Chapter 12 Code of dress and appearance

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Introduction

POLICY

The Queensland Police Service Code of Dress and Appearance is approved by the Commissioner and aims to ensure a consistent and professional standard of personal appearance by Service 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 Police Service Administration Act.

Failure to comply with the code of dress may provide grounds for disciplinary action.

Commissioned officers, executive directors, directors, officers in charge of stations/establishments, managers and supervisors are responsible for ensuring members’ compliance with this policy. Members are to adopt and maintain the highest practical standard of dress, personal appearance and grooming consistent with a professional policing organisation.

A uniform is to be neat, clean, appropriately ironed and buttoned or zipped. Members are to be conscious of their appearance and the image they portray to the public as a representative of the Service. Any item of uniform which is dirty, damaged or excessively faded/discoloured or does not meet the required standards, is to be replaced.

Definitions

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

Corporate wardrobe

means garments as provided under the corporate wardrobe are considered to be business attire (see the Business Services Division webpage on the Service Intranet).

Day dress

means the style of dress to be worn by an officer specific to the officer’s designated role and responsibilities on a given day (see s. 12.1.1: ‘Day dress uniform’ of this chapter).

Special event dress

means a ‘formal’ or minimum standard of dress for members attending a nominated occasion, event, ceremony or official function, which may be determined by the senior executive/executive directors (or their delegate).

Staff member

means any member who is not a police officer or a police recruit.

Uniform

means the Queensland Police Service uniform or item of uniform approved in accordance with this chapter.

Uniform catalogue

means the Police Uniform Catalogue (see the Business Services Division webpage on the Service Intranet).

Uniformed employees

includes all police officers, police recruits, police liaison officers, or any other group provided with an approved uniform.

12.1 Wearing of the Queensland police uniform

POLICY

Wearing of the Queensland police uniform is depicted in the below representations and is categorised into two groups:

(i) day dress uniform; and

(ii) special event uniform.

12.1.1 Day dress uniform

POLICY

Day dress is determined by the functions and duties associated with an officer’s role for example, general duties, forensics officer, water police. Officers are to be mindful of the requirements in relation to the wearing of issued identification in police establishments as well as firearms and accoutrements whilst on rostered duty (see s. 4.3: ‘Issue,

A commissioned officer, executive director or director (or their delegate) may issue a direction regarding the minimum standard of dress.

12.1.2 Variation to day dress uniform

ORDER

Only items currently on issue from Richlands Supply Services are to be worn in combination with day dress uniform. These include cool weather items, warm weather items, wet weather gear or specialist gear such as a Service issue motorcycle jackets or coveralls.

Items no longer on issue, e.g. leather jackets, patrol jackets, long sleeve and vest jumpers are not to be worn with day dress uniform.

POLICY

Supervisor approval may be required before wearing a variation to day dress uniform.

Tunics

POLICY

The decision to wear a tunic is at the discretion of an individual commissioned officer or as otherwise directed by a commissioned officer, executive director or director (or their delegate). Tunics may be worn by non-commissioned officers in certain roles, for example prosecutors, aide-de-camp or ministerial liaison officers. The tunic is to be worn fully fastened at all times with a tie. Only Service issue tie pins or tie tacks may be worn with a Service issue tie.
Court appearance

POLICY

Officers are to comply with the minimum dress requirements when attending court and wear dress trousers, shirt, ties and appropriate footwear to project a professional image. Operational trousers, polo shirts or other normal day dress items such as coveralls, are not acceptable dress items for court unless exceptional circumstances exist and prior approval has been given.

12.1.3 Special event uniform

POLICY

Police officers are to wear special event uniform for nominated occasions or when directed by a commissioned officer, executive director or director (or their delegate). Such occasions may include but are not limited to:

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

Accoutrements, including load bearing vests are not to be worn with special event uniform. All medals, clasps etc. may be worn with special event uniform.
12.1.4 Restrictions on wearing the Queensland police uniform

POLICY

Uniformed employees (excluding assistant watchhouse officers) are:

(i) to wear the uniform as prescribed and depicted in ss. 12.1.1: ‘Day dress uniform’ or 12.1.3: ‘Special event uniform’ of this chapter;

(ii) permitted to wear their day dress or special event uniform when travelling to and from duty or to functions associated with their official position;

(iii) where practicable, avoid wearing a combination of ink issue uniform with navy issue uniform.

