

Chapter 12 Code of dress and appearance

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Introduction

The Service code of dress and appearance is issued by the Commissioner to ensure a consistent and professional standard of personal appearance by all members to meet community expectations. The Commissioner has responsibility for the dress and appearance of members of the Service pursuant to s. 4.8: 'Commissioner's responsibility' of the PSAA and the due diligence principles of the *Work Health and Safety Act*.

This chapter applies to all officers, police recruits, uniformed staff members and staff members. Failure to comply with the code of dress and appearance may provide grounds for disciplinary action.

This chapter has been developed in accordance with the *Human Rights Act* and the provisions contained in s. 1.2: 'Human rights and policing' of the OPM.

Definitions

For the purposes of this chapter, in addition to the definitions contained within the SMD, the following definitions apply:

Ceremonial uniform

means uniform for use by members attending a nominated occasion, event, ceremony, official function or duty.

Corporate wardrobe

means attire available from the Corporate Wardrobe catalogue.

Day dress uniform

means uniform worn by a member specific to the member's designated role and responsibilities.

Members

means all officers, police recruits, uniform staff members and staff members collectively.

Officers

includes all police officers and police recruits.

Operationally effective

means suitable to be able to perform operational skills and tactics (OST).

Operational uniform

means uniform for use in conducting operational duties. Operational uniform has enhanced design characteristics for operational effectiveness and when employing operational skills and tactics.

Protective service uniform

means standard issue non-patrol, patrol and mixed patrol uniform items.

Staff members

means any member who is not a police officer, police recruit, police liaison officer, assistant watch-house officer, protective service officers or Torres Strait Island Police Support Officers (TSIPSO).

Uniform catalogue

means the QPS Uniform Catalogue available on the Richlands Supply Services webpage on the Service Intranet.

Uniform staff members

means police liaison officers, protective service officers, aviation staff, assistant watch-house officers and Torres Strait Island police support officers.

12.1 General standards of dress and appearance for all members

All members are to adopt and maintain the highest standards of dress, personal appearance, hygiene and grooming consistent with a professional policing organisation.

To assist members, the QPS Uniform Catalogue depicts the styles of uniform and dress standards to be maintained.

Variation to policy

A member who seeks a variation of this policy due to their personal circumstances (see also s. 12.5: 'Standard of dress – Variations to uniform policy' of this chapter) may make written application to their assistant commissioner or equivalent for consideration. The report is to include:

- (i) where appropriate specialist medical reports; and

(ii) where relevant a consultation outcome with:

- (a) Safety and Wellbeing;
- (b) First Nations Division; and
- (c) Multicultural Affairs.

Supervisor responsibility

Commissioned officers or equivalent and OICs are to ensure compliance with this policy. Supervisors are to demonstrate the requisite standard of dress and appearance and are to ensure they regularly inspect members dress and appearance and issue directions as required when non-compliance is observed.

Sponsorship

Members are not permitted to wear clothing or equipment that has been sponsored by an organisation unless in compliance with s. 8.3: 'Sponsorship – guidelines for management' of this Manual.

Uniform catalogue

The QPS Uniform Catalogue depicts images of uniform styles the following groups.

- (i) commissioned officers;
- (ii) non-commissioned officers;
- (iii) specialist units;
- (iv) police liaison officers;
- (v) assistant watch-house officers; and
- (vi) protective service officers.

The corporate wardrobe catalogue provides attire available for staff members.

All members are:

- (i) to wear a uniform only where authorised and in compliance with the standards shown in QPS Uniform Catalogue;
- (ii) not to wear a mixture of civilian clothing and approved uniform items. For approved mixed clothing see s. 12.2: 'Standards of dress – uniformed officers' of this chapter);
- (iii) not to wear uniform items they are not entitled to wear;
- (iv) not to wear uniform or civilian clothing, which is dirty, damaged, excessively faded/discoloured or not ironed;
- (v) to wear uniform items correctly buttoned and zipped;
- (vi) not to alter the design, shape or style of uniform items issued to them. Members will be required to purchase replacement uniform items resulting from unapproved alterations;
- (vii) to ensure plain clothes or civilian attire contains no graphic or inappropriate images or wording;
- (viii) to ensure that undergarments worn under a uniform, such as singlets, t-shirts, tank-tops, brassieres or camisoles do not extend beyond the edges or necklines of a uniform and must not be visible through the outer uniform garment, including logos and endorsements;
- (ix) in the case of uniform officers, consider their personal safety when travelling to and from duty when wearing a uniform;
- (x) in the case of staff members and uniformed staff members, not to wear any uniform item or identification when travelling to and from work which may identify them as a member of the Service;
- (xi) not to wear award ribbons, medals, pins or non-approved patches on load bearing vests, integrated load bearing vests or operational uniform;
- (xii) not to smoke in a public place or within view of the public whilst in uniform; and
- (xiii) not to wear a combination of current uniform items with obsolete uniform items.

12.2 Standard of dress – uniformed officers

Officers are to ensure their standard of dress and appearance portrays a professional image at all times. Any item of uniform which does not meet the required standards, is to be replaced.

Uniforms worn by officers are categorised into four uniform groups, namely:

- (i) day dress;

- (ii) operational;
- (iii) specialist; and
- (iv) ceremonial.

See the QPS Uniform Catalogue for images of uniform groups and the Online Uniform Requisition form. Approved variations also apply to each uniform group.

For religious exemptions see s. 12.5: 'Standard of dress – Variations to uniform policy' of this chapter.

When on rostered duty, officers are to wear their:

- (i) issued identification whilst in Service establishments, see s. 4.3.1: 'Displaying of Service identification' of this Manual; and
- (ii) firearms and accoutrements see s. 14.4: 'Service issued weapons' of the OPM.

