

14 December 2022

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Tēnā koe John

Request for information

Thank you for your Official Information Act 1982 (the Act) request received on 25 September 2022, for:

- any internal policy or manual documents in relation to medal wearing
- Police's approved medal mounting company list
- information identifying the party that pays for the cost of medal mounting

The following Police Instructions fall within the scope of your request and are attached:

- Part 01 Orders Decorations and Medals
- Honours awards and commendations
- Uniform, dress standards and appearance (relevant excerpts).

Additionally, the following information is provided in response to your request:

- Police does not approve or endorse medal mounting companies and does not have an approved medal mounting company list. The company currently contracted to provide medal mounting services to Police is Winterstoke Company 1998 Ltd
- Police pays for the cost of medal mounting for medals covered in the attached Police Instructions, other than for replacement medals for former employees where a medal has been lost or stolen (in these circumstances the former employee must pay).

Please accept our sincere apology for the delay in providing this response. If you are not satisfied with this response to your request for information, you have the right to ask the Ombudsman to review Police's decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā



Superintendent Andrew Mortimore
Director: Leadership & Development, High Performance
New Zealand Police

Police National Headquarters

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Part 01 Orders Decorations and Medals

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Policy statement and principles

What

Police employees who have received authorised orders, decorations or medals (including ribbons), and/or who choose to wear commemorative emblems, must wear them in accordance with particular requirements.

For eligibility and other matters see the '[Honours, awards and commendations](#)' chapter.

Why

Police follow accepted protocols in wearing orders, decorations, medals and emblems to show respect to the Police uniform and, for all Police employees, as part of the value of professionalism.

How

Police will ensure that orders, decorations, medals and emblems are worn correctly by following the protocols in this document.

Wearing of orders, decorations and medals

This table indicates the type of orders, decorations and medals to be worn at different events.

At ...	you wear ...
Balls and formal dining	- only miniatures and 1 neck decoration.
Police ceremonial parades	- medals, merit brooch, Canterbury Earthquake Citation / G20 Citation and 1 neck decoration.
Court	- only ribbons, merit brooch and Canterbury Earthquake / G20 Citation.
Informal dining	- only ribbons, merit brooch and Canterbury Earthquake / G20 Citation.
Ex-servicemen's parade	- medals, merit brooch, Canterbury Earthquake / G20 Citation and 1 neck decoration.
Funerals	- medals, merit brooch, Canterbury Earthquake / G20 Citation and 1 neck decoration.
Guards of honour	- medals, merit brooch, Canterbury Earthquake / G20 Citation and 1 neck decoration.
Investitures - recipients	- only merit brooch and Canterbury Earthquake / G20 Citation is worn; NO medals or ribbons (the left breast remains unadorned).
Investitures - guests	- only ribbons, merit brooch and Canterbury Earthquake / G20 Citation.
Memorial services	- medals, merit brooch, Canterbury Earthquake Citation / G20 and 1 neck decoration.
Weddings	- medals, merit brooch, Canterbury Earthquake / G20 Citation and 1 neck decoration.
Graduation ceremonies	- medals, merit brooch, Canterbury Earthquake / G20 Citation and 1 neck decoration.

Guests invitations to functions

Invitations should indicate the dress to be worn, e.g. "evening dress - decorations" (signifying white tie with full orders, decorations and miniatures), or "dinner jacket - decorations" (signifying black tie with orders, decorations and miniatures), or "dinner jacket".

When "evening dress - decorations" is prescribed, those not in possession of full evening dress may wear orders, decorations and medals with a dinner jacket.

If unsure about dress requirements please contact the Honours and Awards Officer at PNHQ for advice.

Order of Wear

The order of wearing orders, decorations and medals or their ribbons is periodically issued by the Honours Secretariat. The Order of Wear is found [here](#).

Any changes will also be published in the Ten One magazine as amendments require.

Police staff may only wear awards that appear in the Order of Wear; and those Commonwealth or Foreign awards for which official permission to accept and wear has been granted.

New Zealand Police Medals

New Zealand Police Meritorious Service Medal



This medal may be awarded by the Police Commissioner to any Police employee and recognises exceptional performance, commitment or innovation. The medals and bars may be conferred posthumously.

The [Royal Warrant and Regulations](#) govern the award of the NZ Police Meritorious Service Medal.

New Zealand Police Long Service and Good Conduct Medal



This medal may be awarded to any constable of the New Zealand Police after 14 years' continuous service and who, in the opinion of the Commissioner, has been of good character and conduct. A clasp to the medal may be awarded on completion of each additional seven years of continuous service. The award of each clasp is denoted by a star placed on the ribbon bar, when worn alone.

