



Ministry of Defence Police

Freedom of Information Manager

Room 126 Building 1070

MDP Wethersfield

Braintree CM7 4AZ

United Kingdom

Telephone: +44 (0)1371 85[REDACTED]

E-mail: MDP-FOI-DP@mod.gov.uk

[REDACTED]
[REDACTED]
Our Ref: eCase: FOI 2019/02457 RFI:82/19

Date: 27 February 2019

Dear [REDACTED]

FREEDOM OF INFORMATION ACT 2000: MINISTRY OF DEFENCE POLICE: MINISTRY OF DEFENCE POLICE UNIFORM INFORMATION

We refer to your email dated 22 February 2019 to the Ministry of Defence Police which was acknowledged on the 25 February 2019.

We are treating your email as a request for information in accordance with the Freedom of Information Act 2000 (FOIA 2000).

In your email you requested the following information:

“Royal Air Force retired and am in the process of drafting a reference book on the uniforms and insignia of the RAF and the peripheral organisations which operate on RAF stations and units etc.

In addition to the RAF Police, the civilian "Ministry" police do play and have played a major part in the security functions within the RAF. I specifically refer to the MoD Police, AFD Constabulary, AM Constabulary, AM Wardens, SBA Police, Water Guard, Mod Security, Mod GS, NI GS, G GS and any other civilian security forces that I come across. In this context, I have searched the internet for reference to the the uniforms, headdress, rank structures and insignia etc. worn by these organisations with particular interest in their respective Dress Regulations (DRs) but to little avail. Additionally, I have searched for period and contemporary photographs, a search which has borne fruit but has created more questions than answers resulting in utter confusion for me. By way of example, I have photographs of a MDP Chief Constable (CC) and other senior officers all wearing the same "CC" pattern silver embroidered cap badge. However, I have also found a photograph of a Superintendent wearing the same badge rather than the standard military issue officer pattern star badge. This has been further confused by a photograph of an MDP CC also wearing the star

rather than the CC embroidered badge?? In the format of my reference, I am unable to address or explain the logic of these anomalies.

I have always thought it a great shame that the crucially-important role of "Ministry" policing in support of military activities has never been properly recorded. Indeed, I am not aware of any attempt to bring this to the attention of the public. I hope that I shall be able to go some way towards redressing this sad historical oversight.

May I respectfully request any information and/or illustrations of any "uniform" items that you may be able to send me in particular any obsolete copies of DRs or defunct items. If, like RAF DRs, your current DRs are on line, I would also appreciate their locations.

Any information etc that you can provide would be greatly appreciated and any reference material that I use will be credited to the MDP."

A search for information has now been completed by the Ministry of Defence Police and I can confirm that we do hold information in scope of your request.

All Ministry of Defence Police officers wear the National Police Uniform with the badges being same as all other Police Forces. The only difference would be the Cap Badge, which is the cap badge of the Ministry of Defence Police.

We do have available 2 magazines which would inform you about the History of the Ministry of Defence Police. In 2011 it was the 40th anniversary of the founding of the force.

If you would like us to post copies of these magazines to you, as they are unavailable electronically please email us your postal address. I have attached a copy of the current Police Dress and Appearance Standard Operating Procedures.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk).

Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely

MDP Secretariat and Freedom of Information Office



POLICE DRESS & APPEARANCE STANDARD OPERATING PROCEDURES

Operational Capability Centre
Policy Design and Learning Support

Effective from: March 2016
Reviewed: February 2018

TABLE OF CONTENTS

1.	SOP AIM.....	4
2.	APPLICABILITY.....	4
3.	SOP DETAIL.....	4
4.	IMPLICATIONS OF THE SOP.....	4
4.1	Training Requirements.....	4
4.2	IT Infrastructure	4
4.3	Related Policies or Documents	4
5.	MONITORING AND REVIEW.....	5
6.	WHO TO CONTACT ABOUT THIS SOP.....	5
7.	PROCEDURES AND PROCESSES	6
7.1	Appearance Standards	6
7.1.1	Hair	6
7.1.2	Facial Hair	6
7.1.3	Jewellery	6
7.1.4	Make-Up	7
7.1.5	Sunglasses	7
7.1.6	Tattoos	7
7.2	Dress Standards	8
7.2.1	Wearing of Uniform	8
7.2.2	Polo Shirts	8
7.2.3	Trousers	9
7.2.4	Footwear	9
7.2.5	Medals/Ribbons	9

