

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner of Police in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use VPM Professional and ethical standards to inform the decisions they make to support compliance.

Uniform and appearance standards

Context

How employees present themselves as a representative of Victoria Police impacts upon the professional image and reputation of the organisation. When on duty, an employee's individual style does not have precedence over the organisation's responsibility to provide a consistent and professional image, as well as a safe workplace.

This policy details how employees should present themselves to align with Victoria Police's role as a disciplined law enforcement agency.

Policy at a glance

This policy includes:

- requirements of general duties members and Police Custody Officers (PCOs) formal attire
- guidance on uniform standards, including wearing uniform off duty, wearing general protective clothing and equipment and the associated disposal, return and retention requirements for uniform items
- grooming and accessory standards for employees, including requirements around body art and modifications
- guidance on displaying and wearing identification cards, name tags, ballistic vest role identifications (IDs), medals and awards
- local uniform and appearance standards for individuals and workplaces and the relevant conditions for variations and exemptions.

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Definitions

- **Academy staff** – staff nominated by the Assistant Commissioner, People Development Command to wear formal attire for ceremonial/formal duties.
- **Body art** - includes tattooing, makeup, branding or other body art or ornamentation, whether permanent or not, that decorates, changes or alters an employee's appearance.
- **Ceremonial/formal duties** – include graduations, funerals, award and medal presentations, interviews, court appearances and other significant events.
- **Made to measure** – custom made ceremonial uniform items made by a tailor.
- **Modification** - includes piercings, insertion of implants or ornamentation, whether permanent or not, that modify, decorate, change or alter an employee's appearance and/or the form of an employee's body in a way that is apparent.
- **Offensive or inappropriate body art or modification** - includes words, images or objects that are or could be perceived to:
 - be obscene, violent, defamatory, sexually explicit, discriminatory, harassing, insulting, threatening or racially intolerant
 - constitute sexual harassment or that are discriminatory or vilifying under state or federal equal opportunity legislation, or
 - be incompatible with the role of Victoria Police, likely to bring it into disrepute or diminish public confidence in it.
- **Prosecutors** – a police officer authorised by the Superintendent, Courts and Prosecutions Services Division to wear formal attire when at court.

Also refer to the general **VPM Dictionary** for definitions and acronyms.

Scope and application

This policy applies to all employees.

Responsibilities and procedures

1. Overview

1.1 *Uniform standards*

Victoria Police is inclusive of the needs of its diverse workforce and requires its employees to project an image that is consistent with a professional and disciplined law enforcement agency.

On that basis:

- employees' must ensure their clothing, grooming and personal accessories are not extreme or detract from a professional demeanour by:
 - presenting a neat, clean and professional image
 - providing a clearly identifiable presence to the community, and
 - contributing to personal health and safety.
- any dress standards or specialist clothing should be appropriate to the workplace and the duties performed by the employees
- work unit managers and supervisors are responsible for enforcing the dress and appearance standards of their employees to reflect and support the professional image of Victoria Police, in accordance with this policy.
- recruiting services have a responsibility for ensuring that potential employees can comply with the uniform and appearance standards within this policy, and
- employees are discouraged from posting photos on social media platforms in Victoria Police branded clothing in line with **VPM Social media and online engagement**.

This policy does not:

- prohibit employees from wearing jewellery, sunglasses or makeup as permitted by sections 10, 11.3, 11.7 and 11.8 of this policy
- prohibit body art or modification of a cosmetic nature that is not apparent as body art or modification, or prohibit body art or modification for genuine medical and religious purposes (for example, ordinary caps and crowns on teeth, plain cosmetic eyebrow tattoos, reconstructive surgery, gender affirmation etc.), or
- in any way limit the requirement that all employees project an image that is consistent with a professional and disciplined law enforcement agency.

Victoria Police must act compatibly with, and give proper consideration to, all relevant factors including human rights under the *Charter of Human Rights and Responsibilities Act 2006* (the Charter) when determining uniform standards. Refer to **VPM Human rights standards** for more information.