An assistant commissioner or equivalent may authorise an exemption to the standard of dress where appropriate in the circumstances (e.g. the wearing of Look to the Stars shirts as a daily dress item for specialist areas).

Approved mixed clothing

A civilian cover shirt/jacket is authorised to be worn over the top of uniform shirt when travelling to and from work. A cover shirt is to fully cover the uniform shirt and will not readily identify an officer but can be removed to allow an officer to recall themselves to duty when circumstances dictate. Not being readily identifiable allows an officer to conduct a tactical assessment and undertake preparatory actions, i.e., time to call for assistance, before identifying themselves. An officer when travelling to and from work may also wear a civilian shirt in replacement of a uniform shirt.

Medals

The wearing of medals, ribbons and citations is restricted to day dress, ceremonial uniforms and when wearing the Service light blue day dress shirt with operational trousers (see s. 12.13: 'Wearing of medals and citations' of this chapter).

Uniform issuing

The Warehouse Manager, Supply Services manages the issuing of uniform items. A commissioned officer or equivalent (or their delegate) or an OIC may seek a variation to the scale of issue in specific situations (e.g., the issuing of uniform items to plain clothes officers). Application is to be made to the warehouse manager and additional costs will be borne by the requesting unit.

The chairperson of the Police Uniform Committee (PUC) controls the scale of issue of uniform items. To seek variation to the scale of issue, a report endorsed by the relevant assistant commissioner of that command, can be forwarded to the PUC to seek approval from the relevant deputy commissioner or Commissioner.

12.2.1 Day dress uniform

Day dress uniform provides a more formal and corporate appearance than the operational uniform when performing duties involving management, administrative and representative functions.

Operational uniform items are not to be worn with the day dress uniform (e.g., polo shirt with dress trousers). See s. 12.2.2: 'Operational uniform' of this chapter for an exemption for the Service light blue day dress shirt.

A commissioned officer or equivalent (or their delegate) or an OIC, may direct the wearing of day dress uniform when conducting representative functions, attending meetings or within a command office environment. If applied to a command office, the direction is to be consistent for all officers.

Ties must be worn by officers when appearing before a court.

12.2.2 Operational uniform

The Service operational uniform provides a more robust and operationally effective form of dress than the day dress uniform. Operational effectiveness is achieved through enhanced design capability for various environmental factors and when employing operational skills and tactics. Operational duties however do not preclude officers from wearing the full day dress uniform and accoutrements.

The Service light blue day dress shirt may be worn with operational trousers and baseball cap and can also be an aide to supervisor identification in an operational environment.

Officers employed in administrative, management and representative functions may wear the operational uniform unless otherwise directed in accordance with s. 12.2.1: 'Day dress uniform' of this chapter.

12.2.3 Specialist uniforms

Specialist uniforms provide operationally effective forms of dress specific to the functions conducted by a specialist unit and may include additional safety enhancements.

Specialist uniform is in addition to the other forms of Service uniform issued to an officer.

Only officers performing the specialist function may order and wear the specialist uniform items specific to that unit.

12.2.4 Ceremonial uniform

Officers are to wear ceremonial uniform for nominated occasions or when directed by a commissioned officer or equivalent (or their delegate) or an OIC. Such occasions may include but are not limited to:

- (i) medal presentations;
- (ii) Service funerals;
- (iii) investiture ceremonies;
- (iv) new premises openings; and
- (v) church or memorial services.

Wearing of accoutrements with ceremonial uniform.

Generally, accoutrements, including load bearing vests, should not be worn with a ceremonial uniform. Carriage of accoutrements may be approved by the senior supervising commissioned officer taking into consideration current threat levels and any formal invitation requests which may need to be negotiated.

Senior supervising commissioned officers are to consider the provision of a security element containing officers wearing accoutrements in public places involving officers in ceremonial uniform without accoutrements.

12.2.5 Additional uniform items

Only current issue uniform and accoutrements contained in the QPS uniform catalogue are to be worn.

Tunics

The decision to wear a tunic is at the discretion of an individual commissioned officer or as otherwise directed by a senior commissioned officer or equivalent (or their delegate) or an OIC.

Tunics are not an individual issue to non-commissioned officers except for permanent specialised positions e.g., prosecutions. Tunics may be loaned and worn by non-commissioned officers in the following situations:

- (i) during official duties at special occasions,
- (ii) relieving prosecutor duties;
- (iii) as an aide-de-camp; or
- (iv) as a ministerial liaison officer.

Tunics are to be:

- (i) fully fastened at all times; and
- (ii) worn with a Service issued tie.

Ties

For uniformed members, only Service issue ties and tie pins may be worn.

Look to the Stars Uniform

The bespoke Indigenous Artwork Look to the Stars (LTTS) was created in consultation with First Nations communities to build trust, respect and relationships between the Service and First Nations peoples.

The LTTS operational polo and baseball cap may be worn as part of operational or day dress uniform by the following members:

- (i) PLOs and TSIPLOs;
- (ii) cross cultural liaison officers; and
- (iii) district crime prevention coordinators

The LTTS operational polo and baseball cap may be worn by the following members at the discretion of a commissioned officer (or equivalent):

- (i) officers and uniform staff members who are required to engage with First Nations and multicultural communities as part of their day-to-day duties; and
- (ii) officers and uniform staff members during events, meetings and functions of cultural significance including (but not limited to) NAIDOC Week and Reconciliation Week.

Issue of the LTTS operational polo shirt and baseball cap is available as general uniform allocation in lieu of operational polo shirt and operational baseball cap.

The LTTS operational polo shirt may be worn with either operational pants or day dress pants.

When worn with day dress pants, the LTTS operational polo shirt may be worn in a tucked or untucked fashion.

When worn with operational pants, the LTTS operational polo shirt should be worn tucked into the pants.