This table indicates where to mount the stars on the ribbon bar.

One clasp (21 years)	Mount in the ribbon centre.
Two clasps (28 years)	Mount in the centre of each of the maroon segments.
Three clasps (35 years)	Mount one star in the centre and one in the centre of each of the left and right halves.
Four clasps (42 years)	Four stars spaced equally across the ribbon.
Five clasps (49 years)	Five stars in two rows.

See the [Royal Warrant and Regulations](#) governing the award of the NZ Police Long Service and Good Conduct Medal.

New Zealand Police Long Service and Good Conduct Award for non-constabulary employees



The Long Service and Good Conduct Badge is awarded to Police employees (without constabulary powers) who have completed 14 years of continuous service with New Zealand Police and at seven year intervals thereafter and who, in the opinion of the Commissioner, have been of good character and conduct.

The reverse of the badge is engraved with the QID of the employee and the year of entitlement.

Mounting of medals and miniatures

Two methods of mounting medals, known as 'court mounting' and 'free or swing mounting', are acceptable and may be used at the discretion of the recipients.

The cost of mounting medals and ribbons is met by Police. All enquiries for mounting of large or miniature medals or the manufacture of ribbon bars should, in the first instance, be directed to the Police supplier which is:

Winterstoke (1998) Limited
P O Box 1909
Wellington 6140
Email: jwills@winterstoke.co.nz
Contact: John Wills
Tel: 04 476 7930
Fax: 04 476 5110
Mobile: 021 476 793

Recipients should contact Winterstoke before sending medals to be mounted. A Police purchase order must be raised for the work to be carried out.

Wearing of medals

Medals must be worn on the left breast in one horizontal line, suspended from a single brooch, of which no part must be visible.

Where the holder has more than one medal these must be professionally mounted on a single brooch.

Medals must be worn showing the obverse side (e.g. the Sovereign's head). The first-earned clasp must be worn nearest the medal.

If ...	then ...
wearing more than one medal	<ul style="list-style-type: none"> - place the senior medal nearest the centre of the chest, and - ensure the overall width of the group of medals does not exceed 16.5cm.
wearing six or more medals	mount them with the first ribbon fully visible, and with each succeeding ribbon overlaid an equal amount, within a maximum ribbon width of 16.5cm.

Ribbon length of medals

The overall length of ribbon and award should not exceed 9.5cm except where the number of clasps necessitates an increase in length. When two or more decorations or medals are worn, they must be arranged together so that the lower edges of the decorations or medals and the lowest points of any stars are in line.

See [example pictures](#).

Insignia of the first and second classes of order

These must be worn as laid down in the statutes of the respective orders.

Third classes of order

On appropriate occasions insignia of the third classes of order, such as CNZM, must be worn around the neck suspended from a ribbon of miniature width.

If ...	then ...
wearing uniform	place the ribbon under the shirt collar with the badge over the tie and suspended 2cm below the knot.
wearing mess dress or evening dress	place the ribbon under the tie, with the badge hanging just below the bow tie.

Ribbons of orders, decorations and medals

The term 'ribbons' covers ribbons of orders, decorations and medals, whether British, Commonwealth or foreign, authorised for wear with uniform and mess or evening dress.

Ribbons of authorised Order, decorations and medal, as well as those of authorised Commonwealth and Foreign awards, may be worn as ribbon bars when the large awards are not worn.

Wearing of ribbon bars

Ribbons must be mounted on a ribbon brooch for attachment to the tunic or uniform shirt. Ribbons must not be worn on [SRBA](#), jerseys, duty or mess jackets or [high visibility safety garments](#).

Length and width

Ribbon bars should be 1 to 1.2cm in depth with the full width of each ribbon exposed.

Placement

Ribbons must be placed on the tunic or shirt in a position centrally above the seam of the left breast pocket. No part of the ribbon should be obscured by the lapel of the tunic or extend beyond the shoulder seam.

If ...	then ...
wearing more than one ribbon	place the senior ribbon nearest the centre of the chest and in the top row if more than one row is worn.
wearing two or more rows of ribbons	<ul style="list-style-type: none"> - mount the ribbons in rows of three or four - complete the bottom row or rows first, but wear no less than two and no more than four ribbons in any one row - place any incomplete row centrally above the last completed row of ribbons - ensure the gaps between the bottom, second and subsequent rows are even and approximately 2mm.

Mounted ribbon bars are ordered through the Police medal supplier noted above (Police purchase order required).