1.2 Governance

- The Uniform, Appearance and Equipment Committee (UAEC) formulates policy and makes determinations in relation to uniform, appearance and equipment issues.
- The UAEC provides oversight of all variations to the authorised uniform, appearance and equipment standards and is responsible for the approval of temporary and permanent variations as outlined in section 18 and 19 of this policy.
- The UAEC relies on internal or external specialist advisors to provide advice on operational issues and risks associated with uniform, appearance and equipment requests.

2. General duties uniform

2.1 General requirements

Members and PCOs are provided with a range of uniform and protective clothing choices. Members and PCOs have the discretion as to what items they wear from day to day provided that there is consistency with the following principles:

- their decisions are compliant with this policy
- they choose items that are appropriate for the duties being performed, taking into consideration:
 - types of duties, e.g. operational, administrative
 - location of duties, e.g. in police premises, in public, and
 - environmental conditions
- they consider whether ceremonial/formal duties are involved, and if so, formal attire should be worn (see section 3 of this policy)
- they are not subject to a local standard (see section 17 of this policy)
- they apply the standards for use of specific uniform items, as outlined in the table at Appendix 1 and the Uniform Entitlements List available on the Uniform and Equipment Ordering intranet page, and
- they must not wear a mixture of plain clothes and uniform, on or off duty, except for circumstances outlined in section 4 of this policy.

2.2 *Items and replacement timeframes*

- The replacement timeframes for uniform items are guides only. Members are encouraged to use items for as long as they remain serviceable, rather than automatically ordering replacement items when the relevant timeframe elapses.
- Members must obtain approval from their work unit manager to order new garments.
- The work unit manager should inspect and assess existing items before giving approval, where appropriate.
- See the Uniform Entitlements List available on the Uniform and Equipment Ordering intranet page for the replacement schedule and permitted quantities of uniform items.

3. Ceremonial/formal attire

3.1 *General requirements*

Ceremonial/formal attire must be worn as follows:

Officer	Formal attire requirement
• Officer attending ceremonial/formal duties Exceptions: • Prosecutors when attending court and as directed by the Superintendent, Courts and Prosecutions Services Division • Academy staff when performing ceremonial duties as directed by the Assistant Commissioner, People Development Command	• Tunic (made to measure) • Long-sleeved shirt • Trouser or skirt (made to measure) • Black tie • Peak cap • Dress/office shoes
Officer	Formal attire requirement

• All other members attending ceremonial/formal duties	• Long-sleeved shirt • Office trouser • Black tie • Peak cap • Dress/office shoes
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- Medals and awards may be worn on the long-sleeved shirt or tunic as applicable. For further guidance on wearing medals and awards refer to the Honours and Awards FAQ and resources intranet page.

3.2 *Mess dress*

- Commissioners and commanders are entitled to personal issue mess dress.
- Other officers are required to apply to their department head for the purchase of personal issue mess dress.
- All officers may retain their mess dress on retirement or resignation, except if they retire or resign under investigation. Officers seeking to retain their mess dress should contact the Uniform and Equipment Branch for advice.

4. Wearing uniform off duty

Uniform may be worn off duty in the following circumstances:

- travelling to or from work (for safety reasons, any Victoria Police logo must be concealed)
- at designated ceremonial occasions, or
- for charity, corporate or community events, with the approval of an inspector or above.

Refer to **VPM Operational safety equipment** and **VPM On-duty status** for more information.

5. Wearing general protective clothing and equipment

5.1 *Sun protection*

Ultraviolet (UV) radiation – members should consider wearing clothing and equipment that protects them from UV radiation, bearing in mind the nature of their duties, weather conditions, time of the year and time of day.

Protective equipment – where exposure to UV radiation is a risk, use the following protective measures:

- wear appropriate headdress during daylight hours; the highest level of protection is provided by:
 - the broad brimmed hat (for most protection)
 - baseball cap with back flap attached.
- wear sunglasses
- apply at least Sun Protection Factor (SPF) 30+, broad spectrum, water resistant sunscreen.

