior sergeants and below, name badges for inspectors and above, medal ribbons and merit brooches if worn as the outer most garment.</li> </ul>
<b>short sleeved service shirt</b>	<ul style="list-style-type: none"> <li>- may wear with operational trousers</li> <li>- may wear it with or without a tie</li> <li>- can only unfasten the top button if you don't wear a tie</li> <li>- may wear it without a tie under overt <u>SRBA</u></li> <li>- must wear a tie if you wear it under the tunic</li> <li>- must wear epaulettes, registered numbers for senior sergeants and below, name badges for inspectors and above medal ribbons and merit brooches if worn as the outer most garment.</li> </ul>
<b>operational shirt (both short and long sleeved)</b>	<ul style="list-style-type: none"> <li>- only wear it with overt BAS or <u>SRBA</u></li> <li>- do not wear ties.</li> </ul>
<b>operational trousers</b>	<ul style="list-style-type: none"> <li>- do not wear with tunic.</li> </ul>
<ul style="list-style-type: none"> <li>- tunics</li> <li>- duty jackets</li> </ul>	<ul style="list-style-type: none"> <li>- must fasten or button them up at all times</li> <li>- must wear a tie with tunic irrespective of whether a short or long sleeved service shirt is being worn, unless wearing overt BAS or <u>SRBA</u></li> <li>- only wear tunic with heavyweight service trousers</li> <li>- may wear duty jacket with or without a tie</li> <li>- must wear duty jacket over the top of overt BAS or SRBA (the duty jacket is not worn under overt BAS or SRBA)</li> <li>- must wear epaulettes, registered numbers for senior sergeants and below, or name badges for inspectors and above on the outer most garment</li> <li>- must wear medal ribbons and merit brooches on tunics unless medals worn</li> <li>- do not wear medals, medal ribbons or merit brooches on duty jackets.</li> </ul>
<b>specialist garments - authorised for specialist groups</b>	<p>may wear these items if a member of the specialist group:</p> <ul style="list-style-type: none"> <li>- <u>AOS /STG/PNT</u> black jacket</li> <li>- motorcycle safety jacket, helmet, gloves, boots, over trousers and wet weather high visibility safety garments</li> <li>- Maritime Unit and National Dive Squad wet weather over-trousers, raincoat and personal flotation devices</li> <li>- Air Support Unit flame retardant shirt and trousers.</li> </ul>
<b>overt <u>SRBA/BAS</u></b>	<ul style="list-style-type: none"> <li>- do not wear ties</li> <li>- do not wear medal ribbons or merit brooches</li> <li>- must wear epaulettes, registered numbers for senior sergeants and below, or name badges for inspectors and above on the outer most garment</li> <li>- may wear with duty belt and appointments.</li> </ul>

If you wear this uniform item...	you...
<b>jersey</b>	<ul style="list-style-type: none"> <li>- may wear it either as an outer garment or under overt BAS or <u>SRBA</u></li> <li>- must: <ul style="list-style-type: none"> <li>- not tuck them into trousers or skirts</li> <li>- wear epaulettes and/or name badge if it is worn as the outer most layer</li> </ul> </li> <li>- do not wear medal ribbons or merit brooches</li> </ul>
<b>dress shorts</b>	<ul style="list-style-type: none"> <li>- must wear Police issued navy blue socks and black polished shoes - or if likely to respond to incidents in hot, sandy environments, Police issued black boots - of an acceptable uniform safety style.</li> </ul> <p><b>Note:</b> Navy blue dress shorts may only be worn at designated stations approved by the District Commander. Generally, these stations are in resort areas that experience high temperatures and shorts are worn in the wider community.</p>
<b>epaulettes - position level (rank)</b>	<ul style="list-style-type: none"> <li>- must wear soft embroidered epaulettes (all ranks) with service shirts, overt srba, jersey, duty jacket, high visibility jackets/raincoat</li> <li>- must wear soft embroidered epaulettes on tunics (senior sergeants and below); inspectors and above wear metal rank components attached directly to garment epaulette</li> <li>- provisional inspectors wear provisional rank slide on epaulettes on tunic and mess jacket until fully qualified, when inspector metal rank components can then be attached to garment epaulette.</li> </ul>
<b>white gloves</b>	<p>must wear white gloves when directing traffic and may wear them as part of a guard of honour or marching escort.</p>
<b>black gloves</b>	<ul style="list-style-type: none"> <li>- must only be worn with long sleeved outer garments unless: <ul style="list-style-type: none"> <li>- policing an incident where the risk of injury to hands is high</li> <li>- the lack of prior warning makes this impractical</li> </ul> </li> <li>- must not carry gloves folded over the front of the duty belt</li> <li>- may wear black gloves in cold weather to provide cold weather protection</li> <li>- must not wear fingerless gloves</li> <li>- may carry black leather gloves in your left hand (fingers forward) at ceremonial occasions if you are an inspector or above.</li> </ul>
<b>overalls</b>	<ul style="list-style-type: none"> <li>- can use plain overalls (no Police insignia) when searching or carrying out duty in an area or place where you may get dirty.</li> </ul> <p>These overalls must not be worn as a matter of course. No Police insignia, unit identifier or other Police markings must be added to these plain overalls.</p>

If you wear this uniform item...	you...
<b>uniform overalls</b>	<p>Authorised Specialist Groups can wear as part of the operational uniform or when it is appropriate:</p> <p><b>Black overalls:</b></p> <ul style="list-style-type: none"> <li>- AOS</li> <li>- STG</li> <li>- PNT</li> </ul> <p><b>Navy overalls:</b></p> <ul style="list-style-type: none"> <li>- National Clan Lab - (flame retardant)</li> <li>- Dog section</li> <li>- Specialist Search Group</li> <li>- SOCO</li> <li>- Search and Rescue</li> <li>- Serious Crash Unit</li> <li>- National Dive Squad</li> <li>- DVI</li> <li>- CVST</li> <li>- Maritime Unit</li> <li>- Protection Services and part-time Personal Protection Officers during PPO training only (not personal issue)</li> <li>- Fire Investigation Liaison Officer</li> </ul> <p><b>Discretionary issue:</b></p> <p>All other non specialist groups that do not have an approved overall, can request a standard blue set for when working in conditions where the operational uniform shirt and trousers would not be appropriate. Overalls are not for routine wear.</p>
<b>undergarments including T-shirts and thermal garments</b>	<p>must ensure undergarments do not extend beyond the edges of any outer garment or be visible through the outer garment. For example, long-sleeved thermal undergarments must not be worn under the short sleeved operational shirt.</p>
<b>Footwear</b>	<p>Refer to '<a href="#">Footwear</a>' section later in this chapter.</p>

## Extreme cold weather clothing

The designation of cold weather stations is no longer used. Extreme cold weather uniform items can be ordered and worn with payment approved by a District Commander or a designated budget holder. These additional items are for staff working in alpine conditions or where weather conditions are significantly colder than other areas of New Zealand.

Extreme cold weather uniform must not be worn in conditions more suitable for the wearing of standard Police uniform. Contacts for suppliers can be provided through the Advisory Officer: Deployable Assets, [PNHQ](#). Police badged uniform items are still required to be worn as the outermost garment.

This table shows the specialist approved clothing items over and above standard issue uniform and how they can be obtained.

