



## ‘DRESS AND APPEARANCE’ STANDARD OPERATING PROCEDURE (SOP)

STANDARD OPERATING PROCEDURE			
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## DRESS AND APPEARANCE STANDARD OPERATING PROCEDURE (SOP)

### 1 INTRODUCTION

- 1.1 These procedures reflect the aim of the Dress and Appearance policy (Policy/205/09) and stipulate a uniform specification for Police Officers, Special Constables, Police Community Support Officers (PCSOs) and Police Staff who are issued with uniform and equipment.
- 1.2 This procedure applies to England, Wales and Scotland.
- 1.3 This procedure applies to all British Transport Police (BTP) employees and accredited personnel.

### 2 KNOWLEDGE

#### 2.1 Terms and Definitions:

- 2.1.1 **`Dress and appearance`** is the generic term used to describe all aspects associated with an individual's mode of dress and appearance when at work. Compliance with these procedures is the minimum standard expected of all employees.
- 2.1.2 **`Uniform and equipment items`** is the term used to describe all aspects of uniform and associated equipment items issued to Police Officers, Special Constables, PCSOs and Police Staff.
- 2.1.3 **`Force Clothing Committee`** is the term used to describe the quarterly meeting chaired by the Assistant Chief Constable (Operations) whom the Chief Constable has nominated as uniform and equipment senior user. This meeting will recommend to the Strategic Command Team (SCT) amendments and additions to the wearer entitlements. The terms of reference and membership are as agreed by the Chair and the SCT.

- 2.1.4 **BTP employees'** is the term used to describe all Police Officers, PCSOs and Police Staff employed by BTP.
- 2.1.5 **BTP wearers'** is the term used to describe individuals (employed by BTP) and accredited personnel who are issued with uniform and equipment items by BTP to carry out their duties. BTP does not supply any uniform or equipment items to anyone not employed by BTP.
- 2.1.6 **Personal Protection Equipment or PPE** are items (such as batons/speed cuffs etc) issued to many groups of BTP wearers for their protection.
- 2.1.7 'Wearer Group' is the term used to describe individuals who are issued with a predetermined set of uniform or equipment as authorised by the Force Clothing Committee.
- 2.18 'Wearer Entitlements' is a list published on the ['uniform' page](#) of the BTP intranet.

## 2.2 Responsibilities

- 2.2.1 It is the responsibility of all employees to comply and to ensure compliance with the policy statement and associated procedures contained in this SOP.

## 2.3 Equal Opportunities Statement

- 2.3.1 All employees have a responsibility to ensure that no discrimination occurs in relation to uniform and equipment on the grounds of age, colour, disability, ethnic origin, family commitments, gender, gender dysphoria, marital status – marriage or civil partnership, nationality, national origins, political beliefs, race, religion or belief, sexual orientation, trade union activity or any other unacceptable grounds.

### **3 PROCEDURES**

#### **3.1 GENERAL DRESS AND APPEARANCE REQUIRMENTS**

3.1.1 All BTP wearers are expected to maintain a high standard of dress and personal appearance when at work or representing BTP.

3.1.2 All BTP wearers will comply with Police Regulations which state that: “unless on duties which dictate otherwise, Officers should always be well turned out, clean and tidy whilst on duty in uniform or in plain clothes.”

3.1.3 BTP wearers must take responsibility for their appearance and should at all times:

- Set an example;
- Conform to this SOP;
- In defining what is appropriate, take proper account of religious and cultural issues as well as genuine medical issues;
- Dress to a standard appropriate to their role/specific duty.

3.1.4 For pre-planned events, the mode of dress and headwear will be stipulated by the event commander on the basis of the risk assessment carried out for the operation. However, all such decisions will be in accordance with the published wearer entitlements as published on the [`Uniform` page](#) of the BTP intranet. Only in exceptional circumstances will the Gold or Silver Commander stipulate a mode of dress outside these entitlements.

#### **3.2 ISSUE AND WEARING OF UNIFORM CLOTHING AND EQUIPMENT**

3.2.1 All BTP wearers are required to wear uniform and equipment approved for any duties they are required to undertake. Specialist uniform and equipment must only be worn or used whilst engaged on the specialist duty and not at any other times.