5.2 *High visibility clothing*

Members are provided with reflective vests and other high visibility clothing that enables the wearer to be easily seen in all light and weather conditions. There are mandatory requirements for wearing these items when performing patrol duties, road policing duties, or when near moving vehicles; see **VPM Operational safety equipment**. In other situations, members are encouraged to wear high visibility clothing when performing duties where enhanced visibility would be of assistance to the public and members.

6. Civilian clothing standards for members

6.1 *General standards*

Members performing duties in civilian clothing should wear business attire, including a tie when rostered for court.

The divisional manager may establish specific or temporary standards (e.g. summer dress) for workplaces within their division.

6.2 *Carriage of operational safety equipment*

Members must ensure that any clothing worn enables them to carry and access operational safety equipment securely and safely.

7. Members performing an analytical role

- Members who are performing an analytical role must wear uniform unless the member performs duty as a Tactical Intelligence Officer (TIO) attached to an investigative unit, and the operational requirements of the role need civilian clothing.
- Operational requirements may include, but are not limited to:
 - interviewing offenders, suspects, witnesses, victims, members of the public or potential human sources in connection with a criminal offence
 - conducting surveillance for intelligence-gathering, or in connection with a criminal offence
 - participating in or executing warrants
 - accompanying a detective during an investigation
 - attending the residence of a registered sex offender.

7.1 *Civilian clothing allowance*

- A member, who is required to work in civilian clothing, is entitled to payment of a civilian clothing allowance for the occasions where they wear civilian clothing to carry out their work.

Allowance type	Conditions	Approval
• Daily	• Infrequently needs to wear civilian clothing for operational purposes	• Officer in charge (OIC)
• Annual	• Regularly required to work in civilian clothing for operational purposes	• Department head

- Where an application for an annual civilian clothing allowance has been refused the employee may request a review by the relevant deputy commissioner/deputy secretary.

8. Disposal, return and retention of uniform items

- Uniform items issued by Victoria Police remain the property of Victoria Police.
- When uniform items are no longer serviceable, all employees in receipt of Victoria Police issued uniform items must remove all Victoria Police branding (i.e., badging and embroidery) and dispose of them in a manner that ensures they cannot be reused or are not identifiable as uniform or clothing provided by Victoria Police.
- Employees must not sell, trade or give away Victoria Police issued uniform items.
- On resignation or retirement, members may request to retain cap badges and rank insignia by completing the End of Service [Form 39] subject to **VPM End of employee service**.

9. Grooming and accessories

9.1 *Application and interpretation*

Victoria Police employees must present themselves in a manner which is consistent with the organisation's professional law enforcement role when considering personal grooming and accessories.

Although these overarching requirements apply to all employees, specific standards apply to members and PCOs due to health and safety reasons and the need to uphold Victoria Police's image and reputation as a professional and disciplined organisation. Employees are reminded that when on duty, their responsibility to the organisation's image has precedence over their need to express their individual style.

10. VPS employees

VPS employees (not including PCOs) may wear jewellery (including rings, earrings, necklaces or bracelets), make-up and nail polish that are appropriate for representatives of a professional and disciplined law enforcement organisation.

They may also have piercings, provided they are discreet and do not create any safety risks for the employee.

In accordance with section 17 of this policy, work unit managers may establish local standards in relation to VPS employees' appearance if there is a specific business or health and safety need.

Refer to section 11 of this policy for the requirements applicable to PCOs.

11. Specific requirements for members and PCOs

11.1 *Hair*

Members' and PCOs' hair must:

- be clean, tidy and neatly trimmed
- not be extreme in style and colour tones

- not interfere with wearing of headdress and not to be visible on the forehead when wearing headdress of any kind
- for males, not extend below the top of the shirt collar at the back or extend below the top of the ear at the sides. Ponytails, buns or similar styles are not permitted, and
- for females, hair that is longer than the top of the shirt collar must be tied or pinned back and worn close to the head. Ponytails are not permitted. Hair accessories may be worn if they are of plain design and similar in colour to the hair or the uniform.