<b>Police issued clothing &amp; equipment...</b>	<b>Available through...</b>
<ul style="list-style-type: none"> <li>- Police cold weather beanie.</li> <li>- Police jersey, under overt <a href="#">SRBA</a>.</li> </ul>	<p>Wearing of beanie requires approval from District Commander. Order from online catalogue (SAP)</p> <ul style="list-style-type: none"> <li>- Police stock issue.</li> </ul> <p>Police jersey is standard entitlement issue.</p>
<ul style="list-style-type: none"> <li>- Hi viz safety extreme cold weather raincoat.</li> <li>- Extreme cold weather Salopettes.</li> </ul>	<p>Police issue. Contact Advisory Officer: Deployable Assets for details.</p>
<ul style="list-style-type: none"> <li>- Midlayer jacket navy.</li> <li>- Extreme cold weather socks.</li> <li>- Extreme Cold Weather Boots (ability to take crampons).</li> <li>- Cold weather gloves.</li> <li>- Goggles.</li> <li>- Snow gaiters.</li> <li>- Balaclava.</li> </ul>	<p>Contact the Advisory Officer: Deployable Assets for details.</p> <p>Approved and ordered at District through ad-hoc order from any approved Police supplier at the employee's choice.</p>
Undergarments - Top and trousers.	<p>Approved and ordered at District through ad-hoc order from any approved Police supplier.</p> <p>Undergarments to employee's personal choice. For example: polypropylene, woollen.</p>

## **E-bike/bicycle operational uniform**

The Police bike- specific uniform items are only to be worn when engaged on bike duties. Standard constabulary operational uniform (including SRBA/BAS) must be worn on the upper body.

This table shows the specialist approved clothing items over and above standard issue uniform and how they can be obtained:

<b>Police issued clothing &amp; equipment</b>	
<b>SRBA/BAS, duty belt and appointments</b>	<b>Standard issue</b>
<b>Operational shirt - short/long sleeved</b>	<b>Standard issue</b>
<b>Uniform jersey if required</b>	<b>Standard issue</b>
<b>High visibility sleeveless jerkin, long sleeved jacket, high visibility raincoat</b>	<b>Standard issue</b>
<b>Police baseball cap/operational cap blue</b>	<b>Standard issue</b>
<b>Variations from the standard operational uniform are:</b>	
<b>Bicycle helmet - fluorescent yellow</b>	*
<b>Bicycle shorts (blue)</b>	<b>Available from SAP uniform catalogue</b>
<b>Prolite (deployment) trousers if required</b>	<b>Available from SAP catalogue</b>
<b>Ankle socks - black</b>	*
<b>Mountain bike shoes (non-clip style) black</b>	*
<b>Sunglasses</b>	*
<b>Gloves</b>	*

\* these items are not held in stock, but ordered as required. Please contact Advisory Officer: Deployable assets for details.

### **Authorised officers/temporary constables (not including recruits) - charcoal/black uniform**

<b>If you wear this uniform item...</b>	<b>you...</b>
<b>long sleeved service shirt</b>	<ul style="list-style-type: none"> <li>- only wear with service trousers</li> <li>- may wear with or without a tie</li> <li>- sleeves must be rolled down and buttoned up</li> <li>- can only unfasten top button if you don't wear a tie</li> <li>- must wear name/number badges and medal ribbons if worn as the outer most garment.</li> </ul>
<b>short sleeved service shirt</b>	<ul style="list-style-type: none"> <li>- only wear with service trousers</li> <li>- may wear it with or without a tie</li> <li>- can only unfasten the top button if you don't wear a tie</li> <li>- may wear it without a tie under overt BAS or <u>SRBA</u></li> <li>- must wear name/number badges and medal ribbons if worn as the outer most garment.</li> </ul>
<b>operational shirt</b>	<ul style="list-style-type: none"> <li>- only wear with overt BAS or <u>SRBA</u></li> <li>- only wear with operational trousers</li> <li>- do not wear ties.</li> </ul>
<b>operational trousers</b>	<ul style="list-style-type: none"> <li>- only wear with operational shirt and overt BAS or <u>SRBA</u></li> <li>- do not wear with short or long sleeved service shirt.</li> </ul>

If you wear this uniform item...	you...
<b>overt SRBA/BAS</b>	<ul style="list-style-type: none"> <li>- do not wear ties</li> <li>- do not wear medal ribbons or merit brooches</li> <li>- must wear name/number badges</li> <li>- may wear with duty belt and approved appointments.</li> </ul>
<b>authorised officer overalls (vehicle safety officers only)</b>	Only wear when working in conditions where the authorised officers' operational uniform would not be appropriate. Not to be worn routinely.
<b>undergarments including T-shirts and thermal garments</b>	must ensure undergarments do not extend beyond the edges of any outer garment or be visible through the outer garment.
<b>duty jackets</b>	<ul style="list-style-type: none"> <li>- must fasten or button them up at all times</li> <li>- may wear with or without a tie</li> <li>- must wear name/ number badges on the outer most garment</li> <li>- do not wear medal ribbons or merit brooches on duty jackets.</li> </ul>
<b>jersey</b>	<ul style="list-style-type: none"> <li>- may wear it either as an outer garment or under overt BAS or SRBA</li> <li>- must: <ul style="list-style-type: none"> <li>- not tuck them into trousers or skirts</li> <li>- wear name/ number badge if it is worn as the outer most layer</li> </ul> </li> <li>- do not wear medal ribbons or merit brooches.</li> </ul>
<b>forage cap</b>	<ul style="list-style-type: none"> <li>- is the standard headwear</li> <li>- can be worn in all situations</li> <li>- must wear with service uniform.</li> </ul>
<b>baseball cap/operational cap</b>	<p>only to be worn with standard operational uniform.</p> <p>*until the new AO/TC/NS black operational cap is available, AO/TCs are approved to wear the current style black AO/TC/NS baseball cap. The AO/TC/NS will then be removed from issue.</p>
<b>wide brimmed hat</b>	must only wear with overalls and operational uniform.
<b>cold weather beanie</b>	<ul style="list-style-type: none"> <li>- can wear them to protect yourself from extreme cold weather</li> <li>- must only wear: <ul style="list-style-type: none"> <li>- with the operational uniform</li> <li>- with duty jacket, high visibility safety raincoat or the high visibility long sleeved safety jacket</li> </ul> </li> <li>- may wear subject to operational requirements when approved by a District Commander or Director</li> <li>- must not wear with short sleeved shirts/sleeveless high visibility jerkin/jersey as the outer garment.</li> </ul> <p><b>Note:</b> This policy is subject to review if non-compliance is deemed to be an issue by the Director: Capability.</p>
<b>footwear</b>	Refer to ' <a href="#">Footwear</a> ' section later in this chapter.

## Police AO/TC/NS operational cap guidelines

The Police AO/TC/NS operational cap (black) is a headwear option, approved for wear only when in operational uniform by those who are:

- Authorised Officer/Temporary Constables/non sworn employees.

Guidelines for wearing the AO/TC/NS operational cap:

- The operational caps must only be worn with the Operational uniform.
- The wearing of the operational cap is optional unless otherwise directed by a Supervisor or District Commander or as part of an operational requirement. Other approved and issued operational headwear can also be worn with an operational uniform, e.g. forage cap.
- Operational caps are not approved for wear at ceremonial or official occasions, at Court or at other times considered inappropriate.
- Operational caps are always worn with the peak facing forward.
- Operational caps are not to be hung from SRBA/BAS, the duty belt or trouser belt loops.
- The operational cap is not a sun hat and will not provide protection during extended exposure to the sun. Take precautions against the effects of sun exposure, e.g. wear the wide- brimmed hat and use sunscreen.

## **Employee operational uniform**

The new charcoal/black uniform replaces the navy employee SOCO/CSA uniform which must no longer be worn after 1 July 2018.