- 3.2.2 Current wearer group entitlements for uniform and equipment items including items issued to specialist wearer groups are published on the [`Uniform` page](#) of the BTP Intranet. These entitlements will be subject to an annual review by the Force Clothing Committee in accordance with the SOP on [Records Management](#).
- 3.2.3 All uniformed BTP wearers are issued with headwear. Uniformed male Police Constables, Special Constables and Sergeants in England and Wales are issued with a beat duty `Custodian` helmet. Uniformed male Police Constables and Sergeants in Scotland, Inspectors or above and PCSOs are issued with a Cap. All uniformed female wearers are issued with a Bowler hat. This headgear will be worn at all times when on duty. Headgear (including that worn for religious or cultural reasons) may be removed at the discretion of the wearer concerned when in a building, train or vehicle.
- 3.2.4 Male Police Constables and Sergeants undertaking pre-determined specialist duties may be issued a Cap to be worn when engaged on those specific duties. Refer to the wearer entitlements for the approved roles to which this applies. The Cap must only be worn when actually undertaking these specialist duties with the issued helmet being on worn on all other occasions. Uniformed Inspectors and Chief Inspectors may wear an inspecting rank specific Helmet at their discretion.
- 3.2.5 All head coverings and other items of religious or cultural significance carried during operational duty, will be supplied subject to a health and safety risk assessment and in accordance with the BTP corporate image. Police Officers, PCSOs and uniformed Police Staff may wear Turbans of black cloth without any additional headwear. No BTP cap/helmet badge need be attached to a Turban. Female Muslim Police Officers, PCSOs and uniformed Police Staff may wear a Hijaab. Police Officers and PCSOs may wear the Hijaab with or without their `Pathfinder` Bowler. Muslim males are eligible to wear a prayer hat (kufi or topi). Jewish males are eligible to wear a skullcap (kippah). Any other head coverings required for religious or cultural reasons will be

supplied subject to a health and safety risk assessment and in accordance with the BTP corporate image, but only after they are authorised for use in BTP by the Chair of the Clothing Committee. Such authorisations will be recorded in the minutes of the Force Clothing Committee. Minutes will be retained in accordance with records management SOP requirements.

3.2.6 Tunics are only issued to the rank of Superintendent and above. Police Officers from Constable to Chief Inspector may hire a tunic and heavyweight trousers/skirt if attending a special event and only if authorised by a supervisor of the rank of Superintendent or above. Area Clothing Officers will assist with the ordering of these hired tunics and trousers/skirts. Only heavyweight trousers/skirts may be worn with a tunic. 3 working days notice must be given to the Area Clothing Officer when hiring tunics and associated trousers.

3.2.7 Footwear is only issued in accordance with a risk assessment to defined specialist wearer groups for use when carrying out such specialist duties. For general patrol and other duties, not subject to a specific risk assessment indicating that specialist footwear is required, all Police Officers, PCSOs and uniformed Police Staff must provide their own footwear which should be sturdy and plain black lace up boots or shoes with non slip soles. Laces must be black in colour.

3.2.8 High visibility clothing (sleeveless High Viz Vest, long sleeved heavy weight or light weight High Viz Jackets) must be worn at all times when Police Officers and PCSOs are deployed on foot or vehicle patrol duties. Black fleeces, black body armour covers and black TAC vests must not be worn as outer garments, except when they are worn for specialist duties in accordance with a risk assessment for that specific duty or operation.

3.2.9 High Viz TAC vests may only be worn by specialist wearer groups, as set out in the wearer group entitlements published on the [uniform page](#) of the BTP intranet, or following occupational health assessment. The only exception to this will be where Officers are already issued with the TAC vest at 1 July 2010, when it may be worn until replaced by the BTP High Viz PDA vest.

3.2.10 Where BTP wearers have been issued with batons, speed cuffs, torches, resuscitation packs and any other personal protection items, these items must be carried when on operational duty. Replacement torch batteries can be obtained from Area Clothing Officers – please see the [`Uniform` page](#) of the BTP Intranet for current contact details.