See [example pictures](#).

Miniatures of orders, decorations and medals

Miniatures of orders, decorations and medals must only to be worn as part of the mess or evening dress and only when the full orders, decorations or medals are not being worn.

For Inspectors and above they must be worn on the left lapel of the mess jacket immediately below the step of the collar (if any) or 2.5cm below the forward point of the shoulder. For other Police employees they must be worn centrally above the left-hand breast pocket of the tunic or on the lapel of a dinner jacket.

Female employees not in uniform must wear miniatures in a similar fashion to their male counterparts but positioned appropriate to the design of the clothing worn.

Miniature medals must be mounted in a similar style to the full-size awards, but with a maximum width of 14.4cm and a maximum length of 5.7cm.

See [example pictures](#).

Other medals

This table shows some additional medals.

Medal	Description
Queen's Commendation for Brave Conduct	Worn either on the appropriate campaign medal ribbon or immediately following the last ribbon.
Medals of the Royal Humane Society of NZ and Life Saving Medal of the Order of St John	Worn, in order of receipt, centrally above the seam of the right breast pocket.

Foreign orders, decorations and medals

If approval without restriction has been granted, the rules prescribed for the wearing of Commonwealth orders, decorations and medals apply. When there is any restriction to the wearing of a foreign order, decoration or medal this will be notified by the Director: Capability.

For the rules governing the acceptance and wear of Commonwealth or Foreign awards, see [here](#).

Forfeiture, restoration or loss of Meritorious Service or Long Service and Good Conduct medals

See the '[Honours, awards and commendations](#)' chapter for details.

Replacing or returning orders, decorations and medals

Ribbon bars and Long Service and Good Conduct medals

Single ribbon bars and miniature Long Service and Good Conduct medals are all available on the SAP system. Those having more than one medal should contact the Police medal supplier as noted below.

Replacement of lost or stolen Royal honours or Bravery awards

In the event of the loss of, or damage to, any Royal Honour or Bravery award, please contact:

Honours Unit
Executive Wing
Parliament Buildings
Wellington 6160.

Replacement of lost or stolen Defence controlled/issued awards

In the event of the loss of, or damage to, any Defence controlled/issued awards, please contact:

Medals Office
Trentham Military Camp
Private Bag
Upper Hutt.

Orders for or enquiries regarding ribbon bars, miniature medals and mounting should be directed, in the first instance, to the Police medal supplier:

Winterstoke (1998) Limited
P O Box 1909
Wellington 6140
Email: jwills@winterstoke.co.nz
Contact: John Wills
Tel: 04 476 7930
Fax: 04 476 5110
Mobile: 021 476 793

or the Honours and Awards Officer at PNHQ.

Insignia which must be returned

On the promotion of a person from a lower to a higher class within the same order, the insignia of the lower class must be returned. For example, on promotion from MNZM to ONZM, the insignia of the MNZM must be returned.

Insignia required to be returned should be sent to the:

Honours Unit
Executive Wing
Parliament Buildings
Wellington 6160.

Death of a holder of an honour

The Honours Unit should be notified of the date and place of death of the following;

- Members of all Orders of Chivalry
- Companions of the Order of New Zealand
- Members of the New Zealand Order of Merit
- Knights Bachelor
- Companions of Distinguished Service Order, the Order of Merit or the Imperial Service Order. Companions of the Queen's Service Order and holders of the Queen's Service Medal
- Companions of Honour.

Merit awards and remembrance items

Gold Merit Award

The Gold Merit Award recognises staff whose conduct involved a high degree of physical or potentially life threatening risk to themselves and/or others.



This award is not granted if a Royal award or Royal Humane Society of New Zealand award has already been granted.

Silver Merit Award

The Silver Merit Award recognises conduct that involves bravery or risk to the employee or meritorious performance of duties requiring special knowledge, skill or aptitude, and where performance of duty reflects exceptional professionalism and dedication.



This award is not granted if a Royal award or Royal Humane Society of New Zealand award has already been granted.

Bronze Merit Award

The Bronze Merit Award recognises conduct that involves bravery or risk to an employee or meritorious performance of duties and conduct.



This award is not granted if a Royal award or Royal Humane Society of New Zealand award has already been granted.

Wearing

Merit awards may only be worn by uniformed staff when the outer garment is a Police short- or long-sleeved service shirt or tunic. Merit awards must not be worn on [SRBA](#), jerseys, duty or mess jackets or [high visibility safety garments](#).

Plain clothed and non-constabulary employees may wear the merit awards on a lapel, as a tiepin or in a similar appropriate manner.