Uniformed employees are not to:

(i) wear a mixture of plain clothes and approved uniform whilst on rostered duty or when travelling to and from work;

(ii) wear items of uniform which are dirty, damaged or excessively faded/discoloured;

(iii) alter design, shape or style of uniform items issued to them. Officers will be required to pay for any replacement uniform resulting from unapproved alterations;

(iv) wear tunics with a baseball cap, utility belt or LBV; or

(v) wear the operational polo shirt with dress trousers.

12.2 When to wear prescribed headdress

POLICY

Uniformed employees should wear the prescribed headdress at all times when on duty and in view of the general public unless:

(i) in a police establishment;

(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; or

(vi) prior approval has been obtained from a commissioned officer, executive director or director (or their delegate).

12.2.1 How to wear prescribed headdress

POLICY

Unworn headdress are not to be hung from, or attached to the utility belt. The shape and construction of headdress is not to be altered in any way. Female officers have the option of wearing the unisex peaked cap or traditional female cap.

Service issue headdress is to be worn square to and level on the head in the manner depicted below.
12.2.2 Baseball caps

ORDER
Baseball caps are not to be worn with special event uniform, a tunic or where a commissioned officer, executive director or director (or their delegate) considers it inappropriate.

12.2.3 Service issue beanies

POLICY
Service issue beanies may be worn by:

(i) uniformed employees 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.

Beanies are not to be worn by uniformed employees when travelling to and from rostered duty. A commissioned officer, executive director or director (or their delegate) may direct uniformed employees not to wear a beanie where it would detract from the professional image of the Service.

12.2.4 Religious headdress

POLICY
Uniformed members seeking to wear religious headdress must seek written approval from a commissioned officer. Consideration will be given to occupational health and safety issues associated with the wearing of such headdress.

12.3 Epaulettes and patches

POLICY
Uniformed employees are to wear epaulettes appropriate to their rank/grade on all relevant uniform items as specified in the Uniform Catalogue. Officers meeting the eligibility criteria are permitted to wear epaulettes recognising length of service as described in the HR policies.

A member who is required to perform duties at a higher rank is to wear epaulettes applicable to the higher rank.
The following photos depict the standard patches and epaulettes used for police officers. Commissioned officers are permitted to wear soft board epaulettes only while wearing a Service issue polo shirt.

**QPS Ranks**

- Commissioner
- Deputy Commissioner
- Assistant Commissioner
- Chief Superintendent
- Superintendent
- Inspector
- Senior Sergeant
- Sergeant
- Senior Constable
- Constable
12.4 Footwear

POLICY

Uniformed employees are to wear current serviceable Service issue footwear. Footwear is to be kept clean and polished at all times. Where alternative footwear is required to be worn for health reasons, a report with supporting documentation (for example a medical certificate) is to be furnished for approval by a commissioned officer, executive director or director (or their delegate).

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

Female uniformed employees:

(i) who elect to wear stockings are to wear the following colours:

(a) nude;
(b) black;
(c) grey; or
(d) dark blue; and

(ii) wearing a uniform skirt are required to purchase appropriate shoes i.e. black/blue court shoes. The cost of the shoes will be reimbursed by submitting a manual requisition form.

12.5 Utility belts and load bearing vests

POLICY

Utility belts and load bearing vests are to be worn with Service issue accoutrements and approved carriers only. Officers are not to wear award ribbons or medals on load bearing vests.

12.6 Reflectorised safety vests

ORDER

Officers are to wear Service issue reflectorised safety vests at all times when performing in or adjacent to traffic, in accordance with s. 3.2.5: ‘Officer safety at static interception sites’ of the Traffic Manual. Officers are not to wear damaged or unserviceable vests.

POLICY

Officers are not to wear award ribbons or medals on reflectorised vests.

12.7 Coveralls

POLICY

Service issue coveralls may be worn by members when performing duties that may result in the soiling of their day dress. The wearing of coveralls by members at other times remains at the discretion of a commissioned officer, executive director or director (or their delegate). Officers are not to wear award ribbons or medals on coveralls.

12.8 Plain clothes police officers

POLICY

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

Police officers performing duty in plain clothes are to dress in business attire and present as professional unless they are required to perform duties which may require a particular appearance (e.g. raid days).