For approved non-constabulary staff - Forensic, TAG drivers, kennel staff (Dog Training Centre), Calibration services technicians, national club & range advisors.

Units that are not approved to wear the employee operational uniform should apply for approval.



If you wear this uniform item...	you...
operational shirt	<ul style="list-style-type: none"> <li>- must only wear it with operational trousers</li> <li>- must wear name badges on the outer most garment</li> <li>- <b>Note:</b> Forensic staff have 'forensic' logo, other employees, standard Police logo.</li> </ul>
operational trousers	<ul style="list-style-type: none"> <li>- must only wear with operational shirt</li> </ul>
uniform overalls	<ul style="list-style-type: none"> <li>- must only wear when working in conditions where the operational uniform shirt and trousers would not be appropriate</li> <li>- must only wear with black issue t-shirt or black thermal undergarments</li> <li>- must not wear medal ribbons or merit brooches</li> </ul> <p><b>Note:</b> Forensic staff have 'forensic' logo, other employees, standard Police logo (for Forensic, kennel staff and Calibration services technicians only).</p>
undergarments including T-shirts and thermal garments	must ensure undergarments do not extend beyond the edges of any outer garment or be visible through the outer garment. For example, long-sleeved thermal undergarments must not be worn under the short sleeved operational shirt or overalls.
duty jackets	<ul style="list-style-type: none"> <li>- must fasten them up at all times</li> <li>- must wear name/ number badges on the outer most garment</li> <li>- must not wear medal ribbons or merit brooches on duty jackets.</li> </ul>
jersey	<ul style="list-style-type: none"> <li>- must: <ul style="list-style-type: none"> <li>- not tuck them into trousers</li> <li>- wear a name badge if it is worn as the outer most layer</li> <li>- must not wear medal ribbons or merit brooches.</li> </ul> </li> </ul>
baseball cap/operational uniform cap	<p>must only wear with overalls and operational uniform.</p> <p>*see AO/TC/NS operational uniform cap guidelines above.</p>
wide brimmed hat	must only wear with overalls and operational uniform.
cold weather beanie	<ul style="list-style-type: none"> <li>- can wear them to protect yourself from extreme cold weather.</li> <li>- must only wear: <ul style="list-style-type: none"> <li>- with the operational uniform</li> <li>- with duty jacket, high visibility safety raincoat or the high visibility long sleeved safety jacket</li> </ul> </li> <li>- may wear subject to operational requirements when approved by a District Commander or Director</li> <li>- must not wear with short sleeved shirts/sleeveless high visibility jerkin/jersey as the outer garment</li> </ul> <p><b>Note:</b> This policy is subject to review if non-compliance is deemed to be an issue by the Director: Capability.</p>
footwear	Refer to ' <a href="#">Footwear</a> ' section later in this chapter.

## Specialist and overseas deployment uniform items and equipment

Uniform items authorised for wear by specialist groups, or for wear on overseas deployments or at designated stations must only be worn by employees when deployed in these situations or locations.

## Wear and use of approved operational uniform for NZ Police dog handlers

The following items have been approved as operational uniform for NZ Police constabulary dog handlers:

Police issue Beanie	<ul style="list-style-type: none"> <li>- can wear to protect from extreme cold weather.</li> <li>- must only wear with: <ul style="list-style-type: none"> <li>- approved operational Dog Section uniform</li> </ul> </li> <li>- may wear subject to operational requirements when approved by a District Commander or Director</li> </ul>
Police Operational Cap	<ul style="list-style-type: none"> <li>- The operational cap can only be worn with the operational uniform.</li> <li>- The Operational cap is an optional choice of headwear when wearing the operational uniform</li> <li>- It is to be worn in accordance with the Operational Cap policy, located in the <a href="#">Headwear section</a> of this policy.</li> </ul>
Police Forage Cap	<ul style="list-style-type: none"> <li>- The forage cap is an optional choice of headwear when wearing the operational uniform.</li> </ul>
Undergarments: T-shirts and thermal garments	<ul style="list-style-type: none"> <li>- Only Navy Blue or Black undergarments to be worn</li> <li>- Undergarments cannot extend beyond the edges of any outer garment or be visible through the outer garment</li> </ul>
Shirt	<ul style="list-style-type: none"> <li>- Navy UF PRO Striker Long Sleeve Shirt with epaulette slides</li> </ul>
Jersey	<ul style="list-style-type: none"> <li>- May wear it either as an outer garment or under overt BAS</li> <li>- must: <ul style="list-style-type: none"> <li>- not tuck them into trousers or skirts</li> <li>- wear epaulettes and/or name badge on the jersey if it is the outer most layer</li> </ul> </li> </ul>
Trouser	<ul style="list-style-type: none"> <li>- UF PRO All Terrain Navy Blue trouser</li> </ul>
Socks	<p>Police issue Socks from the catalogue or:</p> <ul style="list-style-type: none"> <li>- Alpine issue socks to cold weather stations</li> <li>- SAR Dog Handlers Possum/Merino</li> <li>- Alpine - Avalanche Dog Instructors</li> </ul>
Raincoat (Swazi)	<ul style="list-style-type: none"> <li>- Blue Dog Handler raincoat</li> </ul>
Wet weather over trousers (Swazi)	<ul style="list-style-type: none"> <li>- Blue Dog Handler over trouser</li> </ul>
Boots	<ul style="list-style-type: none"> <li>- Approved Specialist Boots</li> </ul>
High Visibility Jerkins-sleeveless - BAS	<ul style="list-style-type: none"> <li>- Daytime wear only unless engaged in crowd control or high visibility policing that does not involve road policing activities.</li> <li>- Component of the Body Arm System (BAS)</li> </ul>
High Visibility Jackets - long sleeved - BAS	<ul style="list-style-type: none"> <li>- Approved for both day and night wear.</li> <li>- Component of the Body Armour System (BAS)</li> </ul>
BAS	<p>Police Issue and includes all components</p> <ul style="list-style-type: none"> <li>- Issue and all returns through Tactical Solutions (see BAS Policy)</li> </ul>
Coat of Arms- Navy	<p>Coat of Arms (COA) on Navy background with Velcro patch:</p> <ul style="list-style-type: none"> <li>- COA is a Police article; any loss is to be reported and a SPIR report created.</li> <li>- Initial issue is 3 pairs per person</li> <li>- To be replaced as required with approval from Supervisor</li> <li>- Old pair to be handed in when replacing</li> </ul>
Tasmania Tiger Belt	<ul style="list-style-type: none"> <li>- Black - Dog Section Issue Belt only</li> </ul>



### Alteration or modification

No item of uniform or equipment must be changed so as to alter the general appearance of the item. Uniform items must not be substituted with alternative or near equivalent non-issue items.

### Uniform return

When a dog handler:

- changes designation;
- retires or resigns;
- changes size;
- is promoted;
- is on leave without pay for more than three months; or
- is on overseas deployment for more than three months;

all dog handler uniform must be returned to the Supervisor, who will ensure safe and secure disposal or recycle the uniform items.

### Duty belt and appointments

Please refer to the '[Body Armour System \(BAS\) policy](#)', '[Stab Resistant Body Armour \(SRBA\) policy](#)' and '[Approved equipment and carriage for constables and Authorised Officers \(non specialist\)](#)' chapters.

### Items of cultural significance

Employees may wear items of cultural significance only at ceremonial occasions and only over the top of the service or formal uniform.

### Alteration or modification

No item of uniform or equipment must be changed so as to alter the general appearance of the item. Uniform items must not be substituted with alternative or near equivalent non-issue items. In regards to footwear, refer to the '[Footwear](#)' section later in this chapter.