11.2 *Facial hair*

- Beards are permitted provided they are:
 - grown while on leave, or otherwise absent from duty
 - grown for a minimum of three weeks prior to resuming duty
 - full face that includes a moustache
 - trimmed to follow the underside of the jawline and the neck is clean shaven
 - kept neat, clean and close trimmed
 - not to exceed 20mm in length, and
 - not extreme in style or colour.
- Goatees and patches of hair below the lower lip are not permitted.
- Sideburns are permitted provided they:
 - are clean, tidy and neatly trimmed
 - do not extend beyond a horizontal line from the base of the ear lobe, and
 - do not increase or decrease in width from top to bottom.
- Moustaches are permitted provided they:
 - are clean, tidy and neatly trimmed, and
 - do not extend beyond a vertical line from the outer edge of the eye or below the bottom edge of the top lip.
- If a line manager is of the opinion the appearance of a member or PCO's facial hair is untidy or unkempt, they may be directed to remove or trim the facial hair.
- Where a member or PCO is required to wear respiratory personal protective equipment, it must be sealed effectively with the face. If this cannot be achieved due to facial hair, the member or PCO will be required to be clean shaven to ensure an effective seal is formed.

11.3 *Jewellery*

- Members and PCOs may wear the following items of jewellery:
 - wrist watches
 - minimal rings of conservative style
 - Kara, and
 - emergency medical alert bracelets or pendants.
- Wearing other jewellery, ornaments, adornments, or accessories is not permitted. This includes, but is not limited to:
 - earrings
 - spacers
 - necklaces

- bracelets
- any facial/body piercings
- plugs
- tunnels
- bars
- dental grills.

11.4 *Kirpans*

- Practicing Sikhs may carry a kirpan while on duty but it must be concealed under clothing at all times.
- The kirpan must be removed in circumstances that require removal of a firearm.

11.5 *Hijabs*

- Members of the Muslim faith may wear the hijab while on duty.
- While on duty, the hijab must be worn under the usual uniform headdress. The shoulder section of the hijab must be tucked under uniform garments.
- For further information on ordering the hijab please contact the Uniform and Equipment Branch PBEA.

11.6 *Kippot*

- Members of the Jewish faith or members of the Victoria Police Jewish Network (VPJN) may wear the Victoria Police branded kippot while on duty.
- Any employee (whether of Jewish faith or not) may wear a Victoria Police branded kippot whilst their duties require them to interact with members of the Jewish community.
- For further information relating to the ordering or wearing of a kippot, please contact the Victoria Police Jewish Network PBEA.

11.7 *Sunglasses*

Members and PCOs may wear issued or privately owned sunglasses during daylight hours. Privately owned sunglasses should conform to the protective standards of issued sunglasses and not be extreme in colour or design.

11.8 *Make up and nails*

Make up and nail polish worn by members and PCOs should be natural looking and in neutral tones.

Nails should be maintained at a length which allows for the full use of operational equipment and safety tactics to mitigate the potential risk of injury to members/PCOs and the community.

12. Body art and modification

12.1 *Requirements to cover or remove body art and modification while on duty*

- All employees must cover or remove all offensive or inappropriate body art or modification while on duty, as defined by this policy.

- As of 26 March 2024, existing employees are not permitted to get additional body art on the face, head and/or front of neck.
- New employees employed after 26 March 2024 are not permitted to have face, head and front of neck tattoos.
- Neck tattoos on the rear of the neck may be permitted but must not extend forward of the neck, beyond an imaginary line drawn vertically from behind the back of the ear down to the shoulder.
- Hand tattoos may be permitted.

12.2 *Local requirements to cover or remove body art or modification while on duty*

- Work unit managers may establish local standards in accordance with section 17 of this policy.
- Work unit managers can direct employees to cover or remove any body art or modification in either of the following circumstances:
 - it is necessary for employees to present a more consistent image for an operation, event or particular role
 - where it is reasonable to believe or expect that the body art or modification may have a particular adverse impact on an individual or group.
- Where possible, work unit managers should prioritise the needs of the community over the need to express individual style.