The LTTS operational polo shirt and baseball caps are official police uniform and are not to be given as a gift or otherwise disposed of outside of normal uniform policy.

Torres Strait Uniform

The bespoke artwork which forms the Torres Strait operational polo and baseball cap was created in consultation with First Nations communities within the Torres Strait. Designed to build trust, respect and relationships between the Service and First Nations peoples.

The Torres Strait operational polo shirt and baseball cap is currently available for issue to all officers and uniform staff members within the Torres Strait Patrol Group.

The Torres Strait operational polo and baseball cap may also be worn by the following members at the discretion of a commissioned officer (or equivalent):

- (i) officers and uniform staff members who are required to engage with Torres Strait peoples or communities as part of their day-to-day duties; and
- (ii) officers and uniform staff members during events, meetings and functions of cultural significance including (but not limited to) NAIDOC Week and Reconciliation Week.

Issue of the Torres Strait operational polo shirt and baseball cap is available as general uniform allocation in lieu of operational polo and operational baseball cap.

The Torres Strait operational polo shirt may be worn with either operational pants or day dress pants.

When worn with day dress pants, the Torres Strait operational polo shirt may be worn in a tucked or untucked fashion.

When worn with operational pants, the Torres Strait operational polo shirt should be worn tucked into the pants.

The Torres Strait operational polo shirt and baseball caps are official police uniform and are not to be given as a gift or otherwise disposed of outside of normal uniform policy.

12.2.6 Court appearance

Officers when attending court are to wear day dress uniform to project a professional image. Operational uniform is not to be worn unless exceptional circumstances exist or where prior approval has been given.

An identification tag is to be worn when attending court. Identification is to display the officer's full name unless approval to wear an officer's registered number or equivalent has been issued for security purposes.

12.3 Standard of dress – Detectives/plain clothes officers

Authorisation is not required for officers to wear plain clothes when an officer is appointed to a plain clothes position.

Plain clothes officers, as representatives of the Service, are to present a professional image and dress in business attire unless inappropriate for a particular duty or task (e.g., casual clothing for covert, surveillance, crime patrol duties or when executing search warrants).

The type of clothing worn must not interfere with the safe and proper use of accoutrements and is to be neat and clean and not excessively faded/discoloured or damaged unless approved by an OIC for a specific operation or task.

Ties

Plain clothes officers are not required to wear a tie when performing routine duties. Ties must be worn for court purposes or if directed e.g., for a media briefing.

Footwear

Plain clothes officers are to wear styles of footwear which are operationally effective and suitable for Operational Skills and Tactics (OST). Supervisors are to ensure officer footwear complies with s. 12.8: 'Footwear' of this chapter.

For the carriage of firearms while in plain clothes see ss. 14.4: 'Service issued weapons' and 14.9.1: 'Plain clothes officers' of the OPM.

Authorisation from a commissioned officer or equivalent (or their delegate) or an OIC, is required for members in a uniformed position to wear plain clothes, examples include where:

- (i) required to perform a specific duty (e.g., assisting the CIB in the execution of search warrants or crime patrols);

- (ii) pregnant and physically unable to wear a uniform;
- (iii) recovering from an injury or has a specific medical condition; or
- (iv) served with a stand down notice.

Issuing of Service uniforms to appointed plain clothes officers

Although not entitled to uniforms in the scale of issue, plain clothes officers may purchase uniform items for use in conducting special duties.

Plain clothes officers selected for temporary relieving duties in a uniform position may be authorised for the issue of uniform items by an OIC. Requests for uniform issue are to be in writing to the officers OIC for approval by a commissioned officer. Uniform approvals for plain clothes officers are centrally funded.

For situations that do not fall within this policy, an OIC is to contact Supply Services for further guidance and approvals.

12.4 Standard of dress – Staff members and uniform staff members

All staff members and uniform staff members are to dress to a professional standard at all times and are to comply with s. 12.1: 'General standards of dress and appearance for all members' of this chapter.

12.4.1 Staff members

In general, staff members are to dress in attire consistent with the standards available in the Corporate Wardrobe catalogue.

Examples of items of dress that are inappropriate for staff members, and are not to be worn, include:

- (i) any item of clothing that contains graphic or inappropriate images or wording; and
- (ii) shorts, denim jeans, tracksuit pants, clothing exposing the midriff, short skirts and casual footwear e.g., thongs.

A commissioned officer or equivalent (or their delegate) or an OIC may:

- (i) determine an item of dress is inappropriate and direct a member not to wear the item;
- (ii) authorise items of dress suitable to a function or role; and
- (iii) for workplace health and safety reasons, direct a member to wear footwear and clothing suitable to their function or role e.g., warehouse duties.

12.4.2 Uniform staff members

Uniform staff members are to comply with the standards of dress for their particular employment as outlined in the QPS Uniform Catalogue.

12.4.3 Travelling to and from work

To ensure member safety, all staff members and uniformed staff members are to remove or cover any items identifying them as a Service employee when travelling to and from work, which includes removing their Service identification, identification tag and lanyard.

12.5 Standard of dress – Variations to uniform policy

12.5.1 Religious, cultural and gender diversity recognition

The Service recognises and respects a member's religious and cultural beliefs as well as gender diversity. All variations to the standard of dress of uniform officers must take into account the ability to perform operational skills and tactics and undergo assessment and approval by Safety and Wellbeing. Assistance should also be sought from First Nations Division and Multicultural Affairs.

12.5.2 Variations to uniform entitlement due to gender identity

On written application by a member, with relevant supporting documentation, an assistant commissioner or equivalent may consider an individual's request to vary their uniform entitlement as per the scale of issue due to their gender identity. In making their determination, the decision maker will take into consideration anti-discrimination legislation as well as the need to maintain consistent standards of professionalism for the Service.

