



<b>Policy Name:</b>	<b>UNIFORMS, INSIGNIA AND DRESS STANDARDS</b>		
<b>Policy #:</b>	AD 4.3	<b>Last Updated:</b>	2022-03-03
<b>Issued By:</b>	SUPPORT SERVICES BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

AD 2.6 – *Professional Department*

**1. PURPOSE**

- 1.1. To provide Surrey Police Service (SPS) Members direction on the appropriate uniform dress, standard and method of displaying medals and insignia.

**2. SCOPE**

- 2.1. This policy applies to all Members.

**3. POLICY**

- 3.1. The SPS Uniform dress of all members must be of a pattern authorized by the Surrey Police Board (Board), consistent with the *Police (Uniforms) Regulations* pursuant to the *Police Act*.
- 3.2. While on duty, Members must only wear issued uniform and equipment unless otherwise authorized by the Chief Constable or designate.
- 3.3. All Employees and volunteers will carry and use SPS identification, badges, and business cards of a design approved by the Board.

**4. PROCEDURE**

**Orders of Dress**

- 4.1. **Duty Dress** – The Duty Uniform is the standard uniform for front line and uniformed policing duties.

- 4.2. Only issued duty gear items may be worn with the uniform. Any non-issued duty gear items must be approved in writing by the NCO i/c of the Operational Skills Unit (OSU) in writing. These written authorizations will be retained by OSU and in the Member's personnel file (see AD 2.6 *Professional Department*, s. 4.10 – Equipment).
- 4.3. Members with concerns or suggestions regarding uniform or duty gear items may contact the Uniform and Equipment Committee (UEC). The UEC is not engaged in the approval process for non-issued duty gear as outlined in AD 2.6 *Professional Department*.

**[Photos]**

- 4.4. **Administrative Dress** – The Administrative Uniform is worn for public engagement and outreach duties such as media conferences and events which require an increased level of formality.

**[Photos]**

- 4.5. **Ceremonial Dress** – The Ceremonial Dress uniform is worn for events where a ceremonial presence is required or desired, including parades, funerals, memorial services, or events requested by the Chief Constable.
- 4.6. Generally, the Ceremonial Dress uniform will be worn Armed. The decision as to whether the Ceremonial Dress uniform will be worn Unarmed will be made by the Chief Constable in consultation with the Departmental Sergeant Major following an appropriate risk assessment of the event and required overwatch.
- 4.7. Members will not wear the Ceremonial Dress – Armed uniform to, or at, Mess functions or similar evening events, without the express written authorization of the Chief Constable or designate.

**[Photos]**

- 4.8. **Mess Kit** – The Mess Kit is worn by Commissioned Officers and the Departmental Sergeant Major at black tie events such as Mess Dinners or SPS events.

**[Photos]**

**Headdress**

- 4.9. Members should wear their issue ballcap whenever practical in public to enhance officer presence and recognition.
- 4.10. Members must not wear their issue ballcap or forage cap indoors unless operationally required to do so.

- 4.11. Members must wear the forage cap with the Administrative Dress uniform.
- 4.12. Members must wear the forage cap as required by the Chief Constable or designate and when Ceremonial Dress is worn:
- i. as required by the Chief Constable or designate, when attending ceremonial and official functions, such as parades, funerals, ceremonies and inspections;
  - ii. Members will not wear the forage cap to, or at, Mess functions or similar evening events.

#### **Religious or Cultural Headdress**

- 4.13. SPS recognises cultural and diverse values of its Members and understands that wearing a religious headdress may be an integral part of their belief system. The following provides direction to ensure uniformity of dress in uniform.
- 4.14. Sikhs may wear a turban in place of their forage hat if worn in a low Sikh conventional manner, tightly wrapped with the final winding right over left on the forehead so that it is neat and tidy.
- 4.15. The patka must be the same colour as the turban.
- 4.16. The SPS badge is not required with the turban while wearing the operational Duty Uniform.
- 4.17. Members of Islamic faith may wear a hijab while in uniform. To ensure safety and consistency, Members of the Islamic faith who wear the hijab must wear a black colour hijab that is:
- i. close-fitting to the head to ensure there is no loose fabric that may pose a safety risk to the Member; and
  - ii. tucked into the uniform shirt collar to ensure it does not cover or conceal the uniform, and ensures the Member is identifiable.
- 4.18. While wearing the Dress Uniform, the SPS forage hat must be worn over the top of the hijab.
- 4.19. Cultural or religious items not specified in this policy that a Member may want to wear as part of the Duty Uniform or Dress Uniform may be forwarded for discussion or approval by the Inspector, Employee Services Section (ESS) for review. The Inspector, ESS may consult with the Departmental Sergeant Major and/or Chief Constable. The Chief Constable is the final authority on dress and deportment (see AD 2.6 – *Professional Deportment*).

#### **External Soft Body Armour Carrier**

- 4.20. Members must not wear any non-authorized item on the molle of the External Soft Body Armour Carrier, such as pens, handcuff keys, or any other similar items. The Chief Constable may approve "non-use of force tools" to be worn on the External Soft Body Armour Carrier. Requests for other items to be worn on the External Soft Body Armour Carrier must be made through the UEC and approved in writing by the Chief Constable or designate.