### **3.3 ISSUE OF UNIFORM AND EQUIPMENT ITEMS**

3.3.1 All BTP wearers are responsible for maintaining issued outer garments in accordance with the manufacturer's instructions. These state the need to ensure, as far as is reasonably practicable, that they are kept clean and tidy. All outer garments must be properly fastened and worn over body armour vests. Cleaning tokens are no longer issued by BTP under any circumstances.

3.3.2 All BTP wearers should only apply for items of uniform and equipment that are standard issue for their particular wearer group. The current wearer group entitlements are published on the [`Uniform` page](#) of the BTP intranet.

3.3.3 All BTP wearers can apply for additional/replacement uniform and equipment items, but all such requests must be made in accordance with the procedures in place at the time. Area Clothing Officers can assist with this – please see the [`Uniform` page](#) of the BTP Intranet for current contact details. All such requests must be approved by a supervisor of the rank of Inspector or above or Police Staff equivalent.



- 3.3.4 Uniform, equipment and protective clothing (including body armour) issued to BTP wearers, remains the property of BTP. Any loss or damage to any such article must be reported to a supervisor so that authority can be obtained for it to be replaced. Loss or damage due to negligence may incur a cost to the individual. All items must be returned to BTP when the wearer leaves BTP's employment.
- 3.3.5 BTP wearers will not be reimbursed any monies for any purchases of any uniform, clothing or associated equipment item.
- 3.3.6 Written permission from the Area Corporate Finance Manager or their delegated deputy must be sought if the BTP wearer wishes to claim for any garment adjustment.
- 3.3.7 All BTP wearers must wear and carry any personal protective equipment that has been issued to them where it can be foreseen, that they may become involved in confrontational situations or as directed by their supervisor or operational commander. This requirement is subject to the relevant training being up to date.
- 3.3.8 The only items that BTP wearers may carry on an equipment (or utility) belt and/or a PDA vest or a TAC vest, are PPE items and any other equipment issued by BTP that is specifically designed to be carried in this way. Non-issue items such as personal mobile phones, I-pods, keys etc should not be carried in the equipment belt or TAC vest.
- 3.3.9 BTP wearers may travel to and from work in uniform but should not give the impression of being 'on-duty.' Items of PPE and items of uniform must not be worn when 'off-duty.'



3.3.10 All BTP Operational Areas and FHQ functions must ensure that they have sufficient administrative resources or arrangements in place to deal with the administration of obtaining items from BTP stock for their wearers.

### **3.4 THE WEARING OF SPECIFIC ITEMS OF UNIFORM CLOTHING**

3.4.1 Shirt sleeve order will only be worn on the direction of supervisory Police Officers. Shirts must be clean, ironed and worn with epaulettes.

3.4.2 Short sleeved shirts and blouses may be worn by BTP wearers open necked and without a tie or cravat at the discretion of the wearer. This applies at all times throughout the year and whatever the weather conditions. Only the collar or top button may be unfastened and there must be no garment or jewellery or tattoo visible underneath. BTP Wearers and their supervisors are responsible for ensuring that that they are appropriately dressed at all times. A tie and cravat must be worn when attending a court or tribunal, when wearing a tunic or long sleeved shirt and in other circumstances when the individual or a supervisor considers it necessary.

3.4.3 Long sleeved shirts and blouses will not be worn open-necked and will only be worn with a tie and cravat. They may be worn with the sleeves fastened or folded neatly just above the elbow.

3.4.4 Uniform and equipment items issued as public order kit for public order incidents are specialist items and they are not permitted to be worn for routine patrol.

### **3.5 WEARING OF IDENTIFICATION NUMBERS, RANK INSIGNIA AND PIN BADGES**

3.5.1 BTP wearers provided with epaulettes and sliders that show their identification numbers and rank insignia must wear them at all times clearly displayed on the outermost garment, so as to be clearly visible to members of the public.