Due to the personal nature of a member's application to vary uniform entitlement, written applications are to be made direct to the member's OIC and forwarded direct by the OIC to the relevant assistant commissioner.

12.5.3 Religious headdress

Uniformed members seeking to wear religious headdress are to obtain written approval from an assistant commissioner or equivalent prior to wearing. In deciding to approve religious headdress, the assistance of Safety and Wellbeing, First Nations Division and Multicultural Affairs is to be sought.

Headdress that covers the head e.g. Hijab, must have a quick release capability and be approved for use by Safety and Wellbeing.

12.5.4 Sikh religious conventions

A member of the Sikh religion may adhere to the following religious conventions:

- (i) keep the hair on their head, face and body uncut with hair on their head covered by a Turban or Patka.
- (ii) wear a:
 - (a) Kangha (wooden comb), worn and concealed in the hair.
 - (b) Kara (iron band), worn on right wrist.
 - (c) Kachera (cotton undergarment).
- (iii) carry a Kirpan (resembles a small sword normally kept in a sheath, attached to a strap, worn underneath clothing near the waist and is not normally visible).

Officers are to seek guidance for the wearing of Kirpans and Karas from Safety and Wellbeing to ensure operational skills and tactics risks are minimised. Officers are to be aware of the additional risks of injury e.g. Kara being caught on objects and take reasonable precautions to prevent such injuries by taping or wearing a protective sleeve. See also s. 12.12.4: 'Personal jewellery' of this chapter.

Clean shaven directives

Where a clean-shaven directive is issued by the Commissioner in response to an emergency event, and an officer wishes to adhere to their religious requirements, the officer is to be aware they may be temporarily transferred to alternate duties.

12.5.5 Swimwear

Swimwear that is in-keeping with religious requirements for modesty may be worn during swimming training activities.

12.5.6 Specialist requirements

Members are to be aware that while assessments may be undertaken regarding the accommodation of religious requirements, there may be cases in which such requirements are not compatible with operational standards which apply to some Service specialist areas e.g., SERT and dive squad.

12.6 When to wear prescribed headdress

Headdress remains an important part of policing as it helps to establish immediate recognition and presence of police in public and for occupational health and safety purposes.

Uniformed officers and uniformed staff members are to wear headdress when on duty and in view of the public, unless:

- (i) in a police establishment or performing duty at a prescribed building;
- (ii) indoors and not in the view of the general public e.g., a private residence;
- (iii) travelling in a motor vehicle;
- (iv) travelling on public transport;
- (v) wearing of headdress is not practical due to environmental or operational considerations e.g., high winds;
- (vi) on the tarmac in the vicinity of an operating aircraft;
- (vii) inside a place of religious worship where it is appropriate to remove headdress, unless the member is a member of a flag party or performing another ceremonial role;
- (viii) at an outdoor church service when the officiating chaplain requests the removal of headdress; or
- (ix) prior approval has been obtained from a commissioned officer or equivalent (or their delegate) or OIC.

For religious exemptions and requirements see s. 12.5.3: 'Religious headdress' of this chapter.

12.6.1 How to wear prescribed headdress

Unworn headdress is not to be hung from or attached to the Service firearm.

Service issue headdress is to be worn square to and level on the head.

Uniformed non-commissioned officers acting in commissioned officer positions are authorised to wear commissioned officers' epaulettes for the authorised relief period but are not to wear a commissioned officer's hat.

12.6.2 Baseball caps

Baseball caps are not to be worn with day dress or ceremonial uniforms.

12.6.3 Service-issue beanies

Service-issue beanies may be worn by:

- (i) uniformed officers generally between the hours of 6pm and 6am;
- (ii) water police officers whilst performing duties on the water at any time; or
- (iii) at any time in extreme weather conditions where prior approval has been given by a supervisor.

A commissioned officer or equivalent (or their delegate) or OIC may direct uniformed officers not to wear a beanie where in the circumstances it would detract from the professional image of the Service.

12.7 Epaulettes

Members are to wear epaulettes appropriate to their rank/grade on all relevant uniform items as specified in the Online Uniform Requisition catalogue.

Officers meeting the eligibility criteria are permitted to wear epaulettes recognising length of service.

An officer who is required to perform duties at a higher rank is to wear epaulettes applicable to the higher rank, except Protective Service Officers (PSO).

Only qualified PSO are permitted to wear the epaulettes of a Senior PSO.

Service ranks

Commissioned officer rank soft fabric epaulettes are only to be worn with a Service-issued uniform polo shirt, field dress shirt, load bearing vest or integrated load bearing vest.

COMMISSIONED OFFICERS



Commissioner



Deputy Commissioner



Assistant Commissioner



Chief Superintendent



Superintendent



Chief Inspector



Inspector

NON-COMMISSIONED OFFICERS



Senior Sergeant



Sergeant



Leading Senior Constable



Senior Constable



Constable



Special Constable



PACE



Recruit

Officers performing duties within some specialist units are issued and wear non-reflective epaulettes in accordance with operational requirements.

Senior Protective Service Officer and Protective Service Officer



Senior Watch-house Officer and Watch-house Officer







Senior Police Liaison Officer and Police Liaison Officer



Senior TSI PLO and TSI PLO Officer



Aviation Staff

<p>Epaulette</p>				
<p>Fixed Wing</p>	<p>Not Applicable</p>	<p>Not Applicable</p>	<p>Pilot – LC Classification</p> <ul style="list-style-type: none"> • Caravan Pilot in Command • B1900/B350 First Officer 	<p>Pilot – LF Classification</p> <ul style="list-style-type: none"> • B1900/B350/Jet Pilot in Command • Check & Training Pilot • Deputy Chief Pilot • Chief Pilot
<p>Rotary Wing</p>	<p>Rescue Crew Officer (RCO)</p>	<p>Aircrew Officer (ACO)</p>	<ul style="list-style-type: none"> • Senior Aircrew Officer (SACO) • Check & Training Aircrew Officer • Chief Aircrew Officer 	<ul style="list-style-type: none"> • Pilot • Check & Training Pilot • Head of Check & Training • Deputy Chief Pilot • Chief Pilot

Police Chaplain



Emergency Management



12.8 Footwear

Uniformed officers are to wear current serviceable Service issued footwear. Footwear is to be kept clean and polished at all times. Where alternative footwear is required to be worn for health and safety reasons, a report with supporting documentation (e.g. a specialist medical certificate) is to be furnished prior to use. Refer to 'non-standard issue footwear reimbursement' of this section.