12.3 *Exemptions*

- Employees may seek a temporary exemption or permanent variation to these standards, in accordance with sections 18 and 19 of this policy.
- Unless an employee has a temporary exemption or permanent variation, failure to cover or remove body art or a modification in accordance with these standards constitutes non-compliance with, or a departure from, the Victoria Police Manual and the employee may be subject to management or disciplinary action.

13. Protective clothing requirements

- Line managers that are responsible for VPS employees:
 - must ensure the employee has access to appropriate protective clothing and Personal Protective Equipment (PPE) if assessed as a requirement to perform their duties, and
 - may establish dress and appearance standards for these employees.

13.1 *Property officers*

- In addition to the general requirements of **VPM Workplace standards and management**, the VPS Enterprise Agreement 2024 requires that VPS employees who are property officers have access to an appropriate uniform.
- Permanent assignments – property officers that permanently own their position are entitled to order all property officer uniform items.
- Temporary assignments or requirements – employees that temporarily occupy a property officer position may be required to wear the uniform, or aspects of the uniform, where they may be exposed to hazardous or dangerous materials/items with the approval of the work unit manager.

- The work unit manager should conduct a risk assessment to determine the appropriate personal protective clothing required for the employee to perform their duty in a safe manner. To meet relevant safety requirements, property officers are entitled to property officer uniform items.
- Property officer uniform items are allocated as detailed in the Uniform Entitlements List available on the Uniform and Equipment Ordering intranet page. The work unit manager may authorise an item to be replaced before the timeframe specified.

14. Identification cards

14.1 *Carriage*

As required by the **VPM Professional and ethical standards**, members must carry their identification cards when on duty (except covert duty).

14.2 *Display*

Identification cards for all employees should be displayed as follows:

- members and PCOs in uniform:
 - outside police premises – do not display identification
 - inside police premises – wearing identification is optional.
- members in plain clothes:
 - performing duties within police premises – display identification cards
 - openly carrying firearms outside of police premises – display identification cards.
- VPS employees:
 - outside police premises – do not display identification
 - inside police premises – wear identification.

When off duty, identification cards should be removed or concealed.

15. Name tags and ballistic vest role identifications

15.1 *Wearing name tags*

- Members and PCOs in uniform must wear current issue name tags.
- Wearing of name tags is optional for members not in uniform and VPS employees.

15.2 *Name tag standards*

The following standards apply to the wording on name tags:

- required wording for:
 - Members – first name or initial/s, surname and rank
 - PCOs – first name or initial/s, surname and 'Police Custody Officer'
 - PCO Supervisors – first name or initial/s, surname and 'Supervising PCO'
 - Shrine Guards – first name or initial/s, surname, 'Victoria Police' and 'Shrine Guard'
 - VPS employees – first name or initial/s and surname.
- permitted optional wording for:

- employees who speak another language and are National Accreditation Authority for Translators and Interpreters (NAATI) qualified may include 'I speak *language*' printed in the relevant language
- prosecutors may include 'Prosecutor'
- community liaison officers and Aboriginal community liaison officers may include 'Community Liaison Officer'
- employees may not include other wording (such as the names of their work unit or position/role) without the approval of the department head.

15.3 *Numbered tags*

Members may be authorised to wear tags that detail only their registered number under local or temporary arrangements relating to planned operations, or as a management option relating to planned operations, or as a management option relating to Threats Against Serving Members THASM) files. The following details relate to this provision:

- use of numbered tags at planned operations is to be considered by members preparing the operation order, which must be authorised by an inspector or above. This decision will be made as part of the risk assessment component of the operation planning process for the purpose of reducing threats that may occur through members being identified by name tags
- where possible, there should be consistent usage within a group of either name or numbered tags
- use of numbered tags should be detailed in operation orders in 'dress of the day' and communicated clearly through other operation tools, including joining instructions
- wearing numbered tags may also be used as a strategy in the management of active THASM files. Approval to wear numbered tags for this purpose must be granted by the relevant superintendent, and
- wearing a numbered tag does not relieve any member of their responsibility when requested to state their name, rank and place of duty (orally or in writing) under s.456AA(4), *Crimes Act 1958*, or any other legislative or customer service requirements.