7.2.6	Headwear	9
7.2.7	Maternity Wear	10
7.2.8	Plain Clothes	10
7.2.9	Court Appearance	10
7.2.10	Specialist Duties	11
7.2.11	Formal Occasions	11
7.2.12	Warrant Cards	11
7.3	Diversity in Dress	12

1. SOP AIM

The aim of this SOP is to give clear guidance to all officers on the standards of dress and appearance expected from them. The overriding principle must be to ensure that the appearance maintained by MDP officers is calculated to project and enhance a professional image which reflects positively on the force whether in uniform or plain clothes.

2. APPLICABILITY

This procedure applies to all Ministry of Defence Police Officers.

3. SOP DETAIL

This procedure sets out the standards of dress and appearance for all police officers to ensure that the image portrayed of the Ministry of Defence Police is consistent and professional.

It remains the responsibility of all supervisors to ensure that officers achieve the high standards of appearance set out in this Standard Operating Procedures (SOP). Supervisors will give guidance and direction in order to ensure that standards are maintained and challenge officers who do not meet these standards, conversely, they must set an example with their own high standards of appearance.

4. IMPLICATIONS OF THE SOP

4.1 Training Requirements

This SOP does not create any additional training requirements.

4.2 IT Infrastructure

There are no additional IT issues associated with the introduction of this SOP.

4.3 Related Policies or Documents

- MDP Police Dress & Appearance Policy
- MDP Operational Personal Protection Equipment (OPPE) SOP
- MDP Ballistic and Knife Protection Equipment SOP
- Respiratory Protection Equipment (RPE) SOP
- Force Marine SOP

5. MONITORING AND REVIEW

At this time the Operational Capability Centre (OCC) Policy, Design & Learning Support (PDLS) Unit will be responsible for monitoring and reviewing this SOP and will conduct a formal review of the efficiency and effectiveness of its application. This includes a review of the following measures:

- Feedback on the content of this SOP from policy users.
- Environmental scanning of policy related matters (intranet and internet)
- Implementation of actions arising from Equality Impact Assessments

6. WHO TO CONTACT ABOUT THIS SOP

ACC Organisational Development & Crime owns this SOP with management of its content being devolved to the OCC Policy, Design & Learning Support Unit and author responsible for its specific content.

7. PROCEDURES AND PROCESSES

7.1 Appearance Standards

7.1.1 Hair

- Hair should be neat, tidy and worn off the collar.
- Ponytail styles are not permitted.
- Long hair must be worn above the collar and fastened securely and neatly with discreet hair fastenings.
- Sideburns, if worn, should not be below the level of the bottom of the ear lobe.
- You must not have patterns or motifs cut into your hair.
- Hair should not be dyed in conspicuously unnatural colours.

7.1.2 Facial Hair

Beards and moustaches are permissible but must be kept neatly trimmed unless worn by practising members of a religion that specifically forbids this, in which case the beard must conform to religious doctrine and the officer must wear a beard net. Officers wishing to grow a beard and/or moustache must do this when off duty. If no beard or moustache is worn a clean shaven appearance should be maintained.

Eyebrow hair must not be shaved or styled to portray any pattern or design.

Officers at units that are required to wear respirators should refer to the RPE SOP, as that document will take precedence.

7.1.3 Jewellery

Officers should keep jewellery to a minimum to prevent it causing injury to themselves or others and should not be visible unless it is one of the following:

- Watch;
- Wedding or partnership rings;
- Engagement ring or
- Modest signet ring

The wearing of a piercing in the tongue or any visible part of the body, including ear plugs or flesh tunnels is not permitted as this may present a health and safety risk and present a negative image of the Force.