Placement

New Zealand Police merit awards are worn on the right breast immediately above the name badge, or if not wearing a name badge, immediately above the pocket flap if there is a pocket.

Employees entitled to wear more than one merit award, must wear them side by side with the senior award closest to the centre of the chest. A suitable double crest brooch will be provided to employees awarded a second merit award at the same level as an award

already held.

See [example pictures](#).

Canterbury Earthquake and G20 citations

Canterbury Earthquake Citation



G20 Citation



Operation Deans Citation



Canterbury Earthquake and Operation Deans Citations (combined)

Note: Holders of these two citations should wear the Canterbury Earthquake Citation nearest to the centre of their chests.



These citations may only be worn by uniformed staff when the outer garment is a Police short- or long-sleeved service shirt or tunic. It is worn on the right breast immediately above the name badge, or if not wearing a name badge, immediately above the pocket flap if there is a pocket. Citations must not be worn on BAS/SRBA, jerseys, duty or mess jackets or [high visibility safety garments](#).

Plain clothed and non-constabulary employees should wear the citations on a lapel on the right side of the jacket, or on the right breast immediately above the name badge, if worn.

These citations must be worn below any Commissioner's Merit awards and below the ribbons of any Royal Humane Society award or that of the Life Saving Medal of the Order of St John.

See [example pictures](#).

Remembrance items (pins/brooches/ribbons/wrist bands)

Events and causes for which employees may wear a remembrance item other than as part of an order or decoration are:

- Police Remembrance Day (29 September).
- Anzac Day (Flanders poppies).
- Police funerals.
- White Ribbon Day, the international day when people wear a white ribbon to show that they do not condone violence towards women. White Ribbon Day is supported by New Zealand Police.
- Miscellaneous Ribbon Day, e.g. breast cancer awareness (pink ribbon).

Such items must be worn on the left lapel of the tunic or jacket or centrally positioned above the shirt pocket.

Employees may choose to wear ribbons, pins, poppies and wrist bands in accordance with these guidelines. Judgement must be exercised to ensure the cause they represent does not impact on the positive image of Police by maintaining a high standard of

integrity and personal appearance while on duty. The remembrance items must only be worn on the actual Remembrance Day or in accordance with the following direction.

Remembrance items must not be worn permanently as part of the uniform.

This item ...	may be worn ...
Police Remembrance Day Huia feather pin	<ul style="list-style-type: none">- in the week leading up to, and on Remembrance Day- in the days leading up to and at Police funerals, especially those following the slaying on duty of a Police officer.
Anzac Day Flanders poppies	in the week leading up to and on Anzac Day.
Ribbon Days	in the week leading up to and the day of the specific commemorative day.

See [example pictures](#).

Annex A - Example photographs

Shirt with Name Badge / Ribbon bar / White Ribbon



Tunic with Name Badge / Medals / Canterbury Earthquake Citation/Merit Award/ ANZAC Poppy



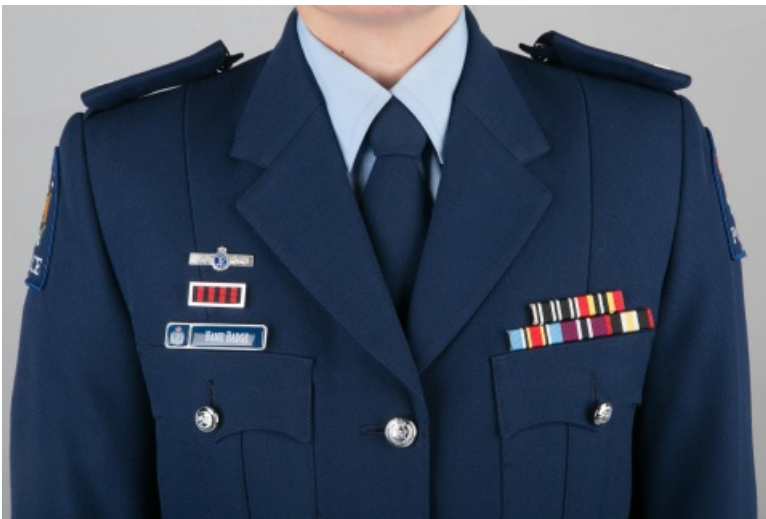
Tunic with Name Badge / Multiple Medals / Canterbury Earthquake Citation/ Merit Award/ Huia Pin



Plain clothes with Medals



Tunic with Name Badge / Multiple Ribbon bar / Canterbury Earthquake Citation/ Merit Award



Police Employee Shirt with Long Service and Good Conduct Badge



Mess dress for inspectors and above with miniature medals



Mess dress for senior sergeants and below with miniature medals



Honours, awards and commendations

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Summary

Introduction

New Zealand Police employees may be eligible for externally or internally granted awards or honours recognising:

- acts of bravery
- meritorious or distinguished service
- long service to Police.