Authorisation from a commissioned officer or their delegate is required for members in a uniformed position to wear plain clothes when an officer is:
(i) required to perform a duty wearing plain clothes (e.g. raid days);
(ii) pregnant and physically unable to wear the uniform;
(iii) recovering from an injury or has a medical condition; or
(iv) served with a Stand Down Notice.

12.9 Staff members

**POLICY**

Staff members are to dress in business attire (including Corporate Wardrobe) unless they are required to perform duties which may require a particular appearance e.g. assistant watchhouse officers. Some examples of items not regarded as business attire include shorts, denim jeans, tracksuit pants, clothing exposing midriff, short skirts and casual footwear e.g. thongs. Specific staff member roles where uniform is supplied by the Service are defined in the Uniform Catalogue.

12.10 Service identification cards, identification tags and lanyards

**ORDER**

Only identification cards, identification tags and lanyards issued or authorised by the Service are to be worn.

**12.10.1 Police officers**

Police officers are to wear Service issue identification tags on all relevant uniform items including a load bearing vest. Police officers have the option of having their full name or registered number on their identification tag.

Identification tags for police officers are in two or three line formats. Two line formats are used for all positions except officer in charge and prosecutors. Officer in Charge and Prosecutor identification tags use a three line format to include their position.

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:

Police officers performing relieving duties are to wear identification tags consistent with the below representations:

**12.10.2 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. Manager and civilian prosecutor identification tags 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 shown below:

12.10.3 Detectives and plain clothes officers
Detectives and plain clothes officers are not required to wear an identification tag in the field but they must carry their Service identification whilst on duty.

12.10.4 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

ORDER
Members are to wear their Service identification and lanyard in accordance with s. 4.3.1: ‘Displaying of Service identification’ of this Manual.

POLICY
Members of the Service and other Government agencies (e.g. PSBA) are issued with lanyards as part of their identification. The wearing of a lanyard with identification within Service facilities allows ready identification of unauthorised persons at facilities.

Members of the Service, other than recruits, are issued with a blue coloured identification lanyard, which is to be worn as part of their dress of the day. The Queensland Police Service Academy issues specifically coloured lanyards to recruits and external course attendees for identification purposes.

Special occasion lanyards

POLICY
The Commissioner may approve the wearing of a lanyard, which members may choose to wear on a designated special occasion (e.g. LGBTI events, NAIDOC Week etc.). The special occasion lanyard is to be worn with the member’s Service identification attached. Members of PSBA working at Service facilities may wear special occasion lanyards if they choose to.

The Commissioner’s approval may provide specific conditions regarding the wearing of the special occasion lanyard, such as:

(i) the lanyard may only be worn on the specific day or time period authorised;
(ii) the lanyard may be worn to events relevant to the special occasion lanyard outside the specific day or time period with the approval of the member’s district officer, commander or director;
(iii) a fundraising donation to a recognised charity should be made by members who choose to wear the special occasion lanyard; and
(iv) a restriction on giving, supplying or selling the lanyard to persons outside the Service.

Special occasion lanyards should not be worn to formal occasions such as funerals or other commemorative services, unless a deputy commissioner has determined that the wearing of the lanyard will demonstrate respect and professionalism at the event.

Members will normally be advised of the authorisation to wear a special occasion lanyard by State-wide General Notification, which will include any specific conditions relating to the lanyard.

ORDER
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.
12.11 Personal appearance of members

12.11.1 Tattoos

POLICY
Facial and neck tattoos are not permitted unless they relate to religious beliefs and practices. Tattoos which are considered offensive or inappropriate should not be visible when a uniform is worn.

12.11.2 Hair

POLICY
Member hair styles are to be maintained in a neat and tidy condition at all times. Hair styles for members are to be kept conservative and not dyed, tinted, streaked or bleached in heavily contrasting hair colours.

Males

ORDER
Male police officers and recruits are to ensure their hair is:

(i) neatly trimmed;

(ii) does not extend below the top of the shirt collar; and

(iii) clear of the ears.

Sideburns

ORDER
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

POLICY
Police officers and recruits may wear a beard subject to the beard being:

(i) grown whilst on leave, or otherwise absent from duty;

(ii) a minimum of three weeks growth prior to resuming duty;

(iii) full face with moustache;

(iv) kept neat, clean and close trimmed; and

(v) not extreme in style or colour.