- 3.5.2 For the avoidance of doubt 'clearly displayed' means not to be hidden or damaged, whether intentionally or otherwise, to any degree whatsoever.
- 3.5.3 If for any reason a member of the public asks for clarification regarding an Officer's police number or rank, then the officer will provide it, adding their name if they are of the rank of inspector or above.
- 3.5.4 All supervising Officers must check the visibility of identification numbers and rank insignia of all BTP wearers under their command at parade times and throughout the shift, to ensure that identification numbers and rank insignia remain visible at all times.
- 3.5.5 The only exceptions to the requirements for identification numbers and rank insignia set out in [sections 3.5.1 to 3.5.4 above](#) is that members of the Specialist Response Unit may, when engaged in specific operations, be required to remove their insignia if authorised to do so by an officer of the rank of Superintendent or above.
- 3.5.6 BTP wearers must wear the machine embroidered epaulettes/sliders as provided by BTP. Metal clutch pin badges should not be worn for patrol duties. The BTP issued machine embroidered epaulettes/sliders may not be altered. Only PCSO's, Detention Officers, FHQ Security Staff, members of the Scientific Support Unit and certain Control Room Staff may have any text displayed on their epaulettes or sliders. No other BTP wearer group is allowed to have any text on any epaulettes or sliders.
- 3.5.7 Police Officers at the rank of Superintendent and above have the option of wearing raised (hand embroidered) rank insignia.
- 3.5.8 Identification numbers and rank insignia should only be displayed on the shoulders and must not be displayed on any other part of any uniform garment. This includes the

front of TAC Vests. The only exception to this will be for members of the Specialist Response Unit.

3.5.9 Public order trained officers will ensure that they display correct identification numbers and rank insignia at all times on their flameproof overalls and NATO Helmets.

3.5.10 Name badges may not be worn on operational duties. If issued they should only be worn at specific meetings and only if authorised by an Officer of the rank of Inspector or above.

3.5.11 Medal ribbons should only be worn on the left breast of tunics. Only ribbons denoting a medal awarded to the wearer may be worn.

3.5.12 A list of authorised pin badges that may be worn is published on the '[Uniform](#)' page of the BTP Intranet. BTP employees may wear only one pin badge at any one time and it must only be worn on the tie and cravat or lapel.

### **3.6 PERSONAL APPEARANCE**

3.6.1 Hair must at all times be neat and tidy. All BTP wearers in public facing positions including Police Officers, Special Constables, PCSOs, Scientific Support Officers, Station Support Officers undertaking front counter duties and Detention Officers must wear their hair above the collar. All male and female BTP wearers with long hair (including those with long hair for religious or cultural reasons) must ensure it is secured above the collar. Pony tails or similar styles are not permitted for safety reasons as there is potential for serious injury if a ponytail is worn outside of the issued headwear. Hair dyed in conspicuous colours (i.e. not natural colours that may give alarm to the general public) and styles that may detract from the professional image of BTP or potentially make members of the public feel uncomfortable or intimidated is not acceptable.

- 3.6.2 Beards and moustaches should be established whilst off duty or at a time when the BTP wearer is performing duties where there will be no contact with the public. If the facial appearance changes substantially a new warrant card will have to be issued and the wearer may be liable for any additional cost that BTP incur in providing this. Moustaches and beards must be kept neat and tidy. For clarification a beard or a moustache is NOT stubble and all BTP wearers in public facing positions must be clean shaven at the start of their duties.
- 3.6.3 BTP wearers will not wear any form of jewellery on operational duty with the exception of a wedding, engagement or signet ring. Whilst a single gold or silver necklace may be worn, if discreet and under uniform, no bracelets or necklaces (including charity) will be worn unless required to aid a medical condition or for a religious/cultural requirement.
- 3.6.4 Watches may be worn. Watches lost or damaged while on operational duty may be replaced or repaired up to the value of £25. Claims must be submitted through Areas or FHQ Departments for watch repair or replacement, accompanied by an appropriate receipt using BTP expenses forms. Watches will be worn at the risk of the owner.
- 3.6.5 Except for approved religious or cultural reasons, no BTP employee when on duty can wear items of jewellery through the nose, eyebrows, lips, tongue or any visible part of the body. BTP employees who have body piercing must ensure that they are not visible during their working hours.
- 3.6.6 Where religious or cultural requirements necessitate the wearing of a specific piece of jewellery, this will be permitted where there is no significant risk to health and safety. Each instance will be judged on a case-by-case basis by the Area Commander. If a



dispute arises then the chair or vice chair of the Force Clothing Committee will be the final arbitrator.