15.4 *Ballistic vest role identifications*

- Ballistic vests must be worn with the standard issue reflective role identification (ID) attached for safety and identification reasons.
- All ballistic vest role IDs must only be worn in the dedicated role ID panel sections on the ballistic vest – large role ID on the centre back and small role ID on the front left.
- Special event role IDs must only be worn for events and/or occasions the role ID was approved for and must be worn only in the approved locations on the ballistic vest. All other times, standard issue role ID must be worn.
- Non-reflective role IDs are available to teams/units who require them for specialist operations. Approval must be obtained from a department head or above.
- The UAEC must approve any other form of ballistic vest role ID.

16. Wearing medals, awards, lanyards, pins and ribbons

16.1 *Wearing medals and awards*

Guidance on wearing commonly held medals and awards is provided at Appendix 2. For advice on wearing other medals and awards, contact the Honours and Awards Unit, Investment, Governance and Assurance Department.

16.2 *Wearing lanyards, pins and ribbons*

- Lanyards which are approved may be worn as an alternative to the blue 'staff' lanyard year-round.
- All alternate lanyard designs must be approved by UAEC.
- The Victoria Police Legacy pin and VP Pride pin may be worn year-round. Refer to **VPM Corporate branding** for information on the use of secondary logos and the wearing of pins.
- All alternate lanyards, pins or ribbons may only be worn on specific dates outlined in the UAEC calendar of events on the UAEC intranet page.

17. Local standards for workplaces

17.1 *Conditions and approval*

Local standards for uniform or appearance may be established on a temporary basis for particular work units or for operations or events, if there is a documented specific business or health and safety need. Local standards may be established and approved by the work unit manager, or for events the Police Forward Commander. Examples of specific business needs for local standards include:

- work units:
 - mandatory wearing of broad brimmed hats by members working during the day in summer months in specific locations to address health and safety risks
- planned operations or events:
 - mandatory wearing of baseball caps and high visibility vests by members working at sporting events to enhance visibility in crowded situations, or
 - 'dress of the day' for ceremonial occasions to reflect a consistent, higher level of dress; this may include wearing of medals and gloves.

18. Variation to uniform and appearance standards

Individual employees may request a variation from the uniform and appearance standards due to medical conditions or to perform 'fatigues' or covert duties.

Applications for individual variations must be made via an Issue Cover Sheet (ICS) [VP Form 47] with supporting documentation (e.g. doctor's certificate) to be submitted for approval by their superintendent/VPSG-6. Temporary variations must only be for a particular day or a set temporary period of time, not exceeding 12 months.

The relevant superintendent/VPSG-6 must assess the requirement to allow a variation, taking into consideration the employee's needs, the nature of their duties and the broader aims of providing a professional and visible police presence. They may set conditions for the variation.

- Refer to section 19.3 of this policy for application assessment requirements.

19. Exemptions to uniform appearance standards

Individual employees or workplaces may seek an exemption to the authorised uniform and appearance standards due to cultural, religious, medical or OHS reasons.

- The UAEC may set conditions as part of approving an exemption to the uniform and appearance standards, such as:
 - the duration of the exemption, for example temporary or permanent, and/or
 - safety standard requirements.

19.1 *Exemptions for religious or cultural reasons*

- Individual employees who wish to apply for an exemption based on religious and cultural grounds must submit an ICS, with relevant supporting documentation through line management to their superintendent/VPSG-6 for endorsement, then to the UAEC for final approval.
- Refer to section 19.3 of this policy for application assessment requirements.

19.2 *Exemptions for medical and OHS reasons*

- Workplaces and individual employees who wish to apply for a permanent variation based on medical or OHS grounds must submit an ICS, with relevant supporting documentation through line management to their superintendent/VPSG-6 for endorsement, then to the UAEC for final approval.
- Individuals applying for an exemption where sensitive medical or personal information is included may submit their application directly to the UAEC with a report outlining their concerns or circumstances.
- Permanent exemptions based on medical grounds will be referred to the Police Medical Officer (PMO) for review and recommendation to inform the UAEC decision-making and approval process.