ORDER
Goatees and goatee variations are not to be worn.

Moustaches

POLICY
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.

If a commissioned officer, officer in charge of station/establishment, executive directors, directors, manager or supervisor, is of the opinion the appearance of a police officer’s or recruit’s facial hair is untidy or unkempt, the officer may be directed to remove or trim the facial hair.

Females

ORDER
Female police officers and recruits are to ensure their hair:

(i) is maintained in a neat and tidy condition while on duty;

(ii) is in a style that does not interfere with the correct wearing of the headdress;

(iii) if long, is styled to be clear of the front and sides of the face;

(iv) does not extended below the bottom of the collar;

(v) if long, worn in a bun style with navy blue or black hair tie no wider than 4 centimetres and clear of the collar;

(vi) is not worn in a pony-tail or plaits; and
Female plain clothes officers are to ensure their chosen hair style does not interfere with their operational duties.

**Cosmetics**

**POLICY**

Members are to ensure make-up is worn in moderation. Excessive facial makeup, brilliant or vivid colours are not to be worn.

**Nail polish**

**POLICY**

Uniformed employees are only permitted to wear clear, natural or light tinted nail polish. Nails are to be maintained at a length that is not likely to interfere with operational duties or to inflict injury on any person.

**Personal jewellery**

**ORDER**

Uniformed employees are not to wear facial jewellery, tongue studs or ornaments including bracelets and ankle chains.

A female officer with pierced ears may wear only one pair of small matching studs in the ear lobes. Male officers are not to wear earrings or ear studs whilst on duty.

**POLICY**

Permitted jewellery items include wrist watches, engagement/wedding/eternity rings and approved emergency or memorial bracelets.

A maximum of three rings of moderate size and simple design may be worn. If neck chains are worn, it is not to be seen under the day dress or special event uniform.

**Sunglasses**

**POLICY**

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

1. Unduly restrict the range of the wearer’s vision;
2. Unduly attract attention;
3. Disguise the officer’s facial features; or
4. Contain reflective mirror type lenses.

Neck cord attachments for spectacles/sunglasses are not permitted. When not being worn, sunglasses/spectacles are to be fully inserted into pocket, not suspended from the pocket or worn on the head.

**Sponsorship**

**POLICY**

Service members are not permitted to wear clothing that has been sponsored by an organisation unless in compliance with s. 8.3: ‘Sponsorship – guidelines for management’ of this Manual.

### 12.12 Wearing of medals and citations

The Honours and Awards Unit, Ethical Standards Command defines the guiding principles and protocols for the bestowing of honours and awards to QPS members. The National Honours and Awards are worn on the left and State Awards are worn on the right hand side of the uniform.

Medal and ribbon bars are to be worn in the manner outlined below (see the Honours and Awards webpage on the Service Intranet for the Order of Precedence when wearing official and unofficial awards).

**POLICY**

Medals, ribbon bars and citations are not to be worn on load bearing vests, reflectorised safety vests or coveralls.

#### 12.12.1 Medals

**POLICY**

Medals should be worn at ceremonial occasions with the special event uniform (see s. 12.1.3: ‘Special event uniform) or as directed by a commissioned officer, executive director, director 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.

The following diagram and photographs depict the correct positioning for the wearing of the medals.

Male
Placing the ribbon pin just above the top of the pocket, usually results in the correct placement (i.e. 12mm) as outlined in the drawing.

Female
The positioning of medals for a female varies according to the stature of the individual officer. For blouses without pockets, the medals are worn 10mm below the name tag when correctly positioned.

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

Ribbon bars are not to be worn at evening functions.
12.12.3 Pins

POLICY

A Remembrance Day pin may be worn by members every day.

Uniformed employees may wear fundraising or commemorative pins only on the respective day or week that relates to the commemorative event (e.g. Daffodil Day, NAIDOC Week).

The Queensland Police Service medal lapel pin may be worn by plain clothes officers and members on all forms of civilian dress attire (e.g. at evening functions, official functions). The item is not to be worn on any form of Service uniform.

12.13 Police Uniform Committee

The Police Uniform Committee makes routine decisions about uniform matters and provides recommendations to the Commissioner or Board of Management in relation to additional or redesigned uniform items.

Feedback and suggestions in relation to uniform items can be made to the Police Uniform Committee through the chain of command to the Manager, Richlands Supply Services.