Uniformed officers are to wear Service issue socks, or socks which are black or dark blue in colour.

Uniform officers wearing skirts:

- (i) may wear stockings in one of the following colours:
 - (a) nude;
 - (b) black;
 - (c) grey; or
 - (d) dark blue; and
- (ii) may purchase operationally effective black or ink blue court shoes.

Non-Standard issue footwear reimbursement

The cost of court shoes (see s. 12.8.2: 'Court shoes for representational, ceremonial and court duties' of this chapter) and alternate footwear for health and safety reasons may be reimbursed up to \$150 for the purchase of one pair of shoes in accordance with the scale of issue timelines. Reimbursement does not apply to protective service officers, watch-house officers, plain clothes officers; and staff members.

To ensure eligibility, officers for:

- (i) court shoes, are to submit a report to their supervisor / OIC for approval; and
- (ii) alternate footwear, obtain:
 - (a) a medical certificate from a specialist/podiatrist (not general practitioner); and
 - (b) submit the medical certificate with report to their district officer for approval.

Once approval is obtained, officers are authorised to purchase alternate footwear.

For reimbursement, officers are to submit their request through Freedom and upload the following supporting documents:

- (i) approval report;
- (ii) tax invoice, and
- (iii) where relevant, medical certificate.

12.8.1 Officers in plain clothes

All officers wearing plain clothes are to wear footwear which is operationally effective and suitable where operational skills and tactics are required. Such footwear must be stable, fully enclosed and not easily slipped off the foot.

In circumstances where covert duties may necessitate a style of footwear that may not be classed as operationally effective, a commissioned officer authorisation is required.

12.8.2 Court shoes for representational, ceremonial and court duties

Court shoes are to be of a style and height that allows an officer to be able to respond to any incident in accordance with their operational skills and tactics (OST) training. Footwear such as stilettos or high heels are not suitable and are likely to result in a serious injury to an officer when engaging in an OST response. As required, supervisors are to conduct a risk assessment to ensure footwear is appropriate and seek the assistance of Safety and Wellbeing when in doubt.

Court shoes are not to be worn with trousers, slacks or shorts.

12.8.3 Commissioned officers

Commissioned officers may privately purchase operationally effective footwear. The cost allowance of the footwear may be reimbursed by submitting a request to the Supply Service Customer Service team to ensure eligibility, and then submit reimbursement request through ExpenseMe Pro.

12.8.4 Non-Service issued footwear

ORDER

Non-Service issued footwear must be operationally effective and suitable for Operational Skills and Tactics response in accordance with the due diligence principles of the *Work Health and Safety Act*.

12.9 Utility belts, load bearing vests and integrated load bearing vests

Only Service issued utility belts, load bearing vests (LBV) and integrated load bearing vests (ILBV) are to be worn.

Service issue accoutrements are only to be worn on Service issued utility belts, LBVs and ILBVs within Service issued accoutrement carriers.

Additional accoutrement carriers are not to be worn on a Service issued utility belt, LBV or ILBV until assessed and approved for use by the Operational Equipment Committee (OEC). Officers are not to attach pins (including Remembrance Day pins/ribbons), medals, award ribbon bars, patches or badges to an ILBV or wear them underneath an ILBV.

Officers are not to wear award ribbons or medals on an LBV.

12.10 High visibility and reflectorised safety vests

Officers wearing an integrated load bearing vest (ILBV) are to wear the ILBV high visibility vest (HVV) attachment in its full configuration (see s. 14.20.3: 'Integrated load bearing vests' of the OPM) at all times whilst performing duties in or adjacent to traffic, including work sites, in quarries or on construction haul roads. The Service issued reflectorised vest and high visibility epaulettes are not to be worn with or attached to an ILBV.

Officers not wearing an ILBV are to wear Service issued reflectorised safety vests at all times whilst performing duties in or adjacent to traffic, including work sites, in quarries or on construction haul roads.

Exemptions to this requirement are permitted under emergent situations or where officers reasonably consider that tactical safety would be compromised by wearing a reflectorised safety vest. Motorcycle riders who have been issued a Hi-Vis protective motorcycle jacket may wear these as an alternative to reflectorised safety vests. Officers are not to wear damaged or unserviceable vests or jackets.

Officers are not to attach pins (including Remembrance Day pins/ribbons), medals, award ribbon bars, patches or badges to a ILBV HVV, high visibility vest, reflectorised vest or jackets.

12.11 Service identification cards, identification tags and lanyards

Only identification cards, identification tags and lanyards issued or authorised by the Service are to be worn. Nick names are not permitted on Service nametags. It is permissible for an officer to shorten a first name e.g. Alexander to Alex.