3.6.7 BTP wearers who are required to wear spectacles to reach the prescribed standard of vision, will be required to wear safety spectacles for operational duty and can obtain these at BTP expense. Please refer to the [`Eye and Eyesight tests` section of the Management of Health and Safety at Work SOP](#).

3.6.8 BTP employees performing driving duties may wear sunglasses when conditions dictate. Sunglasses must be removed when speaking or dealing personally with a member of the public unless they are prescription lenses. Sunglasses may not be worn by BTP employees on any other occasion unless on prescription with the written authorisation of a medical practitioner or optician and approval by Occupational Health. Sunglasses must not be of the mirror/reflective types.

3.6.9 BTP wearers are permitted a modest amount of make-up. Any nail varnish must be colourless.

3.6.10 The nature, location, prominence, appearance, number and size of tattoos need to be considered in terms of the impression they give to the public or colleagues. Tattoos on the face or those visible above the collar will not be permitted. Tattoos on the arms will be required to be covered with a long sleeve shirt at all times. BTP employees will be required to cover up tattoos that detract from the overriding principle of corporate appearance and professional image

3.6.11 Tattoos will be considered unacceptable if they;

- Undermine the dignity and authority of the officer, community support officer or special constable;



- Could cause offence to members of the public or colleagues and/or invite provocation;
- Are garish or numerous or particularly prominent;
- Indicate unacceptable attitudes towards women, minority groups or any other section of the community;
- Indicate alignment with a particular group which could give offence to members of the public or colleagues;
- Are considered to be rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating.

3.6.12 All BTP wearers should wear plain black socks with uniform trousers. Female BTP wearers should wear black tights/stockings when wearing a skirt.

### **3.7 POLICE OFFICERS IN PLAIN CLOTHES**

3.7.1 Police Officers in plain clothes must wear smart business attire, which for men includes a shirt and trousers. There is no requirement for men to wear a tie, but if the collar is unfastened there must be no garment or jewellery or tattoo visible underneath. What constitutes 'smart business attire' is for supervisors to decide, but it does not include T-shirts, shorts, jeans, jogging bottoms or track suit bottoms. If in doubt, supervisors should seek guidance from their line managers, with the Assistant Chief Constable responsible for uniform matters available as the final arbiter. Officers and their supervisors are responsible for ensuring that they are appropriately dressed at all times. Male Police Officers must wear a jacket and tie when attending a court or tribunal and in other circumstances when the individual or a supervisor considers it necessary. Due to the nature of police duties in plain clothes, smart business attire may not always be appropriate for particular roles or duties and could compromise the safety or effectiveness of the officers concerned. In these circumstances any deviation from the requirement to wear smart business attire must be authorised by a supervisor



specifically for a particular role or function, when clothing appropriate to the role and function being performed may be worn.

- 3.7.2 Plain clothing worn as a requirement of a duty commitment in accordance with [section 3.7.1](#) that is damaged may be repaired or replaced at BTP expense. Any such claims must be reasonable and clothing must therefore be appropriate to the anticipated duties. Any claims arising will be submitted in report form supported by receipts to the Area Commanders or Head of FHQ function for their consideration for re-imbursement retrospectively.
- 3.7.3 Police Officers performing plain clothes duties as part of planned events must carry and wear PPE as required by any risk assessment undertaken and in conjunction with operational orders. Harnesses for PPE are issued for Officers in plain clothes and must be worn as required when engaged in such operations.
- 3.7.4 Police Officers in plain clothes involved in spontaneous un-planned operations when confrontational situations are anticipated and no risk assessment has been carried out, must carry PPE and consideration must be given to the necessity for body armour. This consideration must be made upon the grounds of the wearer's personal safety as well as that of their colleagues.
- 3.7.5 Police Officers in plain clothes are required to adhere to risk assessments and health and safety requirements regarding high visibility clothing and footwear when their duties require them to work trackside.
- 3.7.6 At all times whether on or off duty Police Officers must be in possession of their warrant card to identify themselves as Police Officers. Other than in circumstances set out in [section 3.7.1](#).