Employees must under no circumstances make any alterations to the Police branding. No additional embroidery such as logos, names, specialist group names, section, station or district names must be added to garments.

# Footwear

## Introduction

This section contains instructions, information and requirements for issuing and wearing footwear for all Police employees (with and without constabulary powers) who frequently undertake '[response roles](#)'.

New Zealand Police is committed to providing employees with appropriate footwear that must be worn while on duty that is in line with national standards. Police will ensure that the footwear meets the requirements to protect employees from harm that may be caused or arise out of hazards in their place of work.

This section must be read in conjunction with the '[Footwear Specifications](#)' requirements.

## Purpose

The purpose of this section is to provide clear guidance for:

- identifying employees who need to be issued with footwear, and
- identifying the [type\(s\) of footwear](#) available to use for the role and by gender
- minimising the potential source of harm to employees by making accessible the provision of footwear that meets the Australian and New Zealand Occupational Protective Footwear Standard 2210
- meeting the legislative requirements of the Health and Safety at Work Act 2015.

## Principles

The employment principles that apply are:

- meeting the specifications of footwear will minimise the likelihood of harm to Police employees in their place of work
- identifying Police employees who must be issued with the appropriate footwear
- employees issued with footwear must wear the footwear while on duty.

## Associated documents

Refer to these associated documents:

- [State Sector Act 1988](#)
- AS / NZS 2210.3 2009 and 2210.5 Protective Footwear Specifications
- 'Police Generic Hazard Register':

-

 [Hazard and Risk Register - National](#)

257.95 KB

## Response roles

Police employees (with and without constabulary powers) working in these business groups are defined as response roles for the purposes of this uniform chapter:

- General duties
- Rural policing
- Team Policing
- CVST
- Highway patrol
- Motorways group
- Road policing
- Traffic Alcohol group
- OC Station (Sergeant or Senior Sergeant level)
- Community policing
- SOCO/Forensic

- Specialist Squads
- Youth Aid officers
- Recruits
- Airport staff
- Authorised Officers/temporary constables (operational).

## Footwear type

The type of footwear available to all Police employees are those with:

- Specifications that are based on the AS / NZS 2210.3 2009 Safety Footwear Specifications and AS/NZS 2210.5 Protective Footwear a summary of the specifications is provided as [Footwear specification](#).
- Technical Specification and Certification Sheet [Police Supplied Footwear](#) (Magnum STEALTH FORCE 8.0 LEATHER CP).
- Composite Toe Boots (non-metallic, lightweight, and prevent injuries from falling objects at a drop force of 200J.).

**Note:** Footwear uppers must be black in colour. The soles should also be black or of a dark colour including stitching. Refer to [Mandatory criteria 2](#).

## Issuing and wearing approved footwear

### Procurement

Footwear must only be issued through the Police Procurement system as with all other Police issued equipment and clothing.

Any footwear that requires replacement will be based on a 'fair wear and tear' criteria applied by the relevant District Commander or Director.

### Purchasing own footwear

If the rare event that an employee is unable to find a suitable Police issued [type of footwear](#), their District Commander may authorise them to purchase a different type of footwear however it must meet the specification outlined in this section. Refer to the requirements of the [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#).

A reimbursement will be provided at the average value of the standard Police provided footwear.

### Unavailability of footwear

An alternative pair of black leather shoes or boots (including stitching) may be worn if the new type of footwear as identified in this section is unavailable due to:

- damage and waiting for replacement, or
- temporarily unusable for example being wet.

If previously supplied footwear is available and is in a usable condition then this should be worn.

The criteria under '[Existing footwear](#)' applies.

### Frequent situational wear

Not all Police employees are required to wear their uniform at all times. These employees who wear their uniform to attend incidents will also be issued with footwear. This footwear must be worn with the operational uniform.

### Existing footwear

Police employees who have existing footwear that was supplied by Police may continue to wear them until it is unusable. The footwear will be replaced with the [type of footwear](#) identified in this section and not the one previously issued.

Employees who receive a replacement pair of boots are permitted to retain their previous pair for personal use and as a back up if the replacement footwear becomes temporarily unavailable.

## Medical reasons for not wearing Police supplied footwear

If Police employees issued with footwear are unable to wear them for medical reasons they must provide a report from a registered

podiatrist or a medical certificate from a registered medical practitioner detailing the medical reasons.

In these cases, the employee is permitted to procure footwear that is suitable and accommodates their condition. However, the footwear must comply with the same specifications as the [Police supplied footwear](#).

The employee will be reimbursed to the value Police pay for the supplied footwear.

An employee may be supplied with medically approved footwear if they have sustained an injury and the current Police specified footwear is not suitable. This situation could arise via the following circumstances:

- Police Workplace Insurance providers Gallagher Bassett (GB) for a workplace injury; or
- Accident Compensation Corporation (ACC) for non-work insurance providers; and
- for any other reason that is medically supported.

All recommendations for alternative footwear must be fully supported via a valid medical approval.

If these situations arise (and the employee pays for the shoes/boots instead of ACC or GB) the employee will be reimbursed to the equivalent value Police pay for the supplied footwear.

## **Footwear specification**

### **Mandatory Criteria 1**

Footwear is lace up type footwear models and are of a lace up type.

### **Mandatory Criteria 2**

Footwear upper constructed of black leather footwear must have uppers that are constructed with black leather including stitching.

### **Mandatory Criteria 3**

Ankle support models of footwear must provide ankle support to the wearer.

### **Mandatory Criteria 4**

Material of footwear sole footwear must have soles that are constructed with one of the following materials, Vulcanised Nitrile rubber, Thermal Plastic Urethane, or Polyurethane or PVC blend.

### **Mandatory Criteria 5**

Penetration resistant mid sole models of footwear must have a penetration resistant mid sole.

### **Mandatory Criteria 6**

Complies with SATRA TM144:2011 sole slip resistance models of footwear which have soles that meet the requirements of SATRA TM144:2011 for slip resistance.

### **Optional Criteria - Toe Cap**

Footwear which has a protective toe cap must comply with AS / NZS 2210.3 2009 classification 1 Toe Cap with 200 Joule impact.

## Dress standards for court

### Present a professional image

As a general principle, Police employees, whether in uniform or plain clothes, are expected to present a professional image to both the court and the public. Being properly attired enhances that image.

### When must/ must not uniform be worn in court?

If an employee usually wears uniform in the course of their duties and is attending court as a witness in an official capacity relating to their work/role as a Police employee, they must wear uniform.

Uniform must not be worn where a Police employee is summoned in a private capacity or otherwise appears for a party other than the prosecution, without the direct approval of their District Commander or Director. (See 'Police witnesses for the defence or non-Police cases' in '[Criminal procedure - Trial stage](#)' > 'Police conduct as witnesses' for details of when you must inform your supervisor of your appearance).

Uniform must not be worn by any Police employee appearing as the defendant, or any employee offering support to the defendant. See 'Managing conflicts of interest' - '[Managing conflicts in non-work related context](#)'.

### Dress standards

This table details the expected dress standards of Police employees attending court.

Employees	High Court	District Court
<b>Uniformed constabulary employees</b>	Wear a dress tunic, long sleeved service shirt and tie.	Wear a dress tunic, long or short sleeved service shirt and tie.  Unless coming directly from operational duties in which case operational uniform may be worn.
<b>Authorised Officers/temporary constables - jailor</b>	Wear operational uniform including BAS or SRBA and appointments	Wear operational uniform including BAS or SRBA and appointments
<b>Authorised Officers/temporary constables - as witnesses</b>	Wear shirt and tie	Wear shirt and tie
<b>CIB staff</b>	Wear a suit jacket/blazer and tie for male employees and an equivalent standard for female employees.	Wear a suit and tie for male employees and an equivalent standard for female employees.
<b>All other employees attending as witnesses</b>	Adopt a similar standard of dress as above.	Adopt a similar standard of dress as above.
<b>Prosecutors</b>	N/A	Dress tunic and tie, or equivalent plain clothes for employees.