### **Non-Issued Kit Item**

- 4.21. Members must not wear any non-issued and non-approved kit items on their uniform unless approved by the Chief Constable or designate (see AD 2.6 – *Professional Department*, s. 4.10 – Equipment).
- 4.22. The UEC will examine requests for approval of additional duty gear items. The OSU will assess any additional kit items recommended by the UEC for approval by OSU and the Chief Constable.

### **Non-Issue Kit Item Individual Approval**

- 4.23. Members requiring individual non-issued kit items for medical or operational reasons must obtain written authorization from the NCO i/c OSU.
- 4.24. A request for approval of individual non-issued kit items will be submitted to OSU by a Member's Supervisor. The request will include a rationale, information on the item (including description, make and model), a photo of how the item is being worn and supporting medical documentation, if applicable. This material will be reviewed by the NCO i/c OSU or their designate. A physical assessment of the non-issued equipment may be required by OSU.
- 4.25. This written authorization will be maintained by OSU and Employee Services Section in the Member's personnel file.

### **Shoulder Flashes**

- 4.26. Members must wear shoulder flashes as issued on SPS uniforms.
- 4.27. Event-specific, outreach shoulder flashes (Remembrance Day, Pride, Orange Shirt Day, (i.e., Indigenous Reconciliation), Pink Shirt Day (i.e., Anti-bullying), Fallen Member/Police Week) will be worn as directed by the Departmental Sergeant Major.

**[Photos]**

### **Service Stars**

- 4.28. Members may wear a service badge for every five-year period of completed service in policing on their Ceremonial Tunic and Administrative Jacket.

**[Photos]**

### **Service Pins**

- 4.29. Employees may wear a silver SPS service pin with each blue bar denoting ten years of law enforcement-related service.

**[Photos]**

### **Insignias**

4.30. Members must wear only issued symbols, pins, patches, insignias on the uniform. Any symbols, pins, patches or insignias worn on the SPS uniform which have not been issued must be approved by the UEC and the Chief Constable or designate.

### **Medals and Decoration**

4.31. Information regarding authorized Orders, Decorations and Medals, in the order of their precedence, is outlined on the Governor General of Canada website: Honours, Order of Precedence.

4.32. Documentation of an honour awarded is retained on a Member's personnel file.

4.33. Members must wear medals, decorations, and undress medal ribbons on the left side of the tunic, Ceremonial Dress uniform jacket or shirt (optional) in the order of precedence given identified in on the Governor General of Canada website: Honours, Order of Precedence.

4.34. Members must wear medals awarded by a society on the right side of the tunic, Ceremonial Dress uniform jacket, or shirt (e.g., The Royal Humane Society Medal).

4.35. Members must not wear new undress ribbon for the originator event before the award is presented. It will be attached to the Member's uniform during the ceremony.

4.36. Members must only wear the most-recently awarded clasp or undress ribbon.

4.37. Members may submit their medals to the Departmental Sergeant Major if they wish to have their medals court mounted.

### **Medals and Decorations in Business Attire**

4.38. Employees must wear medals on the left side of their suit jacket, above the heart.

4.39. Employees must wear full-size medals when dressed in business attire.

4.40. Employees must wear miniature medals when dressed in formal evening dress.

### **Symbols of Remembrance**

4.41. Employees may wear the following as appropriate:

- i. Remembrance Day poppy emblem; and
- ii. Peace Officers' Memorial Ribbon.

- 4.42. The poppy may be worn from the last Friday in October until sunset of November 11th. The poppy must be mounted on the left side of the headdress. Mourning Ribbons do not replace the poppy on Remembrance Day.
- 4.43. When not wearing SPS headdress, members must wear the poppy on the left pocket flap of the uniform shirt or order uniform garment in a similar position.
- 4.44. The Police and Peace Officers' Memorial Ribbon (Memorial Ribbon) may be worn from the Monday leading up to and including the last Sunday of September (Police and Peace Officers' Memorial Day).
- 4.45. The Memorial Ribbon may be worn on the event of an on-duty death of a serving Canadian peace officer, from the date of the officer's death until sunset on the day of their funeral/memorial.
- 4.46. The Departmental Sergeant Major will provide communications in support of these timings. On the uniform, Members must wear the Memorial Ribbon on the left pocket flap, positioned closest to the heart, or in a similar location when the pocket flap is not available. This also applies to civilian attire.

**Court Attire**

- 4.47. Members may wear the SPS Duty Uniform or civilian business attire to attend Court.

## **APPENDIX A: DEFINITIONS**

“Departmental Sergeant Major” means the SPS advisor to the Chief Constable and the Executive Leadership Team pertaining to dress, deportment, protocol and ceremonial issues.

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Supervisor” means a Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

## **APPENDIX B: REFERENCES**

Governor General of Canada: Order of Precedence. <https://www.gg.ca/en/order-precedence>