19.3 *Assessment of applications*

- The relevant superintendent/VPSG-6 assessing the applications for an exemption to the authorised uniform and appearance standards must consider the employee's needs, nature of their duties and the broader aims of providing a professional and visible police presence.
- The relevant superintendent/VPSG-6, or the UAEC may set conditions associated with an exemption.
- The UAEC Secretariat must be notified of all approved and non-approved exemptions and may overturn a decision if the UAEC determines it is inconsistent with this policy.
- A copy of all approved exemptions will be sent to Payroll for recording on HR Assist.

20. Request for change or new uniform or equipment

- Individual employees and workplaces may request a change to an existing item or a new uniform or equipment item. Information regarding requirements for changes to or new uniform and equipment items can be found on the UAEC intranet page.

20.1 *Assessment of applications*

- All applications for changes to, or new uniform or equipment items must progress through line management for approval by the relevant department head, then to the UAEC for final approval.
- In assessing applications for a change to an existing item or a new uniform or equipment item, decision-makers must consider the work unit's needs, nature of their duties and the broader aims of providing a professional and visible police presence.
- Decision-makers or the UAEC may also set conditions associated with the application.

Further advice and information

For further advice and assistance regarding this policy, contact your supervisor or the Uniform, Appearance and Equipment Committee.

Update history

DATE OF FIRST ISSUE	30/01/2015	
DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
27/07/15	Operational Safety and Tactics Training (OSTT) reintroduced as standard terminology.	D15/025242
03/10/16	Introduction of body art and modification policy; updates to correctly reflect UAEC's Terms of Reference and update of template.	063877/10 & FF-104232
19/12/16	Inclusion of guidelines for PCOs.	FF-104364
21/02/17	Inclusion of guidelines for TIOs. This replaces CCI 05/16.	FF-107192
09/10/17	Inclusion of numbered tag provision	FF-103019
08/04/19	Minor changes to terminology. IOEV removed and replaced with ballistic vest	FF-138597
05/06/20	Inclusion of protective beanies to level 1 entitlements for members, and additional options added to PCO uniform entitlements	FF-152613
11/02/22	Amendments to direction regarding facial hair and body art/modifications	FF-202508
12/07/22	Update to VPM reference under Section 6 – Disposal, return and retention of uniform items.	N/A
07/03/2024	Amendments to directions regarding hand and back of neck tattoos. Minor administrative amendments.	FF-249295
12/03/2024	Minor changes to wording around permissibility to get additional body art on the face, head and/or neck.	FF-249295
26/03/2024	Amendments to direction regarding body art.	FF-249295
08/07/2025	Amendments to include references to hijabs, Changes to tattoos, ballistic vest role IDs, lanyards, pins and ribbons,	FF-249295

	disposal of uniforms and clarifications around hair and clothing requirements, as well as updates to the processes for variations or exemptions from policy. Incorporation of references to PCOs throughout the policy. Minor changes to terminology.	FF-129954 FF-139708 FF-202508
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Appendix 1: Standards for specific uniform items

