



PERSONAL APPEARANCE

AC13

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POLICY

1. The professional appearance of Delta Police Department (“Department”) employees impacts public confidence, community support and thereby also officer safety.
2. Employees on duty shall wear the uniform issued for their position or, where no uniform is required, appropriate business attire or attire consistent with the nature of the work performed, and shall maintain their personal appearance and deportment so as to foster the professional image of the Department.
3. Exceptions to policy may be authorized at the discretion of the Chief Constable.

REASON FOR POLICY

4. To provide dress and personal appearance standards for employees, thereby ensuring their professional appearance and projecting a professional image of the Department, as well as supporting employee safety and enhancing the public’s confidence in the Department.

RELATED POLICY

Department Directive - Official Dress

DEFINITIONS

5. For the purpose of this policy, the following definitions will apply:

“**Business attire**” means

- a) for members, “plain clothes” as set out by Directive;



- b) for police staff, dress pants, or skirt or dress (no more than 2 inches above the knee cap), optional belt, blouse or long or short sleeve collared shirt, optional tie, optional sweater or cardigan, and dress shoes (with heels no higher than 6 cm (2.5 inches)).

“**Tattoo**” means any type of temporary or permanent body art.

“**Inappropriate tattoos**” means any tattoo considered inappropriate, unprofessional or offensive, including, but not limited to

- a) graphics or text that may be interpreted as having criminal or gang affiliation;
- b) graphics or text that may contravene any section of the B.C. Human Rights Code; and
- c) graphics or text that depict nudity or violence, sexually explicit or vulgar art, words, phrases or profane language.

“**Uniform**” for members means “work uniform” or “dress uniform”, as set out by Directive, and for police staff means clothing issued by the Department and required to be worn.

PROCEDURES

- 6. The Chief Constable may establish and modify uniform and business attire standards for the Department, guided by the *Police (Uniforms) Regulations* of the *BC Police Act*.

Inspections

- 7. In order to ensure employee dress, personal appearance and issued equipment are in compliance with this and related policy, employees shall parade before, or otherwise be inspected by a supervisor.
- 8. Supervisors of employees who are required to wear uniforms, shall conduct stand-up parades or inspections, as directed by the Chief Constable or delegate, or as scheduled at the discretion of the supervisor.



9. The supervisor conducting a parade or inspection shall prepare a report of findings as to the dress and appearance of employees, and the same shall be forwarded through the chain of command.
10. Supervisors, of employees who are not required to wear uniforms, shall ensure that employees' manner of dress and personal appearance comply with this policy and are consistent with the nature of the work performed.

Dress - General

11. Members are required to wear work uniforms, unless dress uniforms are called for, or unless authorized by a Bureau's Commanding Officer to wear business attire.
12. Unless specified otherwise by Directive, uniformed members may wear winter dress only from the 1st day of November to the 30th day of April, and are required to wear summer dress beginning from the 1st day of May to the 31st day of October, but may also wear summer dress year-round.
13. Police staff shall dress in issued uniforms, business attire or attire approved specific to the nature of their work, and as specified by Directive.
14. Employees wearing uniforms shall:
 - a) not wear turtleneck sweaters or neck-warmers under uniform shirts;
 - b) not wear undergarments that extend or are visible from the arms of a shirt or the leg of pants; and
 - c) only wear undergarment t-shirts that are black or blue and do not extend past the top of the collared shirt.
15. Employees must ensure that uniforms, business attire or attire approved specific to the nature of the work, are worn clean and in respectable condition, and not altered or adapted from original condition, except as to sizing.
16. To commemorate military personnel who have died in war, from the last Friday of October until the end of November the 11th a poppy may be affixed to a uniform or other attire using a straight pin or Canadian flag pin.



17. When uniformed employees are travelling in their personal vehicles, it is recommended they do so in plain clothes or take measures to cover police insignia.

Dress - Headdress

18. Headdress is to be worn as per Directive or as otherwise authorized specific to the nature of work performed.
19. Forage caps, ball caps and toques shall not be worn:
- a) during meal breaks;
 - b) while driving or riding in a police vehicle;
 - c) when it would be an operational encumbrance, e.g., during a physical confrontation or while directing traffic on a very windy day); or
 - d) while indoors, and in particular in a courtroom, a business, an educational facility, a place of worship or a citizen's home.
20. When authorized by a Supervisor, members in work uniform exposed to prolonged cold weather may wear Department crested toques, with the crest to face directly forward.
21. When authorized by a Supervisor, members in work uniform exposed to prolonged hot weather or rain, and members engaged in firearms training, may wear Department crested ball caps, with the brim to be horizontal, facing directly forward and curved only as manufactured.
22. Department crested ball caps are considered issued equipment and, unless authorized by the Chief Constable, may not be:
- a) worn when off-duty;
 - b) replicated;
 - c) sold or traded or given away;
 - d) transferred to anyone who is not a member of the Department.
23. Employees may wear head coverings dictated by their religion, which are to be black or blue in color.