12.11.1 Uniformed officers and uniform staff member identification tags

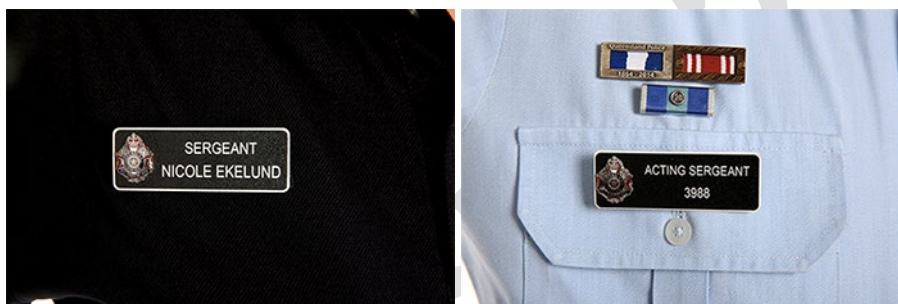
Officers are to:

- (i) wear Service issue identification tags on all relevant uniform items including a load bearing vest; and
- (ii) have the option of having their full name or registered number on their identification tag.

Identification tags for officers are in two- or three-line formats. Two-line formats are used for all positions except OIC and prosecutors who use a three-line format to include their position.

Officers are to have their rank displayed above their name (or registered number) on their identification tag, with the exception of the Senior Executive who may display their name above their rank.

The identification tag must be centred on the right pocket flap so that the top of the tag is level with the top of the pocket on current issue shirts or on blouses without pockets, in a similar position (e.g. lined up with 2nd top button) as depicted below.



Officers performing relieving duties are to wear identification tags with their acting rank as represented below.



Uniform staff members are to comply with the requirements for uniformed officers of this section.

12.11.2 Staff members

Staff members have the option of wearing a Service identification tag. Identification tags for staff members are in one-, two-, or three-line formats. One-line formats are used for all positions except counter staff, managers and civilian prosecutors who use a three-line format to include their position.

Counter staff have the option of an identification tag depicting their position and payroll number using a two-line format.

The placement of identification tags for civilian staff is to the upper left or right chest area.

12.11.3 Detectives and plain clothes officers

Detectives and plain clothes officers are not required to wear an identification tag but are to carry their Service identification whilst on duty.

Plain clothes officers wearing a firearm and accoutrements without a jacket or in plain view of the public are to:

- (i) wear their Service identification on a Service lanyard; or
- (ii) wear badge identification with leather strap on their belt or waistband.

12.11.4 Service identification and lanyards

For policy in relation to the issue, replacement and return of Service identification, see s. 4.3: 'Service identification and other identity cards' of this Manual.

Members of the Service not in uniform are to physically display their Service identification whilst in Service facilities to ensure ready identification of unauthorised persons.

Service identification may be worn either on a Service lanyard around the neck or attached to the belt or waistband. Plain clothes officers may wear the badge identification with leather strap on their belt or waistband, but are to carry their Service identification at all times.

Uniform officers are to carry their Service identification but are not required to physically display it. Uniform officers may attach an access swipe card to a Service lanyard.

Approved Service lanyards are contained in the register of QPS Approved Pins, Badges and Lanyards as outlined in the QPS Uniform Catalogue, see s. 12.14.1: 'Application process for approval of pins, patches, badges and lanyards' of this Manual.

The Service Academy issues specifically coloured lanyards to recruits and external course attendees for identification purposes.

Special occasion lanyards

The Commissioner may approve the wearing of a special occasion lanyard with the member's Service identification attached. Members will be advised by State-wide General Notification, which will include any specific conditions relating to the lanyard.

Special occasion lanyards are not to be worn outside the specific day or time period or in contravention with a condition placed on the approval by the Commissioner.

12.12 Standard of personal appearance of members

12.12.1 Tattoos and body alterations

The nature, location and prominence of any tattoos is not to detract from the professionalism or image of the Service.

Tattoos are not permitted in any location on the body above the uniform collar unless they relate to approved medical, religious or cultural beliefs and practices and have been approved by an Assistant Commissioner or equivalent. This policy does not apply to employees with existing tattoos in these locations, however, these tattoos must be covered whilst on duty.

Tattoos considered offensive are not to be applied to a member's body permanently or temporarily. This includes but is not limited to:

- (i) associations with illegal gangs, promotion of racism, sexual vilification or criminal behaviour; or
- (ii) graphic depictions of a sexual nature or nudity.

Where a commissioned officer or OIC reasonably believes a tattoo may be inappropriate and not present a professional image for the Service, they may direct a member to cover the tattoo.

Intentional body alterations

For this section, body alterations do not include genuine medical procedures and relate to the intentional alteration for appearance purposes that are unnatural. Body alterations for unnatural appearance purposes are not permitted unless approved for medical or religious purposes. This includes but is not limited to:

- (i) the insertion of objects or implants to produce a pattern or abnormal shape(s);
- (ii) body stretching of earlobes, lips, or other body parts to gradually enlarge a pierced hole using pieces of jewellery ranging from rings to plugs;
- (iii) subdermal implantation, allowing the body to heal over the implant and creating a raised design. Also known as horns or beading;
- (iv) transdermal implantation, placed partially below and partially above the skin, also known as anchors;
- (v) tongue bifurcation, in which the tongue is shaped into an unnatural shape;
- (vi) sharpening or shaping of teeth into unnatural shapes such as points; and
- (vii) ear cropping/shaping to give an unnatural appearance.

Approval for body alterations

Where a member seeks approval for a body alteration or has previously undergone body alterations prior to the commencement of this policy, they are to advise their OIC and seek approval or exempted status from their assistant commissioner. An assistant commissioner in making their decision is to seek advice from Legal Division, Safety and Wellbeing, First Nations Division and Multicultural Affairs.

12.12.2 Cosmetics

Female members are to ensure make-up is worn in moderation. Makeup is to be of a professional nature. Excessive facial makeup, brilliant or vivid colours are not to be worn.

12.12.3 Fingernails

Fingernails are to be kept clean and neatly trimmed. Nails are not to extend more than 3mm beyond the tip of the finger or thumb due to the potential risk of injury to officers or members of the public when undertaking an operational skills and tactics response.