Other jewellery can be worn with permission and on a case-by-case basis. This could be on medical grounds, e.g., an alert bracelet, or religious grounds, e.g., Sikh staff are permitted to carry a miniature Kirpan out of sight beneath outer clothing.

7.1.4 Make-Up

A modest amount of make-up may be worn which should be subtle and discreet. Nail varnish should be of a neutral colour and lipstick should be similarly muted.

7.1.5 Sunglasses

Sunglasses should be of a plain design, not be mirrored and should only be worn during conditions of bright sunshine or glare. They must not be worn under any other circumstances unless required for medical reasons. In addition, unless medically prescribed, sunglasses should be removed when speaking to or dealing with members of the public or establishment personnel.

7.1.6 Tattoos

MDP does not promote the practice of tattooing but accepts that the wearing of tattoos is an established social practice. The Force does not seek to interfere with the rights of the wearer but will balance these rights against the need to present a professional image of the organisation.

Tattoos are not 'acceptable' if they:

- i Undermine the dignity and authority of the office of constable;
- ii Could cause offence to members of the public or colleagues and/or invite provocation;
- iii Are potentially offensive, numerous or particularly prominent;
- iv Indicate unacceptable attitudes towards any section of the community;
- v Indicate alignment with a particular group that could give offence to members of the public or colleagues; and/or
- vi Are considered to be discriminatory, rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating.

Police Recruits and New Entrants from Other Forces (NEOFs) may not join the MDP if they have a tattoo:

- On the head,
- Anywhere on the face,
- On the throat area (or forward of a line between the earlobe and the collar bone)

Tattoos elsewhere on the neck or on the hand may be acceptable providing they are not offensive, obscene or otherwise considered by the decision maker to be detrimental to police service. They must also meet the criteria at i to vi above.

Serving officers must not acquire unacceptable tattoos. A tattoo may be considered to be unacceptable if a SPO/Head of Department considers it to be in breach of this SOP due to its position or nature. The acquisition of an inappropriate tattoo may in some circumstances, lead to misconduct proceedings.

MDP reserves the right to require any officer to wear long sleeved uniform items, (or to otherwise cover) in the interest of preserving the professional image and reputation of the Force. The nature of a tattoo must not bring MDP or wider police service into disrepute, either on or off duty.

7.2 Dress Standards

7.2.1 Wearing of Uniform

- All officers will ensure that their uniform is worn in a smart and professional manner. It is the responsibility of all officers to maintain issued uniform in a clean and serviceable condition and all garments should be clean and pressed;
- Supervisors are responsible for ensuring that all staff comply with the uniform dress code;
- Only officially issued uniform clothing should be worn – with the exception of footwear;
- Officers should **not** wear uniform, or any part of it, at any time when off duty, other than when travelling to and from work dependant on threat level;
- Numerals or insignia of rank epaulettes must be worn on the outermost garment so as to be visible at all time.

7.2.2 Polo Shirts

- Officers may choose to wear long sleeve or short sleeve polo shirts;
- Polo shirts should be worn with the top button undone, or if the zip version is issued, the zip must be zipped up to the top;
- Must be tucked into trousers.

7.2.3 Trousers

- Should be neatly pressed down the centre (crease to the front and back) of each leg;
- Will be worn with the issued black leather utility belt;
- Trousers will not be tucked into boots or shoes.

7.2.4 Footwear

- Officers will wear black boots or shoes with no patterns;
- Footwear must be clean and polished;
- Must have low heels, no coloured stitching and no coloured soles;
- Socks worn with uniform should be plain black, dark grey or navy blue.

7.2.5 Medals/Ribbons

Decorations, medals and ribbons are normally to be worn on the following occasions:

- Ceremonial duties e.g. providing a guard of honour at a funeral;
- Services of remembrance;
- Graduation ceremonies;
- Official formal meetings and ceremonies.

7.2.6 Headwear

Headgear is an integral part of police uniform and an important element in enabling the public to recognise you. It is compulsory for uniformed staff to wear force-issued headgear while performing public duties. This not only projects a professional image but, where appropriate, assists in the health and safety of staff.

