

Policy Name:	PROFESSIONAL DEPARTMENT		
Policy #:	AD 2.6	Last Updated:	2021-10-21
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

AD 2.3 Conflict of Interest

AD 2.4 Internal Discipline

AD 4.3 Uniforms, Insignia, and Dress Standards

AD 9.17 Social Media

1. PURPOSE

- 1.1. To ensure Surrey Police Service (SPS) Members present and conduct themselves in a professional manner that exemplifies the values and integrity of the SPS, standards have been developed to enhance safety while promoting a modern, inclusive, and diverse police service.
- 1.2. To ensure public confidence all SPS Members, in particular Members working in uniform, must be mindful of their department.
- 1.3. To ensure compliance with the *Workers Compensation Act and Regulations* and the *BC Police Act*.

2. SCOPE

- 2.1. This policy applies to all sworn SPS Members.

3. POLICY

- 3.1. The SPS will ensure Members present themselves in a professional manner and are well-groomed while on duty.
- 3.2. The Chief Constable is the final authority on Professional Department related policies and issues.

4. PROCEDURE

- 4.1. All SPS Members are responsible to ensure their uniform and equipment is properly maintained and ready for use. Uniforms must be well-tailored, in good condition, and authorized for use by this policy.
- 4.2. Policy relating to wearing medals, insignia, ribbons, and symbols of remembrance while in Operational Duty Uniform and / or Dress Uniform are found in AD 4.3 Uniforms, Insignia and Dress Standards.
- 4.3. Equipment must be properly maintained, in good condition, and authorized for use by this policy.

Hair and Facial Hair

- 4.4. While wearing an SPS uniform the following hair and facial hair requirements apply:
 - i. hair is to be clean, neatly trimmed and presented in a groomed manner that does not exceed the uniform shirt collar;
 - ii. hair which would exceed the uniform shirt collar must be secured in an up-style hairdo, bun, braid, ponytail, and use hair accessories that do not pose a safety risk;
 - iii. hair must not interfere with the Member's job performance, obstruct vision of the Member and must not pose a risk to the Members' safety;
 - iv. Members with a goatee or a beard shall carry a razor with their respirator kit in order to properly fit-test their equipment when operationally required.

Tattoos and Body Art

- 4.5. When wearing an SPS uniform, Members are prohibited from exposing body art or tattoos that may be perceived as offensive, discriminatory, hateful, or inflammatory content, including but not limited to:
 - i. graphics, or text that may contravene any section of the *BC Human Rights Code*;
 - ii. graphics or text that may be interpreted as having criminal or gang affiliation;
 - iii. graphics or text that depict nudity, violence, sexually explicit artwork, words, phrases, or profanity; and,
 - iv. graphics or text that discredits the Member or diminishes the public's trust in the SPS.
- 4.6. Members considering obtaining a tattoo must ensure that it would not be prohibited by this policy.

Jewellery and Personal Ornaments

- 4.7. When wearing an SPS uniform, Members may wear unobtrusive and discrete ornamentation, including: earrings, facial piercings, jewelry, watches, medical alert bracelets and small articles of culture and faith such as wedding bands, religious symbols, Kanga, Kirpan, Kara, medicine bags, etc. These personal items must not modify the design or fabric of the uniform or interfere with the effectiveness of personal protective equipment or create a risk to safety. These personal items must not detract from a professional appearance and are worn at a Member's own risk.
- 4.8. Supervisors will be responsible for maintaining a high standard of dress, appearance, and deportment of Members under their supervision. This includes ensuring compliance with this policy.
- 4.9. Exceptions to this policy may occur for valid reasons such as religious and or medical situations. Authorization to vary these restrictions may occur with permission of the Chief Constable or delegate.

Equipment

- 4.10. Members are only authorized to wear or carry issued equipment. Specialized equipment or uniform can only be worn or carried when conducting the duties for which the issued specialized equipment is required (e.g., Bike Squad or ERT uniform or equipment can only be worn by those engaging in Bike Squad or ERT duties).
- 4.11. Regarding the wearing an SPS uniform while off-duty, refer to SPS policy AD 2.3 *Conflict of Interest*.
- 4.12. Uniform frontline Members will not wear a mix of uniform and civilian clothing while on duty unless special circumstances exist and have been permitted by the Chief Constable for specific events, (e.g., Pink Shirt Day or Orange Shirt Day).