#### Notes:

- Operational uniform with SRBA/BAS should only be worn when coming directly from operational duties.
- Open footwear such as sandals or jandals must not be worn (female dress shoes exempted).

### Off-duty employees attending court

Police employees attending court while on rostered days off or leave are deemed to be on duty and these dress standards apply accordingly.



## **Wearing operational uniform**

BAS or SRBA wear in court is subject to [situational wear](#) and a risk assessment must be carried out to ensure the risk is managed. Covert BAS or SRBA may be used if deemed appropriate. Operational uniform may be worn if attending court directly from operational duties.

## Issue, return and disposal

### Issue

Police issues employees with the uniform and equipment appropriate to their role when they join Police and when they move to other roles requiring different issue. Employees must only be issued with personal protective equipment once they have completed the required training and specialist uniform when appointed to the respective role.

The issue of approved uniform and equipment is made by way of the SAP on-line purchasing system.

### Approved uniform items

<b>Uniform type</b>	<b>Special conditions</b>
<b>Forage cap</b>	Approved for general wear
<b>Police issue wide brimmed hat</b>	Approved for situational wear in hot or sunny conditions
<b>Police issue baseball cap</b>	Approved for situational wear in the following specialist groups: <ul style="list-style-type: none"> <li>- Dog section</li> <li>- Specialist search group</li> <li>- AOS / STG/PNT</li> <li>- SOCO</li> <li>- Search and Rescue</li> <li>- National clan Lab</li> <li>- Serious crash unit</li> <li>- National Dive Squad</li> <li>- Air Support unit</li> <li>- CVST</li> <li>- Maritime Unit</li> <li>- Motorcycle staff.</li> </ul>
<b>Police issue beanie</b>	Approved for wear in cold conditions
<b>Service shirt, both long and shirt sleeved</b>	Approved for wear with service trousers/operational trousers
<b>Operational shirt, both long and short sleeved</b>	Approved for wear only with overt BAS or SRBA, operational trousers
<b>Police issue jersey</b>	Approved for general wear
<b>SRBA/BAS</b>	Approved for general wear
<b>Police issue duty jacket</b>	Approved for general wear
<b>Tunic</b>	Approved for general wear with heavy weight service trousers
<b>Police issue tie</b>	Approved for general wear
<b>Police issue dress belt</b>	Approved for general wear
<b>Duty belt</b>	Approved for wear with SRBA/BAS
<b>Police issue socks</b>	Approved for general wear (blue or black)
<b>Police issue service trousers</b>	Approved for general wear with service shirts

<b>Uniform type</b>	<b>Special conditions</b>
<b>Police issue operational trousers</b>	Approved for general wear with operational shirt, overt SRBA/BAS and service shirt, not worn with tunic
<b>Overseas deployment trousers</b>	Approved for wear only while on overseas deployment/DVI/cycle or whilst undertaking deployment training
<b>Police uniform overalls</b>	Approved for wear by the following specialist groups: <ul style="list-style-type: none"> <li>- Dog section</li> <li>- Specialist Search Group</li> <li>- AOS / STG/PNT</li> <li>- SOCO</li> <li>- Search and Rescue</li> <li>- National Clan Lab</li> <li>- Serious Crash Unit</li> <li>- National Dive Squad</li> <li>- CVST</li> <li>- Maritime Unit</li> <li>- Protection Services and part-time Personal Protection Officers during PPO training only (not personal issue)</li> <li>- Fire Investigation Liaison officer</li> </ul>
<b>Plain overalls</b>	Approved for situational wear
<b>Over trousers wet weather</b>	Approved for general wear
<b>Police issue name badges</b>	Approved for general wear
<b>Footwear</b>	Refer to the ' <a href="#">Footwear</a> ' section earlier in this chapter

## Initial issue

This table lists the initial uniform items provided to employees required to wear uniform when they join Police. Refer to the '[Footwear](#)' section earlier in this chapter.

Uniform item	Quantity	Uniform item	Quantity
Forage cap	1	Operational trousers	3
Tunic	1	Trousers - service, heavyweight	1
Epaulettes Constable	3	Epaulettes Constable duty jkt	1
QID numbers	5 pair	Leather dress belt	1
Duty jacket	1	Boot socks	3
Dress jersey	1	High visibility safety raincoat	1
Short sleeved service shirt	3		
Operational shirt (short sleeved)	5		
Tie	1		
Footwear - Safety Boots	1		
Operational Cap	1		

## Issue of new items on promotion

This table lists the new uniform items required when a constable is promoted.

Promotion to...	New uniform items...
Sergeant	- 3 sets of provisional epaulettes
Provisional or Senior Sergeant	- 2 sets of waterproof provisional epaulettes
Provisional	
Sergeant or Senior Sergeant	- 3 sets of epaulettes (appropriate to new level of position) - 2 sets of water proof epaulettes (appropriate to new rank)
Inspector	- 3 sets of embroidered epaulettes for Inspectors Provisional
Provisional	- 2 sets of embroidered waterproof epaulettes for Inspectors Provisional - Inspector's forage cap - 1 pair of black leather dress gloves - 3 name badges - Tailored tunic Inspector style worn with Provisional Inspector epaulettes (metal Inspector rank components only added once qualified) - Mess uniform - Mess jacket Inspector style worn with Provisional Inspector epaulettes (metal Inspector rank components only added once qualified). Includes a black bow tie (males) or crossover tie (females), white long sleeved shirt or white long sleeved blouse (females), cummerbund, mess trousers or long skirt.

**Promotion to... New uniform items...**

Inspector	<ul style="list-style-type: none"> <li>- Inspector's forage cap</li> <li>- 1 pair of black leather dress gloves</li> <li>- 3 sets of embroidered epaulettes for Inspectors</li> <li>- 2 sets of embroidered waterproof epaulettes for Inspectors</li> <li>- 3 name badges</li> <li>- Tailored tunic with Inspector rank</li> <li>- Tailored trousers or skirts for females</li> <li>- Mess uniform when required which includes a black bow tie (males) or crossover tie (females), white long sleeved shirt or white long sleeved blouse (females), cummerbund, mess jacket and mess trousers or long skirt</li> </ul>
Superintendent/ Superintendent Executive	<ul style="list-style-type: none"> <li>- Superintendent's forage cap</li> <li>- 1 pair of black leather dress gloves</li> <li>- 3 sets of embroidered epaulettes for Superintendent or Superintendent Executive</li> <li>- 2 sets of embroidered waterproof epaulettes for Superintendent or Superintendent Executive</li> <li>- 3 name badges</li> <li>- Tailored tunic with Superintendent rank</li> <li>- Tailored trousers or skirts for females</li> <li>- Mess uniform when required which includes a black bow tie (males) or crossover tie (females), white long sleeved shirt or white long sleeved blouse (females), cummerbund, mess jacket and mess trousers or long skirt</li> </ul>
Assistant Commissioner	<ul style="list-style-type: none"> <li>- Assistant Commissioner's forage cap (Assistant Commissioners above)</li> <li>- 1 pair of black leather dress gloves</li> <li>- 3 sets of embroidered epaulettes for Assistant Commissioners</li> <li>- 2 sets of embroidered waterproof epaulettes for Assistant Commissioner</li> <li>- 3 name badges</li> <li>- 3 pairs of Assistant Commissioner gorget patches for shirt collars</li> <li>- Tailored tunic with Assistant Commissioner rank</li> <li>- Tailored trousers or skirts for females</li> <li>- Mess uniform when required which includes a black bow tie (males) or crossover tie (females), white long sleeved shirt or white long sleeved blouse (females), cummerbund, mess jacket and mess trousers or long skirt.</li> </ul>
Deputy Commissioner	<ul style="list-style-type: none"> <li>- Deputy Commissioner's forage cap (Assistant Commissioners and above)</li> <li>- 1 pair of black leather dress gloves</li> <li>- 3 sets of embroidered epaulettes for Deputy Commissioner</li> <li>- 2 sets of embroidered waterproof epaulettes for Deputy Commissioner</li> <li>- 3 name badges</li> <li>- 3 pairs of Deputy Commissioner and above gorget patches for shirt collars</li> <li>- Tailored tunic with Deputy Commissioner rank</li> <li>- Tailored trousers or skirts for females</li> <li>- Mess uniform when required which includes a black bow tie (males) or crossover tie (females), white long sleeved shirt or white long sleeved blouse (females), cummerbund, mess jacket and mess trousers or long skirt</li> </ul>