The following also applies:

- Except on religious and medical grounds officers will wear force – issued headgear.

- Officers in police vehicles may remove their headgear while in the vehicle but must wear it outside the vehicle at all times unless operational commitments prevent this, e.g., chasing suspects or saving lives, home visits, severe weather such as high winds (police officers riding police pedal cycles while on duty are to wear pedal cycle safety helmets and police motorcyclists will wear force-issue motorcycle helmets when on patrol)
- You may remove headgear when providing television interviews to avoid shading the eyes and when posing for non-operational photographs.
- Sikh officers may wear a black or dark navy blue turban with a modified cap badge.
- Muslim officers may wear a black or dark navy blue headscarf/hijab.
- Sikh officers who wear turbans are exempt by law from having to wear motorcycle helmets and are also therefore exempt from having to wear pedal cycle safety helmets while on duty or at work, however, a risk assessment will be undertaken in relation to the specific role to be performed, including any potential communications issues.
- Officers may wear prayer caps at the appropriate time and when the need arises while on duty.
- Specialist headgear such as baseball caps and black woollen hats may only be worn as per the scale of issue for the role you are undertaking but can only be worn in connection with that role.

7.2.7 Maternity Wear

Uniform maternity wear is available for all uniformed officers and can be supplied through the normal stores system. The time to make the transition from formal uniform to maternity uniform is left to the discretion of the individual concerned. As their pregnancy progresses and frontline policing duties cease, having consulted their line manager, the officer can dress in maternity wear (plain/civilian clothes) in order to meet their own personal needs.

7.2.8 Plain Clothes

Officers wearing plain clothes for their role must ensure that their standard of dress and appearance reflects the same high standard required of uniform personnel.

7.2.9 Court Appearance

Officers attending court to give evidence as part of their role should wear their operational uniform, remaining cognisant of their responsibility to maintain the required high standards of appearance when doing so.

Plain clothed officers attending court should dress in smart business wear.

7.2.10 Specialist Duties

Some specialist roles within the force are issued with specialist items of clothing and equipment, and officers employed on such duties are authorised to wear these items while actually engaged on those duties or, when necessary, in training for them.

While performing non-specialist duties they are to wear the standard issue uniform appropriate to weather conditions.

Please see relevant SOP's.

7.2.11 Formal Occasions

For ceremonial and other formal occasions, including funerals, the Senior Police Officer will decide on any deviation from the current national police uniform worn by MDP. In most cases this will require the adoption of a formal dress uniform, in essence the pre-national police uniform consisting of:

1. Hat: Helmet, Bowler or Peaked Cap, according to rank.
2. Jacket: Tunic.
3. Trousers: To match tunic (females may wear a skirt if issued, but uniformity is to be maintained).
4. Shirt: White issue.
5. Tie/Cravat: Black/Battenburg, as issued.
6. Shoes: Black plain (preferably Oxford).
7. Issue leather gloves, black or brown depending on rank.

As a default position and regardless of season, gloves are to be worn on all ceremonial occasions when in formal dress. Any deviation will be authorised by the SPO and will be dependant on the event organisers or family wishes.

Formal dress uniform should already be retained by pre-national police uniform officers. For post national police uniform officers, a limited supply of formal dress uniform is available for loan from Main Stores at Wethersfield.

Following consultation with event organisers or family, the SPO may authorise the wearing of specialist clothing e.g. marine policing uniform for events relating to marine policing.

7.2.12 Warrant Cards

Warrant cards must be carried at all time by officers when on duty.

7.3 Diversity in Dress

MDP values diversity and will make every effort to meet individual dress and equipment requirements. Individual requirements may need to be considered to meet the needs, for example, of staff undergoing an agreed gender reassignment process, to make reasonable adjustments due to an individual's disability, or to accommodate religious observance. Each case will be considered on an individual basis.

Not only will this allow staff the freedom to observe their faith at work, but the visible presence of diversity within our workforce will also demonstrate that we are an inclusive and welcoming organisation.