### **3.8 POLICE STAFF**

- 3.8.1 Non uniformed Police Staff must wear smart business attire, which for men includes a shirt and trousers. There is no requirement for men to wear a tie, but if the collar or top button is unfastened there must be no garment or jewellery or tattoo visible underneath. What constitutes 'smart business attire' is for supervisors to decide, but it does not include T-shirts, shorts, jeans, jogging bottoms or track suit bottoms. If in doubt, supervisors should seek guidance from their line managers, with the Assistant Chief Constable responsible for uniform matters available as the final arbiter. Police Staff and their supervisors are responsible for ensuring that that they are appropriately dressed at all times and male members of Police Staff must wear a jacket and tie when attending a court or tribunal and in other circumstances when the individual or a supervisor considers it necessary. Any deviation from the requirements of this SOP must be authorised by a supervisor specifically for a particular role or function, when clothing appropriate to the role and function being performed may be worn.
- 3.8.2 Non uniformed Police Staff can wear jewellery. This should be a modest amount and any disputes should be referred to Head of HR, with the HR Director as the final arbitrator.
- 3.8.3 Non uniformed Police Staff may be authorised by Clothing Committee to be issued with BTP branded fleeces and polo shirts if it is deemed their duties require the wearing of such items. In exceptional circumstances and where authorised by the Chair or Vice Chair of the Force Clothing Committee, non uniformed Police Staff may be issued with other items of BTP uniform or equipment to enable them to carry out their duties. Such items of uniform or equipment must only be used when on duty and for BTP purposes.
- 3.8.4 Non uniformed Police Staff should not wear BTP uniform garments when in any public place as this may cause confusion for members of the public or invite un-necessary

attention. This is except for civilian staff undertaking logistical duties, CCTV downloading roles and Crime Reduction Officer roles, plus any member of Police Staff undertaking specialist tasks on behalf of BTP.

### **3.9 GENERAL INFORMATION AND GUIDANCE**

3.9.1 The BTP standard issue warrant and identity cards with card holders and BTP lanyards must be worn at all times by all BTP employees whether in uniform or not when on BTP premises. Only BTP lanyards can be used. All BTP wearers should not wear lanyards unless designed to break apart if pulled. All employees entering BTP premises whether in uniform or not, must produce their identification if requested to do so. Only the standard issue blue and white BTP lanyard may be worn or the red and white version for visitors.

3.9.2 Personal mobile phones should not be displayed on the exterior of any uniform garment. Mobile phone cases/ring tones should not detract from the professional image of BTP. BTP will not accept liability in respect of any loss or damage to personal mobile phones or any personal equipment carried by BTP employees.

3.9.3 At the discretion of the Area Commander or Head of FHQ Department, Police Officers may be excluded from the dress and appearance standards when engaged on covert, surveillance or other specialist duties.

3.9.4 All BTP wearers attending all courts (including Magistrates/Crown/Sheriffs/ Coroner's and Youth Courts) will attend in standard BTP patrol uniform – normally shirts/blouses with tie/cravat. There is no requirement to wear tunics. The only exception is in a Youth Court when directed to wear plain clothes by the Court.

3.9.5 Uniformed Police Officers and Special Constables when attending funerals as pall bearers or representatives of BTP will wear tunics and matching heavyweight trousers/skirts, unless specifically requested by the family to wear plain clothes.



3.9.6 Police Officers wishing to attend an event or function in uniform that is not part of their normal duty requirements (e.g. a tunic) must seek authority from the relevant Area Commander or Head of FHQ Department.

3.9.7 Tunics and matching trousers can be hired at BTP's expense if authorised for short term use. Area Clothing Officers will have details of these arrangements.

### **3.10 UNIFORM STYLE AND LOOK**

3.10.1 Any requests to change the style and look of any item of BTP uniform and equipment must be made in writing to the Force Clothing Committee, who will consider the request before making a recommendation to the SCT.

3.10.2 The Force Clothing Committee will take into account Media and Marketing policy when determining the style of BTP logo to be used on all BTP branded uniform garments. All garments issued to BTP wearers must comply with the BTP corporate standards. Garments not adhering to the corporate standards must not be worn under any circumstances and should be disposed of (at the wearer's cost centre's expense) in accordance with the procedures in [section 3.11](#) as soon as practicable.

3.10.3 No sponsorship or branding (whether commercial or otherwise) is allowed on any BTP branded uniform garment.

3.10.4 BTP wearers in Scotland follow the Scottish Government regulations and so adopt a different style of uniform with black wicken shirts and caps, with no helmets worn.