Item	Specific Standard
Headdress	
General - Baseball cap - Broadbrim hat - Peak cap - General duties uniform (GDU) beanie	- Headdress should be worn at all times when outside in public to support: - maximum public visibility, and - members' health and safety - Headdress does not have to be worn: - when inside police or other premises - when in a motor vehicle, or - when it is dangerous or inappropriate, such as courtrooms and places of worship - Headdress worn should be appropriate to: - the duties being performed - the rank of the position they own, and - the other uniform items being worn - Members should consider their health and safety and choose headdress that is appropriate to the environmental conditions, considering: - weather conditions and the potential level of UV exposure, and - nature of duties and likelihood of exposure to the conditions - Members may wear GDU beanies: - during cold weather when outside, or - if it forms part of uniform for the day as directed by the OIC (e.g. public gatherings in alpine regions)
United Nations (UN) beret and badge	UN beret and badge may be worn by members who currently or formerly have served with the UN Peacekeeping Forces on ceremonial occasions with Victoria Police uniform
Beret with Regional Assistance Mission to the Solomon Islands (RAMSI) Participating Police Force badge	RAMSI Participating Police Force badge may be worn by members who currently or formerly have been attached to the RAMSI on ceremonial occasions with Victoria Police uniform
Garments	
Office shirt (short or long-sleeved)	- Office shirts must be tucked in - Office shirts may be worn as an outer garment or under other outer garments - Only the top button of the shirt must be undone when not wearing a tie - Sleeves of long-sleeved shirts are not to be rolled up
Ballistic vest undergarment	- Ballistic vest undergarment cannot be worn in lieu of an office shirt - It must only be worn under the ballistic vest - If members take off their ballistic vest, the ballistic vest undergarment must immediately be replaced by an office shirt or covered by the office jacket. Members may remain in the ballistic vest undergarment without the ballistic vest for offender processing, provided they: - are within Victoria Police premises - will be experiencing no other contact with people external to Victoria Police, and - intend to continue wearing the ballistic vest for the remainder of their shift.

Item	Specific Standard
Outer garments • Quarter zip top • Office jacket • Wet weather jacket	• Option worn should be appropriate for the duties being performed • Quarter zip top is designed to be worn beneath the ballistic vest for additional warmth. When not worn beneath the ballistic vest, a name badge should be attached. • The office jacket is designed to be worn during administration tasks for a professional appearance. • The wet weather jacket is designed to be worn in conditions when members are exposed to rain or inclement weather. • Tunic must be fully fastened and worn with a tie and peak cap
Tactical trouser	• Members must maintain a professional appearance when wearing the tactical trouser. Members must not tuck the cuff of the tactical trouser leg into their boots or overload the leg pocket. • The leg pocket of the tactical trouser has been designed for light, discreet items such as notebooks, Nitrile gloves or Preliminary Breath Test (PBT) straws. Members should take care not to overburden the leg pockets with large or bulky items that will cause bulging, or with items that may prod or jab members during the course of duty. • Members should apply common sense when determining what items to place in the leg pockets of the tactical trouser, taking into consideration risk of potential injury, and professionalism of appearance. For example, items that are considered unsuitable for storage in the leg pockets of tactical trousers include: - Victoria Police accountable items - operational safety equipment (OSE) - police car keys - drug testing kits.
Accessories	
Tie	• Ties are optional when wearing an office shirt and office jacket • Ties must be worn when wearing a tunic • The tie tack should be aligned centrally with fourth button from the neck.
Insignia of rank	• Members must wear the insignia for the currently held rank • Insignia of rank should be worn in a horizontal direction on the epaulettes of the office shirt and on top of the shoulders on the ballistic vest • Insignia of new rank may be worn once the promotion becomes effective • During a period of approved higher duties, members may wear the insignia of the rank they are performing higher duties at • Officers, or members performing higher duties at inspector rank or above may wear gorget patches on their shirt when not wearing a tie • When wearing a tunic, members must wear the insignia of their substantive rank • Insignia and gorget patches for members performing higher duties must be sourced and issued by the work area where the higher duties position is located. They must be returned when the period of higher duties is completed. Members may only apply for personal issue insignia for a rank they do not hold with the approval of a department head.

Appendix 2: Wearing medals and awards

- To wear the Public Service Medal, Australian Police Medal, and National Medal refer to the Commonwealth Guidelines:

Wearing awards - Department of the Prime Minister and Cabinet website

- To wear the Victoria Police Valour Award, Victoria Police Medal for Excellence, Victoria Police Courage, Victoria Police Merit and Victoria Police Service Medal refer to the following:

Garment	Wearing
Office shirt	Ribbon bar – on right breast above name tag
Tunic	Ribbon bar – on right breast above name tag
Civilian clothing (day-time functions)	Full size medals are worn
Mess dress or formal attire	Miniature medal – worn on the right lapel of mess dress (2cm above the top of Victoria Police badge) or on right breast of evening dress/lounge suit