Members of the public may also be eligible for awards or honours recognising:

- acts of bravery assisting Police
- services or assistance provided to Police

This policy outlines:

- the types and levels of awards and honours available, including those granted by:
 - offices or organisations external to Police
 - the Commissioner of Police
- procedures for recommending, presenting and publicising awards' presentation
- circumstances in which awards may be forfeited
- how awards are worn.

External awards for bravery and service

External honours and awards available to Police employees include:

- [New Zealand Royal Honours](#)
- [New Zealand Bravery Awards](#)
- [Royal Humane Society of New Zealand awards](#)

New Zealand Royal Honours

The New Zealand Royal Honours system, administered by the Department of the Prime Minister and Cabinet (DPMC) Honours Secretariat, consists of a number of awards for gallantry, bravery and meritorious or distinguished service.

New Zealand Bravery Awards

New Zealand Bravery Awards are designed to recognise the actions of people who save or attempt to save another person's life and while doing that place their own safety or life at risk.

There are four bravery awards in New Zealand:

- New Zealand Cross
- New Zealand Bravery Star
- New Zealand Bravery Decoration
- New Zealand Bravery Medal.

For more information about these awards see [New Zealand Bravery Awards](#) (SR 1999/317) or [New Zealand Honours](#) on the DPMC website.

Honours for meritorious or distinguished service

Three New Zealand Royal Honours recognise meritorious or distinguished service:

Award	Given for...
Order of New Zealand	outstanding service to the Crown and people of New Zealand in a civil or military capacity
New Zealand Order of Merit	people in any field of endeavour who have: <ul style="list-style-type: none"> - given meritorious service to the Crown and nation, or - become distinguished by their eminence, talents, contributions or other merits.
King's Service Order and Medal	service to the community and service through elected and appointed office.

For more information about these awards see [New Zealand Honours](#) on the Department of the Prime Minister and Cabinet website.

Royal Humane Society of New Zealand Awards

The [Royal Humane Society of New Zealand](#) also grants awards recognising people who risk their lives saving or attempting to save others' lives.

The Society's awards are:

- Gold Medal
- Silver Medal
- Bronze Medal
- Certificate of Merit
- Letter of Commendation
- 'In Memoriam' Certificate.

New Zealand Police awards and commendations

Commissioner's merit awards and commendations

This table describes the Commissioner's awards and commendations for Police employees and the conduct justifying the award.

Employee award or commendation	Can be awarded for...
Gold merit award <ul style="list-style-type: none"> - A brooch consisting of a laureate bar centrally bearing the New Zealand Police badge finished in gilt and red enamel, and - a certificate detailing the reasons for the award. 	Conduct involving a high degree of physical or potentially life threatening risk to the employee.
Silver merit award <ul style="list-style-type: none"> - A brooch consisting of a laureate bar centrally bearing the New Zealand Police badge finished in silver and blue enamel, and - a certificate detailing the reasons for the award. 	Conduct involving: <ul style="list-style-type: none"> - bravery or risk to the employee, or - meritorious performance of duties: <ul style="list-style-type: none"> - requiring special knowledge, skill or aptitude, and - where performance of duties reflects an exceptional level of professionalism and dedication.
Bronze merit award <ul style="list-style-type: none"> - A brooch consisting of a laureate bar centrally bearing the New Zealand Police badge finished in bronze and blue enamel, and - a certificate detailing the reasons for the award. 	Conduct involving: <ul style="list-style-type: none"> - bravery or risk to an employee or - meritorious performance of duties and conduct that does not merit a gold or silver merit award.
Certificate of commendation	Any act of service, that does not warrant higher recognition.

Note: Employees are not eligible for Police merit awards if their conduct has already been recognised by a [Royal Honour](#) or a New Zealand Bravery award or a medal from the [Royal Humane Society](#) of New Zealand.

2011 Canterbury Earthquake Citation

The 2011 Canterbury Earthquake Citation (CEC) ribbon is 32 mm in width and comprises a black ribbon with four red stripes surrounded by a silver metallic frame, 2mm in width. The red and black represents the colours of Canterbury province.