### **3.11 DISPOSAL OF OLD/REDUNDANT UNIFORM AND EQUIPMENT ITEMS**

3.11.1 Arrangements have been made with BTP's contracted managed warehouse supplier, for the secure and environmentally friendly disposal of branded BTP uniform and

equipment items. These procedures apply to the disposal of all branded uniform and equipment items in all Areas and FHQ Departments.

3.11.2 Unbranded items such as trousers, belts, plain shirts, footwear etc. should be disposed of locally as refuse. If in good condition it may be disposed of via local charity shops.

3.11.3 For the disposal of branded BTP uniform items such as fleeces, jackets, headwear and any other non metal items, Area Clothing Officers will contact the Sales Department at Ioma Clothing Company Ltd on 0151-448-9000 to obtain a disposal bag(s).

3.11.4 For metal based BTP branded items and all PPE items such as hand cuffs, batons, baton or hand cuff holders, body armour, Area Clothing Officers will contact the Sales Department at Ioma Clothing Company Ltd 0151-448-9000 to obtain a disposal bag(s).

3.11.5 Each disposal bag from Ioma Clothing Company Ltd is pre-printed with the return address. They are able to hold 25-30 kilos of items in each bag. The bags are issued with a unique seal number so that an audit trail is available if the bag and its contents need to be traced. Once received at Ioma Clothing Company Ltd all bags will be securely stored pending transfer to the recycling company.

3.11.6 Captor Sprays must continue to be returned for secure disposal to the supplier Civil Defence Supplies. For disposal of Captor spray please refer to the [Captor SOP](#).

3.11.7 It is the responsibility of the individual BTP Area and FHQ Department to pay for the disposal of BTP uniform and equipment items, including the costs for the return of items to Ioma Clothing Company Ltd or Civil Defence Supplies.

3.11.8 Special Constables and PCSOs who become Constables will be required to retain the majority of their issued uniform and equipment items. The exact list is determined by

the Force Clothing Committee and the staff member will be informed which items this refers to by their Area Clothing Officer.

### **3.12 DISPUTES**

3.12.1 All disputes regarding BTP uniform and equipment items should be referred to the Force Uniform Manager, who will escalate the issues as necessary to the Vice Chair and Chair of the Force Clothing Committee. The BTP SCT will be the final arbitrator in any unresolved dispute.

### **3.13 CONTAMINATED CLOTHING AND EQUIPMENT ITEMS**

3.13.1 If any item issued by BTP becomes contaminated for whatever reason whilst a BTP employee is on operational duty, it will be replaced via the normal procedures. If any BTP employee's own clothing and/or footwear become contaminated for whatever reason whilst on operational duty, it may be replaced or repaired up to the total value of £55. Claims must be submitted through Areas or FHQ Departments for clothing or footwear repair or replacement accompanied by an appropriate receipt using BTP expenses forms. Personnel clothing and footwear will be worn at the risk of the owner.

### **3.14 RECORD KEEPING**

3.14.1 Authorisations, records or other documents created by virtue of this SOP will be retained for not less than 12 months, then subject to review and will be disposed of in accordance with the [Records Management SOP](#) requirements.

## **4 MONITORING AND COMPLIANCE**

4.1 It is the responsibility of all Area Commanders, Heads of FHQ Departments and Officers in Charge at all levels within BTP to ensure that the procedures and requirements as laid out in this SOP are complied with.



## **5 WEARER ENTITLEMENTS**

- 5.1 The BTP Wearer Entitlements list is published on the [`Uniform` page](#) of the BTP Intranet.

## **6 AREA CLOTHING OFFICERS**

- 6.1 All Area Clothing Officers are able to assist with initial enquiries relating to all BTP uniform and equipment items. Please refer to the [`Uniform` page](#) under departments of the BTP Intranet for an up to date list.

## **7 BTP MANAGED WAREHOUSE**

- 7.1 BTP contracts a managed warehouse supplier for the goods receipt/secure storage and distribution of all uniform and equipment items, as well as the disposal of redundant branded BTP uniform items. Please contact the Force Uniform Manager for details of the current supplier.