Female officers are permitted to wear nail polish. Nail polish colour is to be of a professional nature and is not to be of brilliant or vivid colours and is to be a single colour for all nails. Multicolour nails are not permitted, and nails are not to be adorned with images or embellishments. Male officers are not authorised to wear nail polish on duty unless approved by a commissioned officer for specific purposes or duties.

12.12.4 Personal jewellery

A female officer with pierced ears may wear only one pair of small matching studs of a size no greater than 8mm in diameter. Male officers are not authorised to wear earrings on duty.

The Service does not permit piercings to be worn under Service uniform. Any such piercings are to be removed, or if unable to be removed, taped over to prevent injury whilst on duty.

Permitted jewellery items include a wristwatch that are not outlandish or of extreme colours and approved emergency or memorial bracelets. Where there is a risk of injury, jewellery should be removed or taped.

A maximum of three rings of moderate size and simple design may be worn. Rings are only to be worn on the middle, ring or little finger. If a neck chain is worn, it is not to be seen while wearing Service uniforms.

Deviation of this policy may only be approved by a commissioned officer or equivalent for a specific purpose or duty.

12.12.5 Eyewear

Service issue sunglasses are available for officers and police liaison officers. Non-service issue glasses are not to:

- (i) unduly restrict the range of the wearer's vision;
- (ii) unduly attract attention;
- (iii) disguise the officer's facial features; or
- (iv) contain reflective mirror type lenses.

12.12.6 Scarves

Due to choking risks, scarves are not to be worn by officers.

12.12.7 Hair and facial hair

Member hair and facial hair styles are to be maintained in a clean, neat and tidy condition and in compliance with this section. Hair styles are to be kept conservative and not tinted, streaked or bleached in heavily contrasting colours. Hair may be dyed to the natural hair colour of an officer.

ORDER

If a supervisor is of the opinion the appearance of a member's hair does not comply with this section, or is untidy or unkempt, the member is to be directed to comply with this section. If a hair style may be a safety issue, advice is to be sought from Safety and Wellbeing.

For religious exemptions see s. 12.5: 'Standard of dress – Variations to uniform policy' of this chapter.

Uniform members and recruits are to ensure their hair, for:

- (i) males, including plain clothes officers:
 - (a) is neatly trimmed;
 - (b) does not extend below the top of the shirt collar; and
 - (c) is clear of the ear; and
- (ii) female uniform members:
 - (a) is maintained in a neat and tidy condition while on duty;
 - (b) does not extended below the bottom of the collar;
 - (c) is in a style that does not interfere with the correct wearing of the headdress; and

(d) if long, is:

- styled to be clear of the front and sides of the face;
- does not extended below the bottom of the collar;
- worn in a bun style with an ink-coloured or ink and white chequered hair tie no wider than 4cm and clear of the collar;
- is not worn in a pony-tail or plaits; and
- is worn with thin elastic bands, hair clips, combs and bun covers of a similar colour to the hair.

Female officers completing plain clothes duties are to ensure hair is presented in a neat and tidy style, reflecting a professional, businesslike appearance and does not interfere with their operational skills and tactics response. Female officers are to ensure their hair:

- (i) is neatly trimmed;
- (ii) is maintained in a neat and tidy condition while on duty; and
- (iii) if long, is styled to be clear of the front and sides of the face.

12.12.8 Wigs and hairpieces

A member may wear a wig or hairpiece to cover natural baldness or as a result of a medical procedure or accident. When worn, a wig or hairpiece is to conform to the standard criteria for hair of this chapter.

12.12.9 Facial hair

ORDER

Members are to be clean shaven at the commencement of their shift or in compliance with the following facial hair guidelines.

Members may be directed to be clean shaven, where:

- (i) the Commissioner issues a directive for removal of facial hair for a specific purpose; and
- (ii) a Service entity requires members to be clean shaven to ensure the safe and effective use of a breathing apparatus or a facial protective covering.

For religious exemptions see s. 12.5: 'Standard of dress – Variations to uniform policy' of this chapter.

Sideburns

Sideburns are not to extend beyond a line where the ear lobe joins the face and should not be thick, bushy, increase in width throughout their length or extend onto the cheek.

Beards

A full beard (King George V style) is the only approved beard style. For Sikh religious conventions see s. 12.5.4: 'Sikh religious conventions' of this chapter.



An officer who chooses to wear a beard will ensure that that it is:

- (i) grown whilst on leave, or otherwise absent from duty;
- (ii) a minimum of three weeks growth prior to resuming duty;
- (iii) kept neat, clean and consistently trimmed across the entirety of the beard;
- (iv) maintained to a maximum clipper guard size of 5 (16mm) with a moustache;
- (v) no portion of the beard may be exceptionally longer than the rest;
- (vi) not extreme in style or colour; and
- (vii) cleanly shaved from the lower jaw to the shirt collar.

Moustaches

A moustache is to be kept neatly trimmed and is not to extend below the upper line of the top lip or beyond the corners of the mouth. It must be of the style approved for beards.

ORDER

If a supervisor, is of the opinion the appearance of an officer's or recruit's facial hair does not comply with this section, they are to be directed to remove or trim the facial hair. If facial hair may be a safety issue, advice is to be sought from Safety and Wellbeing.

12.13 Wearing of medals and citations

The Honours and Awards, People Capability Command defines the guiding principles and protocols for the bestowing of honours and awards to Service members. The National Honours and Awards are worn on the left and State Awards are worn on the right-hand side of the uniform.

Medals, ribbon bars and citations are to be worn in the manner outlined on the Honours and Awards webpage in the order of precedence for wearing official and unofficial awards.