**Promotion to... New uniform items...**

- Commissioner
- Commissioner's forage cap (Assistant Commissioners and above)
  - 1 pair of black leather dress gloves
  - 3 sets of embroidered epaulettes for Commissioner
  - 2 sets of embroidered waterproof epaulettes for Commissioner
  - 3 name badges
  - 3 pairs of Commissioner (Deputy Commissioner and above) gorget patches for shirt collars
  - Tailored tunic with Commissioner rank
  - Tailored trousers or skirts for females
  - Mess uniform when required which includes a black bow tie (males) or crossover tie (females), white long sleeved shirt or white long sleeved blouse (females), cummerbund, mess jacket and mess trousers or long skirt

**Issue on transfer from plain clothes to uniform**

When employees who hold the office of constable transfer from a plain clothes role to a uniformed role they may need to obtain new uniform items if their uniform [held in reserve](#) is no longer serviceable.

**Order and supply of uniform and equipment**

Police have contracted LOCKHEED MARTIN to:

- manage the procurement and distribution of uniform and equipment to employees
- deliver requested uniform items to employees.

Police have contracted Workwear Group to:

- manage the procurement and distribution of footwear to employees
- deliver requested footwear to employees.

**How to order**

All requisitions for new or replacement items must be:

- authorised by the local budget holders according to local authorisation processes, and
- purchased through the SAP on-line purchasing system (employees will not be issued with uniform items if they go directly to LOCKHEED MARTIN unless it is urgent and pre-approved by Manager: Response in Frontline Capability Group, PNHQ).

**Loss, damage or faults with uniform and equipment**

Uniform, equipment and protective clothing (including [footwear](#)) on issue remains the property of Police and any loss or damage must be reported to your supervisor. Any loss of a uniform or equipment item must be recorded in in the [Security and Privacy Incident Register](#) (SPIR).

If the item has been lost or damaged through negligence your supervisor may require you to reimburse the replacement cost.

Uniform or equipment items that are faulty must be returned to LOCKHEED MARTIN or Workwear Group (safety footwear) and the Advisory Officer: Deployable Assets , Frontline Capability Group, PNHQ must be advised.

**Worn out uniform**

Uniform and equipment items that are worn out should be returned to LOCKHEED MARTIN for disposal.

**When uniforms do not fit**

Uniform items received from LOCKHEED MARTIN that do not fit must be returned to LOCKHEED MARTIN immediately with a copy of the packing slip marked "Return for credit".

Employees whose physique changes to the extent that a different sized uniform is required should return the necessary items to

LOCKHEED MARTIN and reorder the correct size through the SAP online purchasing system.

## Restrictions on wearing obsolete uniform items

When new uniform items are introduced, the Commissioner of Police may impose a "phase out" period as part of the introduction of the item. The phase out period will specify the date after which the old uniform item is no longer an approved uniform item.

Police employees must not wear obsolete uniform.

Changes to approved uniform items will be communicated to employees through Ten-One, the bulletin board or by direct email.

## Obsolete uniform items

This table lists obsolete uniform items.

Uniform item	Removed from service on/ from
Beat helmet (white and blue)	1 July 1995
Women's style blue and white hats	1 January 1996
Service shirt, female's style with no pockets	31 December 1996
Service shirt, male and female's with no shoulder patches	31 December 1996
V neck jersey without shoulder patches	31 December 1996
Specialist Round neck jersey	31 December 2013
Zip style tunic	1 January 1996
Chrome name badges	1 March 2003
Epaulettes with wording "Police"	31 December 1996
Stand alone chevrons and crowns not on epaulettes	31 December 1996
Greatcoats	1 May 2010
Ribbed uniform jerseys	1 May 2010
Service Shirt chrome buttons	1 May 2010
Jailer Escort Polo shirts and jackets	1 December 2012
Duty Jacket (old style with fur collar)	31 December 2014
Epaulettes - board style	31 January 2016
Air Support Unit Overalls	1 July 2017
SOCO/CSA (employee) navy overalls	1 July 2018

## Returning items not required or when employment ceases

**When an employee...**

- changes designation
- retires or resigns
- changes sizes
- is promoted
- is on leave without pay for more than three months
- is on overseas deployment for more than three months
  
- is on leave without pay or an overseas deployment for less than three months

**Uniform items are...**

returned to LOCKHEED MARTIN via District HR.

- All constables who retire or resign, who have a minimum of 14 years service, can apply to the Director: Capability to retain a uniform for ceremonial purposes refer section 'Retired or resigned employees - retention of uniform'.

held by the district.

When uniform items become [obsolete](#) they must be returned to LOCKHEED MARTIN for destruction. Employees must not retain old uniform items. A Pol217 Clothing and Equipment, Items Returned for Disposal to Area/District/Lockheed Martin store must be completed and returned with the items. Employees are permitted to retain issue boots for personal use.

LOCKHEED MARTIN may retain items in good condition and will destroy any unserviceable items.



## Tailoring

### When can uniform items be tailor made?

Employees at a level of position of inspector or above (including provisional inspectors) are entitled to have a tunic and trousers or skirts tailored. The mess uniform will be tailored only when the need arises.

The District Commander or Director may also approve the tailoring of tunics, trousers or skirts for an employee when the uniform item is not available in the correct size via the SAP on-line purchasing system.

The tailoring of any other uniform items must be arranged through the Advisory Officer: Deployable Assets in the Frontline Capability Group at PNHQ.

District Commanders must put in place local arrangements, approved by the Director: Capability, Frontline Capability, PNHQ, for the tailoring of approved uniform items.

Employees receiving tailored items must ensure they are satisfactory before paying for the tailoring.

### Fabrics and components necessary for tailoring

The fabric and components required for tailored items can be obtained via the SAP on-line purchasing system.

This table is a **guide** to the amount of fabric needed and the components required for tailored items. (If you are unsure then check quantities with the tailor)

Uniform item...	Cloth, V/B Tunic and Trousers	Chrome Buttons 26 Ligne	Chrome Buttons 30 Ligne	Badges Shoulder (COA)
Female tunic	2.0m	4	4	1 pair
Male tunic	2.5m	4	4	1 pair
Tunic, Inspectors and above	2.5m	4	4	1 pair
Female trousers	1.3m			
Male trousers	1.5m			
Trousers, Inspectors and above	1.5m			

This table is a guide to the amount of fabric and components required for tailoring the mess jacket and one pair of trousers for males and a skirt for females.