Hair - General

24. Hair may only be worn as set out in this policy.
25. Regardless of any other provisions in this policy specific to facial hair, in order to ensure that standard Department issued respiratory protective equipment is worn in compliance with WorksafeBC regulations, employees to whom a respirator has been issued, must be clean shaven where the respirator seals with the face.
26. The length of hair and manner in which it is kept may pose a 'grab' hazard and, as a result, members are required to maintain and wear their hair so as to limit such hazard.
27. Members may keep their scalp or facial hair to a length dictated by their religion, provided that hair longer than otherwise authorized by this policy is securely and neatly tied up.
28. Member may only color their hair naturally occurring shades of hair color.

Hair

29. The hair of female members in uniform shall:
 - a) at back not extend below the bottom of the back of the shirt collar, and if grown longer, shall be worn in a style keeping the hair above the collar, e.g., in a bun or braid;
 - b) at front not extend lower than the top of the eyebrows; and
 - c) be kept to the head braided or with plain barrettes, combs or elastics, black or as close to the color of the hair as possible.
30. The hair of male members shall:
 - a) be neatly contoured to the general shape of the head;
 - b) at back end at least 2.5 centimeters (1 inch) from the top of the shirt collar;
 - c) at front not extend lower than the top of the eyebrows; and
 - d) not be worn with sideburns extending below the bottom of the ear lobe or that are more than 2.5 centimeters (1 inch) wide.



Facial Hair

31. Employees wearing facial hair shall remain clean shaven below the lower jaw, and shall only style remaining facial hair as one of the following:
 - a) a moustache extending from one side of the mouth to the other and limited to above the central lip line,
 - b) a beard including, but limited to the upper lip, closely surround the mouth and below the lower lip including the chin, a.k.a. goatee; or
 - c) a full beard, if the employee is not issued a respirator.
32. The growing of moustaches or beards may only be started during a period of extended absence from duty.
33. Employees shall not:
 - a) allow facial hair length to exceed 1.27 cm (1/2 inch) in length; and
 - b) wear facial hair stubble, a.k.a. five o'clock shadow.

Plainclothes Duty

34. Member authorized to wear plainclothes attire shall adhere to the requirements specific to hair and facial hair, unless it is authorized by a Bureau Commanding Officer that:
 - a) a female member may wear her hair below the bottom of the back of the shirt collar, where her assigned duties do not include the foreseeability that she will be required to engage in operational activities in which her hair may pose a 'grab' hazard; and
 - b) members wearing plainclothes category "Class C (Special Duty)", as per Directive, may be otherwise attired and style their hair.

Tattoos

35. Employees shall not display or make seen tattoos on the hands, face or neck, or above the collarbone when wearing an open collar uniform, except with written permission of the Chief Constable or designate.



36. Employees shall cover by dress and not display inappropriate tattoos while on-duty, at any police facility (including the gym) or representing the Department in an official capacity.

Earrings and Piercings

37. Uniformed members may not wear earrings, other than stud style earrings in the earlobes, generally spherical in shape and not to exceed 6 millimetres (1/4 inch) in diameter.
38. Employees may not wear facial or tongue piercings jewellery, other than a stud in the side of the nose up to 1.5 millimeters (1/16 inch) in diameter.

Jewelry

39. Uniformed members may only wear the following visible jewelry:
- a) a wristwatch;
 - b) wedding/engagement or other rings, to a maximum of two, with not protrusions that may cause injury; and
 - c) a Medical Alert bracelet.
40. A baptized practicing member of the Sikh religion may wear:
- a) a small replica of the Kirpan not exceeding nine (9) centimetres in length, under his or her uniform;
 - b) a Kara (bracelet) on his or her wrist; and
 - c) a Khanga (Sikh comb) under his or her turban.

Sunglasses

41. Members may wear sunglasses while operating a vehicle, on foot patrol or while directing traffic, but not:
- a) while addressing a member of the public;
 - b) while participating in a televised interview;
 - c) while posing for a picture to be shown in the print media; or



- d) on the top of the head, on top of any type of headdress or around the neck.
42. Sunglasses worn by members shall have a plain black or brown frame with no ornamentation, and may only have dark, and not coloured or mirrored lenses.