Eligibility

All employees of the New Zealand Police who completed at least one shift in the Zone of Eligibility between 22 February 2011, and up to and including 30 April 2011 (the state of emergency period) and responding as part of Operation Earthquake or delivering business as usual policing services, are eligible for the Citation.

In addition, the Commissioner may exercise his discretion to award the Citation to other Non Police employees deemed worthy of recognition for assisting with the provision of policing services within the zone of eligibility during the State of Emergency period.

For the purposes of this Citation:

- the zone of eligibility are areas within the Christchurch City Council, Waimakariri District Council, and Selwyn District Council boundaries as at 22 February 2011.
- the State of Emergency period includes 22 February 2011 and up to and including 20 April 2011.

Police employees and Non police employees awarded with the CEC must follow its order of wear.

District Commander's commendation

District Commanders may present a certificate of commendation or send a letter of appreciation to employees for meritorious conduct

which does not warrant Commissioner level recognition.

District Commanders must be certain the conduct does not warrant higher recognition when making these awards, and that the circumstances have been as fully documented as reasonably practicable to ensure the best basis for decision making.

Long Service and Good Conduct Awards

The Minister of Police may grant awards to sworn employees, and the Commissioner may grant awards to non-sworn employees, recognising long service and good conduct.

Award	To be eligible, the employee
Long Service and Good Conduct Medal for sworn employees	- must have completed 14 years continuous service in the New Zealand Police and/or New Zealand Traffic Services, and/or New Zealand Ministry of Transport (TSS), and/or Local Authority Traffic Enforcement.
Long Service badge for non-sworn employees	- their character and conduct must, in the Commissioner's opinion, be of good standard to warrant the award.
Clasps for Long Service and Good Conduct medals for sworn employees	- must have completed an additional seven years of continuous service, and - their character and conduct must, in the Commissioner's opinion, be of good standard to warrant the award.
Additional Long Service badges for non-sworn employees.	Note: Employees are eligible for these awards at the completion of each additional seven years of continuous service.

Rules

The rules governing the Police LSGC Medal are set out in a Royal Warrant issued by the King of New Zealand.

Misconduct delays eligibility

A sworn employee's eligibility for a Long Service and Good Conduct Medal may be delayed if during the qualifying period of continuous service the employee:

- was convicted in a court
- pleaded guilty to or was found guilty of a disciplinary offence of misconduct or neglect of duty under the Code of Conduct 2008.
- was reprimanded under [Police investigation of complaints and notifiable incidents](#) or the [Code of Conduct](#)

In any of these situations, the qualifying period of continuous service for the medal or clasp restarts from a date as directed by the Commissioner or on delegated authority the ED: People Operations, extending up to 14 years for a 14 year award and up to seven years for a seven year additional award.

Recognising services provided by the public

The Commissioner, Deputy Commissioner, Assistant Commissioner or District Commander may issue certificates or letters of appreciation to members of the public or community groups recognising services provided to the community or assistance provided to Police.

2011 Canterbury Earthquake Citation (CEC)

Order of Wear for Canterbury Earthquake Citation:

The table below outlines how the [eligible](#) Police employees and non police employees of the Canterbury Earthquake Citation (CEC) award must be worn:

Employee level of position...	Must wear their CEC award on...
Constabulary employees at the level of Inspector or above	the right breast of uniform tunic or shirt, centred immediately above the name plate.
Constabulary employees below the level of Inspector	the right breast of uniform tunic or shirt, directly above the pocket's hem and centred over the button.
Police employees who are not Constabulary or Authorised officers and Non police employees	a lapel on the right side of the jacket or in a similar appropriate manner, on the right breast immediately above the name badge, if worn, or if not wearing a name badge, immediately above the pocket flap if there is a pocket.

Wearing of multiple awards

The Canterbury Earthquake Citation (CEC) must be worn:

- below any Commissioner's Merit awards
- below any Royal Humane Society award and/or the Life Saving Medal of the Order of St John. The Royal Humane Society award closest to the centre of the chest.

Loss and replacement of awards

If an employee's Canterbury Earthquake Citation (CEC) has been lost or stolen, they must provide a completed POL258 setting out the full circumstances of the loss.

In respect of former employees, replacement can only be provided upon payment of its cost at the time of replacement, for which the former employee will be liable.


Recommending and receiving awards

Recommending people for Honours and Awards

Anyone can initiate a recommendation that a Police employee or member of the public receives:

- a Royal Honour
- a Royal Bravery Award
- a Royal Humane Society of New Zealand Award
- a New Zealand Police merit award (only sworn and non-sworn Police members can receive this)

Follow this procedure when recommending any honour or award.