Medals, ribbon bars and citations are only to be worn on the Service light blue day dress shirt, tunics and ceremonial day dress jacket. They are not to be worn on operational polo shirts, load bearing vests, or reflectorised safety vests/jackets. For the wearing of pins with medals see s. 12.14: 'Approved pins, patches and badges' of this chapter.

12.13.1 Medals

Medals are to be worn at ceremonial occasions with ceremonial uniform or as directed by a commissioned officer or equivalent (or their delegate). At formal and ceremonial functions full sized medals should be worn.

For evening functions, only miniature medals are worn. Miniature service medals are to be worn above the left breast of the corporate uniform, evening dress or lounge suit.

12.13.2 Ribbon Bars

All members can wear ribbon bars. Ribbon bars are to be attached as close as practicable above the top seam of the appropriate pocket (or similar position on the blouse), in line with the centre of the pocket.

Ribbon bars are not to be worn at evening functions.

12.14 Approved pins, patches, badges and lanyards

Only approved pins (a pin may be of metal, plastic or fabric construct), patches, badges and lanyards authorised by the Commissioner may be worn on or with the Service uniform or accoutrements. Although there are multiple Service approved pins, only two pins (members choice) may be worn at any one time.

Pins (including Remembrance Day pins/ribbons), medals, ribbon bars, patches or badges are not to be attached to an Integrated Load Bearing Vest (ILBV) or worn underneath a ILBV.

Where a pin, patch, badge or lanyard does not appear in the table of approved items as outlined in the QPS Uniform Catalogue, it is not to be worn. On occasions there may be special approval issued for an item not listed in the table. Members will be advised of the authorisation to wear any such item by a State-wide general notification. This will include any specific conditions and time periods relating to the item.

12.14.1 Application process for approval of pins, patches, badges and lanyards

Only the Police Uniform Committee (PUC) can endorse pins, patches, badges or lanyards of any kind that are intended to be worn on or with the QPS uniform.

A report with endorsement from the relevant assistant commissioner is to be forwarded to the PUC for consideration and approval by the Commissioner.

12.14.2 Wearing pins with medals or ribbon bars

Only Remembrance Day, Anzac Day and Police Remembrance Day pins are to be worn on the left side and commemorate events related to the awarding of National medals. The pins are to be worn 12mm to the bottom of the pin above medals or ribbon bars and in centreline of pocket.

All other pins are to be worn centreline of pocket on the right side and 12mm to the bottom of the pin above nametags or State issued ribbon bars or medals. See the Honours and Awards webpage for the wearing of medals and ribbon bars with nametags.

Where:

- (i) two pins are worn and are required to be worn on the same side, the pins are to be worn horizontal with a 12mm spacing; or
- (ii) an officer who has not been awarded a medal or ribbon bar, the pin is to be worn 12mm to the bottom of the pin above the pocket or nametag.

12.15 Police Uniform and Operational Equipment Committees

The Police Uniform Committee (PUC) makes decisions or recommendations regarding the Code of Dress and Appearance. The Operational Equipment Committee (OEC) makes decisions or recommendations regarding worn operational equipment. Both committees submit recommendations to the Board of Management on more complex issues, or where special funding might be required.

The committees adopt a consultative process and are coordinated by an assistant commissioner as chairperson for the PUC and the Superintendent, Operational Equipment and Capability Management, OCC as the chair of the OEC. In addition to the chair, both committees consist of representatives from the following areas:

- (i) Commissioned Officers' Union;
- (ii) Queensland Police Union of Employees;
- (iii) Safety and Wellbeing;
- (iv) Operational Policy and Improvement;
- (v) Operational Equipment and Armoury;
- (vi) Supply Services;
- (vii) First Nations Division;
- (viii) Multicultural Affairs; and
- (ix) Organisational Units, subject matter experts or project officers as required.

The committees are responsible for the implementation, oversight and review of uniform and operational equipment and work consultatively to ensure consistency and interoperability.

Recommendations for changes or improvements to this chapter or worn operational equipment items are to be made through an officers OIC to the:

- (i) Uniform Development Manager – Supply Services and the Chairperson of the PUC for matters related to the Code of Dress and Appearance; and
- (ii) Superintendent, Operational Equipment and Capability Management, OCC, for operational equipment.

12.16 Return, disposal and destruction of uniforms and personal issued equipment

Member return of uniform and equipment items on separation

Members separating from the Service are to comply with the requirements of the QP 0933B: 'Separations checklist (Police Officers)' and return all items listed to their OIC or manager. An OIC or manager may retain current issue personal equipment as station or establishment spares e.g., load bearing vests, current holsters and pouches.

Return of items to Supply Services

Other than weapons and body armour, members, OIC and managers of stations and establishments are not to return uniform items and personal issued equipment to Supply Services. Approval is required by the Warehouse Manager or Uniform Development Manager Supply Services if an item should be returned e.g., warranty claims or to investigate failures of uniform or personal equipment.

Disposal and destruction

Members are to comply with s. 4.5: 'Disposal and swapping of uniform' of this Manual regarding the disposal of unwanted or unserviceable personal issued uniform and equipment. This includes destroying all Service insignia.

Current Service uniform items with insignia or chequered police banding that has been removed may be retained by the member, including motorcycle helmets.

ORDER

Members disposing of unneeded, obsolete or unserviceable personal issued uniform or equipment e.g. holsters, are not to provide these items to third parties unless written approval has been obtained from an assistant commissioner.

Alternate Destruction

There are no viable commercial entities available to recycle or destroy high density plastic (HDP) items such as holsters and load bearing vests or items constructed with a combination of metal and HDP.

Where holsters and uniform equipment (other than body armour) cannot be safely destroyed, OICs are to:

- (i) utilise local waste facilities to deep bury;
- (ii) have a member present to ensure items are buried; and
- (iii) certify items have been buried.

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