Uniform item...	Cloth, V/B Tunic and Trousers	Mess jacket lapel cloth	Mess jacket lapel badges	Chrome Buttons 20 Ligne	Chrome Buttons 26 Ligne
Male mess jacket and trousers	4.0m	1.0m	2	2	2
Female mess jacket and skirt	4.0m	1.0m	2	2	2

Employees who are at the level of position of inspector and above also need to order badges of rank for their tunics and mess jackets. Rank components are applied to the garment epaulettes, separate slide on epaulettes are not used with tunics or mess jackets. The quantities below are for one tunic or mess jacket. The gorget patches are not required for the mess jacket. **Note:** Provisional Inspectors must wear the provisional slide on epaulette until fully qualified as Inspectors.

<b>Position level...</b>	<b>Stars Officers Shoulder</b>	<b>Crown Officer Shoulder</b>	<b>Crosses Sword &amp; Baton</b>	<b>Gorget Patches - Ass Comm</b>	<b>Gorget Patches Deputy &amp; Comm</b>
Inspector	6				
Superintendent	2	2			
Assistant Commissioner	6	2		1 pair	
Deputy Commissioner	2		1 pair		1 pair
Commissioner		2	1 pair		1 pair

## Care of uniforms

### Cleaning uniforms

Employees must ensure all uniform items are kept clean and replaced as necessary to maintain a high standard of appearance.

The majority of uniform items are suitable for washing in normal domestic washing machines (refer to the care instructions inside the item). The only items requiring dry cleaning are the tunic, ties and trousers.

Heavily soiled uniforms (such as those contaminated by blood and body-substance spills) may be commercially cleaned. If the contamination is extreme and the item cannot continue to be used, the uniform item should be commercially cleaned first and then disposed of by returning to Lockheed Martin in the normal manner.

If the uniform item is exposed to chemicals, contact the National Clan Lab for advice. The item may need to be commercially cleaned.

### Dry-cleaning costs

This table outlines employees' entitlement to reimbursement of dry cleaning costs.

<b>Employee category</b>	<b>Entitlement</b>
All employees	The cost of dry-cleaning uniform or civilian clothing soiled as a result of duty will be refunded, providing the soiling was not caused by negligence. (This is in addition to any routine dry-cleaning allowed).
All employees required to wear uniform	Routine dry-cleaning of one uniform item per calendar month (once new operational trousers received). If service/dress uniform is the standard everyday uniform then three uniform items per calendar month.
- Dog handlers - Permanent launch crew	Routine dry-cleaning of one uniform item per calendar month.
Members of Police bands and similar groups	Dry-cleaning of four items of that uniform per year.
Employees receiving a plain clothes allowance	Routine dry-cleaning of three uniform items every six months.

Shirts and new operational trousers must not be included as part of the dry cleaning entitlement.

## Non-operational use of uniform

### Retired or resigned employees - retention of uniform

All constables who retire or resign and who have a minimum of 14 years' service, can apply to the Director: Capability to retain a uniform for ceremonial purposes.

If a constable who has a minimum of 14 years' service (does not need to be continuous service) wishes to retain a set of uniform for ceremonial purposes, that constable may apply before retirement or resignation, via their District Commander or Director, to the Director: Capability for approval. Only the Director: Capability has the authority to approve retention of uniform. Such application should include the exceptional circumstances why the constable would like to retain a uniform.

Any application must be reviewed by Police Integrity and Conduct Group to ensure the applicant is a fit and proper person to retain uniform.

A retained uniform consists of:

- Forage cap
- Mess jacket and/or tunic
- Mess trousers/skirt and/or service trousers or skirt
- Mess shirt and/or service shirt
- Tie and/or mess bow tie/crossover tie
- Cumberbund
- Epaulettes (one set)
- Name badge
- Dress belt with buckle

**Note:** Retention of existing mess uniform only relates to Inspectors and above.

No operational uniform or tactical appointments can be retained.

The POL217A must be completed to indicate what uniform has been retained and to record the required approvals.

The letter "R" must be worn on the sleeves of the outer garment immediately below and central to the Coat of Arms Badge. On the mess jacket, as it has no coat of arms badge, the "R" Badge should be positioned approximately 12 cm down from the shoulder seam.

Police retains ownership of all uniform items and can recall uniform in the future if required. A retired constable may update their retained uniform due to fit or wear at the retired constable's cost, whilst ownership is retained by Police.

Once approval has been given by the Director: Capability, the constable may wear their retained uniform at events specified in their approved application.

When the retired constable no longer requires the uniform (or is deceased) any uniform items must be returned to Police by the constable, or the next of kin.

### Social functions

Employees attending social occasions must conform to the dress code indicated on the invitation or published orders of the host. District Commanders or Directors may approve when uniform must be worn at Police social functions.

### Restricted uses

It is an offence under section [48\(2\)](#) of the Policing Act 2008 for a person to use a Police uniform, or item of uniform or equipment without reasonable excuse and in circumstances likely to lead someone to believe they are a Police employee. This offence can also apply to Police employees using their uniform or insignia when they are not acting in an official capacity and do not have the

Commissioner's authority.

## Approving non-policing or external requests for uniform items

Follow this table when requests for non-policing use of Police uniform or equipment are received or there are concerns about uniforms of other organisations resembling Police.

<b>Situation</b>	<b>Action</b>
Requests from film companies and TV to loan items of uniform and equipment and/or provide advice on Police procedures.	Refer to Executive Director: Media and Communications
Issues relating to uniforms of other organisations which resemble the New Zealand Police uniform.	Refer to the Director: Capability
Requests for uniform items from collectors.	Refer to the Director: Capability
The manufacture and sale of articles of a souvenir nature, bearing the Police crest and other insignia.	Obtain prior approval of Assistant Commissioner: Frontline Capability
The use of Police insignia for non-official purposes	Obtain prior approval of Assistant Commissioner: Frontline Capability

## Identifying Police

### Identification and position level (formerly 'rank') insignia

Constables who interact directly with the public must be clearly identifiable by either [name](#) or registered number.

Constables wearing uniform must wear detachable epaulettes on the outer most upper body garment (wear only one set of epaulettes at a time). The epaulettes must carry the employee's appropriate position level insignia and for senior sergeants and below also include their registered numbers. The registered number must be placed adjacent to the outer edge of the epaulette.

With the exception of an employee who is designated a senior constable (relates to years of service) no employee can wear the insignia for a position level for which they have not yet qualified through the [Career Progression Framework](#) and been appointed to and confirmed at that level. Senior constables may wear the insignia of that designation.

In certain circumstances a constabulary employee may be eligible to use a provisional rank. Refer '[Rank \(position levels\) for constabulary employees](#)' chapter. The employee will wear the provisional insignia until fully qualified through the Career Progression Framework and has been appointed to and confirmed at that level.

Refer to the '[Appointments process](#)' chapter for the transitional provision relating to the temporary position holders to wear insignia for position levels they are not qualified for through the Career Progression Framework.

Authorised officers and temporary constables must either wear a name badge or name badge with registered number in place of the name.

### Diagrams of position level insignia

This table has images of the various position level insignia. It is **important to note** the following:

- Epaulettes with sword and baton (that are provided in mirrored pairs) are always worn with the point of the sword facing forward.
- Provisional epaulettes (that are also provided in mirrored pairs) are always worn with the white triangles facing forward.