Step	Action
1	<ul style="list-style-type: none"> - prepare the recommendation for an honours or award using form POL 393 (see Form below) - send through your supervisor to your District Commander or Director to consider. - attach the background to your recommendation and other relevant information such as statements, press clippings, relevant excerpts of Police files (drawing attention to level of security classification where applicable). - attach a draft citation of about 50 words. <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">  POL 393 - Honours and Awards Cover Note Form (DOC) 140 KB </div> <p>Note: You may draw attention to other awards made for similar acts or service in your recommendation. However, do not recommend a specific level or type of award - the person granting the award (e.g. Cabinet Committee or Commissioner) makes this decision.</p>
2	District Commanders and Directors send all cases that warrant consideration to the Chair of the Awards Advisory Committee care of the Honours and Awards Officer, HR , PNHQ .
3	The Awards Advisory Committee considers the nomination for an award and makes a recommendation to the Commissioner on the action to be taken.
4	If the Commissioner decides an award or honour is warranted, the Commissioner either: <ul style="list-style-type: none"> - grants a New Zealand Police Award, or - recommends to the Cabinet Office that a Royal Honour or a Royal Bravery Award is considered. - recommends to the Royal Humane Society that an award is considered.

Awards Advisory Committee

The Awards Advisory Committee ([ACC](#)) consists of a chairperson at Assistant Commissioner level and other members appointed by the Commissioner to consider recommendations for Honours and Awards, except for long service awards.

Decisions on Royal Honours and Bravery Awards

The Cabinet subcommittee for Honours decides on advice of the Honours Secretariat at the DPMC, whether someone should receive:

- a New Zealand Bravery Honour and at which level
- a Royal Honour for meritorious or distinguished service and at what level.

Nominations for Royal Honours requested bi-annually

[Nominations](#) for recognition by way of Royal Honour can be made through District Commanders at any time. However, the Commissioner formally seeks nominations for recognition of meritorious or distinguished service twice a year (by 1 June for the New Year list and by mid-November for the King's birthday list).

Nominations for New Zealand Bravery Awards are considered by the AAC and made at any time. They are then submitted to the DPMC

Honours Secretariat by the Commissioner, where justified.

Presenting Police awards and commendations

District Commanders or other senior officers may present Commissioner's merit awards, commendations and long service and good conduct awards to recipients at a function or other suitable occasion, where practical.

Publicising awards

These awards and commendations must be published in the 'Personnel News' section of Ten-One:

- Royal Honours
- Bravery Awards
- Royal Humane Society of New Zealand awards
- Gold, silver or bronze merit awards
- Commissioner's commendations
- New Zealand Police Long Service and Good Conduct medal or clasps
- Long Service and Good Conduct badges.

[Forfeitures and restorations](#) of honours and awards are also published in the 'Personnel News' section of Ten-One.

Forfeiture and restoration of awards

Authorising forfeiture of Long Service and Good Conduct awards

The Minister of Police can, on the Commissioner's recommendation, authorise the forfeiture of a Long Service and Good Conduct award if the award's recipient:

- has been convicted or discharged without conviction in any court of an offence involving violence or dishonesty, a serious traffic offence or an offence under the Misuse of Drugs Act
- has been dismissed from Police
- has pleaded guilty or been found guilty of a disciplinary offence of misconduct or neglect of duty as defined in the Code of Conduct 2008.
- ceases to be eligible for the medal or clasp due to character or conduct.

Non sworn members are subject to the same conditions.

Deputy Commissioners, Assistant Commissioners, District Commanders and Directors must advise the Commissioner if they believe circumstances indicate a person has forfeited the right to retain an award.

Action after forfeiture

When the Minister authorises forfeiture, the Commissioner must write to the award's recipient and inform them their medals, clasps and ribbons:

- may no longer be worn
- must be returned to the Deputy Commissioners, Assistant Commissioners, District Commander or Director.

The Deputy Commissioners, Assistant Commissioners, District Commander or Director must send the forfeited medal to the Police Honours and Awards officer for disposal.

Note: The award(s) must not be recovered until **after** the Minister of Police has authorised forfeiture.

Restoring awards

Any person who has forfeited their Long Service and Good Conduct awards can, after five years since forfeiture, apply to the Commissioner to have their awards restored. They must give full reasons for their application.

The Commissioner will consider the person's application and make a recommendation to the Minister of Police.

Wearing merit awards, orders decorations and medals

Commissioner's merit awards

This table outlines how the Commissioner's merit awards must be worn.