Identification

- 4.13. BC Police Services have directed that all sworn police officers display their identification on their duty uniform. SPS members are required to wear a name tag or badge number and carry their SPS police Identification and badge while on duty.
- 4.14. On duty Members must identify themselves by name or badge number on request of a person.
- 4.15. An SPS Member's name or badge number is required on all uniform shirts and outerwear jackets, including body armour.

4.16. SPS Members will be issued business cards with their name, rank, badge number and contact phone information as authorized by the Chief Constable or designate.

4.17. When a Member legally changes their name they must notify the Employee Services Section to obtain new identification.

Religious or Cultural Clothing

4.18. The 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.

4.19. This policy does not regulate Members' styling or winding of turbans and hijabs.

4.20. 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.

4.21. The patka must be the same colour as the turban.

4.22. The SPS badge is not required with the turban while wearing the operational Duty Uniform.

4.23. 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.

4.24. While wearing the Dress Uniform, the SPS forage hat must be worn over the top of the hijab.

4.25. 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.

Plain Clothes Duties

4.26. Members assigned to plainclothes or special duties (e.g., Investigative Services Bureau) will maintain a professional appearance, conducive to their assigned role, and in accordance with any requirements and standards set by the Inspector in charge of the Section.

- 4.27. Business attire guidelines are meant to foster a professional image of the organization, meet the requirements of a specific workplace, and encourage a healthy environment that will ensure compatibility with work colleagues, customers, stakeholders, and the community.
- 4.28. When members are on duty outside police facilities and working plain clothes duties, weapons, ammunition and handcuffs must be worn in such a manner that they are not visible to the public.
- 4.29. Members assigned to plainclothes duties will not wear a mix of uniform and civilian clothing while on duty. Issued police identification jackets compliant with this policy are the exception.
- 4.30. A Member assigned to plainclothes duties wishing to work a uniform call-out will be required to conform to the personal grooming standards within this policy.
- 4.31. Supervisors are responsible for maintaining a high standard of dress, appearance, and deportment of Members under their supervision. This includes monitoring the appearance of members to ensure compliance with this policy.
- 4.32. Members working plainclothes assignments will be required to maintain in good condition, and proper fit, a minimum of one operational set of duty uniform, belt and issued equipment.

Professional Conduct

- 4.33. Members must not attend a licensed premises, liquor store or store selling cannabis for the purpose of purchasing alcohol or cannabis, while wearing any part of their uniform.
- 4.34. Smoking, using vapour devices or chewing tobacco products by uniformed Members is prohibited in police vehicles.
- 4.35. Members must not smoke, vape or chew tobacco inside any SPS or City of Surrey building. The use of tobacco or cannabis products (including Members with a medical exemption) is restricted to locations that are out of public view.
- 4.36. No SPS employee may present a speech, participate in a media platform, or similar public forum pertaining to police matters or activities to any group or gathering without first obtaining permission from the SPS Communications Manager.
- 4.37. The policy regarding public speaking is not intended in any way to restrict the activities or business conducted by the Surrey Police Union.
- 4.38. Members must adhere to SPS policy AD 9.17 *Social Media*.

- 4.39. Members of SPS must not directly or indirectly, whether personally or in concert with others, or under the auspices of any group or organization, use any SPS issued equipment, uniform, or other materials for personal benefit or gain (see SPS policy AD 2.3 *Conflict of Interest*).
- 4.40. Members must not associate SPS with the promotion or sale of products or services without written authorization from the Chief Constable.

APPENDIX A: DEFINITIONS

“Employee” means any employee of SPS (including sworn Members and civilian staff).

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

“Supervisor” means 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 the SPS.

APPENDIX B: REFERENCES

BC Provincial Policing Standards

Human Rights Code, R.S.B.C. 1996, c. 210

Police Act, R.S.B.C. 1996, c. 367