Commissioner	Deputy Commissioner	Assistant Commissioner	Superintendent Executive	Superintendent Non- Executive
				
Inspector	Inspector Provisional	Senior Sergeant	Senior Sergeant Provisional	Sergeant
				
Sergeant Provisional	Senior Constable	Constable	Recruit	
				

**Note:** Superintendent - Executive epaulettes will be issued to District Commanders and former District Commanders.

## **Name badges**

Constables at the level of position of Inspector or above and other Police employees who interact directly with the public must wear a name badge on their outer most garment. There may be a small number of instances when wearing a name badge is inappropriate. In these situations the Area Commander can authorise an exemption. Authorised Officers and temporary constables may either wear a name badge or name badge with registered number in place of the name.

Area Commanders may approve constables at the level of position of senior sergeant or below wearing a name badge in addition to their registered numbers.

For constables at any level of position, authorised officers and temporary constables, name badges must only display the full name of the employee as shown on the Police ID card. For Police employees only, name badges may display only a first name or both first and surnames. The use of titles such as section, group, station, district or designation and rank identifiers are prohibited. The approved name badge can be obtained via the SAP on-line purchasing system. The badge must be worn on the right hand side of the garment directly above the centre of your shirt pocket or where that pocket would be.

## **Orders, decorations and medals**

Employees who have received orders, decorations or medals (including ribbons) must wear them as part of their uniform. Refer to 'Orders, decorations and medals' in the '[Ceremonial](#)' chapter of the Police Manual.

# Personal appearance: uniformed and constabulary employees

## Introduction

Police wishes to provide the public with the reassurance that the service they receive will be of the highest professional standard.

All uniformed employees must be smart, clean and well groomed and portray a professional image at all times. Images that detract from professionalism are covered by the Code of Conduct.

This section outlines personal appearance standards for all uniformed and constabulary employees designed to:

- reflect the operational nature of Police work
- take health and safety factors into account
- enhance the public image of Police.

## Hair

Those having regular contact with the public must keep their hair neat and tidy. Shapes, motifs, patterns and extreme styles, which may provoke hostility or detract from a professional image are prohibited. Hair should not be dyed in conspicuously "unnatural" colours.

Employees in uniform must not wear their hair below collar length and those with long hair must have their hair tied up and off the collar. Employees should consider the health and safety risks of long hair when deciding on an appropriate length.

## Facial hair

A clean shaven appearance should be maintained. Beards and moustaches are permissible but must be kept neat and tidy.

In the interests of a professional look, employees should only grow beards and moustaches when on leave.

## Sunglasses

Employees may wear sunglasses of a style appropriate for Police duty. Wrap around, mirrored and very dark lenses are not considered appropriate. Consider removing sunglasses as a matter of courtesy when speaking to the public.

## Jewellery

Employees having regular contact with the public should consider the potential impact that wearing jewellery can have on themselves (e.g. by posing a risk to personal safety), colleagues and members of the public.

Do not wear:

- items of jewellery through any visible part of the body. If you have body piercings that are not visible when in uniform, consider the potential risk of injury before wearing these on duty
- bracelets (except medic-alert type), chains or other ornaments when in uniform
- necklaces and cords around the neck due to the risk of strangulation.

Matrimonial rings and other rings may be worn provided the number is not excessive.

## Tattoos

Employees having regular contact with the public should consider the potential impact that visible tattoos could have on the public. Employees should not have tattoos in prominent places such as the hands or face. Where employees have tattoos on the lower arm they will need to cover these up if they are considered offensive or inappropriate. Tattoos that are rude, lewd, crude, racist, sexist, sectarian, or homophobic are considered inappropriate.



# Police employee corporate uniform - non constabulary

## Introduction

All Police employees are expected to take pride in their appearance so that they reflect credit on Police and to provide increased confidence and professionalism in their dealings with members of the public.

Police employees (non-constabulary) may purchase a Police employee corporate uniform which will assist in promoting a sense of pride and professionalism within the organisation.

## Purpose

The purpose of this section is to clarify the introduction, terms and use of the Police employee uniform. It is designed to ensure that all those Police employees who are not constables or authorised officers are aware of the standards and expectations of their use of the uniform and any additional information pertaining to the uniform directly.

## District Search and Rescue Assistant Coordinator uniform

This section applies to the supply and wear of the uniform items of clothing issued to Police District Search and Rescue Assistant Coordinators (DSARAC).

DSARAC employees will be issued a dress shirt, polo shirt and soft-shell jacket when employed.

The uniform items noted in this policy must only be issued to and worn by DSARAC employees.

The uniform items issued to the DSARAC employee must only be worn while the employee is on duty or, attending an official event representing Police.

The dress shirt must be worn when engaging with external partners or representing Police at external events, e.g. sector partner AGMs, while the polo shirt is general office attire.

The wearing of a tie for men is optional.

The dress shirt, polo shirt and soft-shell jacket must be worn over tidy dark coloured dress trousers or skirt provided by the employee. The soft-shell jacket must be worn with the uniform dress shirt or polo shirt.

All other requirements of the Police employee corporate wardrobe uniform also apply to DSARAC employees.

## Standard approved garments (Police employee)

The (Police employee) garments available are detailed in the Booker Spalding online ordering site.

## Entitlements

All full-time Police employees (non-constabulary) are eligible for a \$1 to \$1 subsidy up to \$100 for approved garment(s) per financial year. The garments must be selected from the on line Booker Spalding catalogue. The purchase and use of the uniform is optional.

Part-time, casual employees and contractors, dependent on their hours of employment and their duties, may on a 'case by case' basis be granted approval by the Director: Capability to purchase employee uniform. Such applications should come through the employee/contractor's direct supervisor.

District Commanders or Directors can decide on a 'case by case' basis that staff in a critical role should wear corporate uniform. In these instances the supplied clothing must be fully funded by the budget holder. The part subsidy will no longer be available for these employees.

These items are not available nor must be worn by constables or authorised officers (certain PIB authorised officers excepted).

## Use

The garments are designed for the use of Police employees/contractors during work hours as well as travelling to and from work. These dress expectations apply:

- The garments should be worn with either dark coloured corporate style dress pants or skirts at the employees cost.
- Only official corporate wardrobe garments should be worn together on the upper body. For example; own t-shirts or multi-coloured shirts should not be worn with the corporate jersey.
- A tie is optional wear with the male long sleeved business shirt.
- Uniform items must not be worn with jeans, shorts, or casual footwear such as jandals or sports shoes.
- No item of uniform must be tampered with so as to alter its intended design, shape or style.
- No item of uniform must be substituted with alternative or similar near equivalent non-Police issue items.
- Standard uniform and plain clothes must be kept neatly pressed and free of stains.

## Alterations to garment Police embroidery

Under no circumstances are any alterations to the Police branding allowed to be made by employees. No additional embroidery such as names, section, station or district names must be added to garments.

## Name badges

Name badges may be worn under the same [rules](#) as for uniformed employees.

## Merit awards, ribbon bars and remembrance items

Refer to '[Orders, decorations and medals](#)' in this chapter.

## Drycleaning allowance

There is no drycleaning allowance available to employees (non-constabulary) for the employee uniform.

## Payment

Payment for the garments is managed by Booker Spalding who's on line financial systems will automatically deduct the subsidy from the Police employees' order.

## Loss or damage to garments

Damage to any garment will be covered by the employee, with the exception of damage due to a workplace incident. In this instance, a report will be required with an explanation, and will be considered on a case by case basis.

Loss of any Police branded corporate wardrobe item must be reported to your supervisor and entered in the [Security and Privacy Incident Register](#) (SPIR).

## Leaving Police employment

On the termination of employment, all employees/contractors must return the Police branded items to Police