Employee	Wears their merit awards on...
Constable who is or above the level of position of Inspector	the right breast of uniform tunic or shirt, centred immediately above the name plate.
Constabulary employees at the levels below Inspector	the right breast of uniform tunic or shirt, directly above the pocket's top hem and centred over the button.
Employees who are not Constabulary or Authorised officers	a lapel, as a tiepin or in a similar appropriate manner.

Multiple awards

Employees entitled to wear more than one Commissioner's merit award, wear them side by side as detailed above, with the senior award closest to the centre of the chest.

A suitable double crest brooch will be provided to employees awarded a second merit award at the same level as an award already held.

Wearing orders, decorations and medals

Orders, decorations and medals must be worn in accordance with the standards detailed in the New Zealand Police Ceremonial Manual. (This manual is available from Frontline Capability Group [PNHQ](#) or from the [Police intranet](#)).

Employees must not wear:

- their orders, decorations and medals during normal Police duties unless authorised by the Commissioner
- their ribbons on Police jerseys, duty jackets or on any body armour, BAS or SRBA.

Non-sworn employees wear the badge on a lapel or in a similar place.

Wearing Royal Humane Society awards

Royal Humane Society of New Zealand medals and ribbons must be worn centrally above the right breast pocket of the uniform tunic, jacket or shirt.

Loss and replacement of awards

If an employee's honour or award has been lost or stolen, the following action applies:

- immediately report the loss to a supervisor who shall initiate an enquiry into the circumstances of the loss
- Provide a completed statutory declaration as per Appendix B on page 11 of the Ceremonial Manual, setting out the full circumstances of the loss.

In respect of former employees, replacement can only be provided upon payment of its cost at the time of the replacement, for which the former employee will be liable.

Where a replacement is issued, it will be clearly marked as such, and should the original item be recovered, the duplicate is to be returned to the Honours and Awards officer for destruction.

Mounting orders, decorations and medals

The Police regularly contracts out the provision of this service. When employees are advised of their award, the contractor's contact details are provided. The contractor is also advised, and will provide a mounting service for full-size and miniature medals.

Employees are entitled to wear the ribbon of any medal as from the date the medal is awarded. Ribbon bars and miniature medals are available on requisition through the SAP system on the Police Intranet. Employees are initially entitled to up to three ribbons. Should they already be wearing the ribbons of any other medals, they are entitled to have ribbon bars made up incorporating both the existing medals and the new medal. They are also entitled to have their full size and miniature medals court-mounted for wear, at Police expense.

What is a Hijab?

The Police Hijab is a Police uniform item for female staff of the Muslim faith issued with uniform, including Constables, Authorised Officers/Temporary Constables and uniformed non-sworn employees.

A hijab may be worn fulltime or only during specific Muslim cultural and religious periods. Islamic practise is expressed differently in many countries and this influences how and when a Hijab is worn. The Police Uniform Hijab is a fitted head piece and can be worn with all issued uniform and covers the hair, ears and neck leaving the face uncovered. The ends of the Hijab must be tucked into the collar and shoulder areas of the operational or dress shirt, leaving epaulettes, QID, name badge, medals and coat of arms visible at all times. It must be worn in such a way that all Police issued headwear can be worn over it as required by the 'Uniform, Dress Standards and Appearance' policy in this chapter.

Requirements for wearing uniform items

These tables outline the requirements for wearing various items of Police uniform for constables, recruits and authorised officer/temporary constable employees.

Uniform overalls

There are specialist groups that have approval to wear and use uniform overalls – these groups are listed below . Groups that are not approved to wear uniform overalls may upon approval by the District, be issued with uniform overalls when working in conditions where the operational uniform would not be appropriate. Uniform overalls are not to be worn routinely as a general uniform.

Constables and recruits

If you wear this uniform item...	you...
long sleeved service shirt	<ul style="list-style-type: none">• may wear it with or without a tie• must be rolled down sleeves and button up• can only unfasten top button if you don't wear a tie <p>must wear a tie if you wear under tunic</p> <ul style="list-style-type: none">• must wear epaulettes, registered numbers for senior sergeants and below, name badges for inspectors and above, medal ribbons and merit brooches if worn as the outer most garment.

<p>short sleeved service shirt</p>	<ul style="list-style-type: none"> • may wear with operational trousers may wear it with or without a tie • can only unfasten the top button if you don't wear a tie may wear it without a tie under overt <u>SRBA</u> () • must wear a tie if you wear it under the tunic • must wear epaulettes, registered numbers for senior sergeants and below, name badges for inspectors and above medal ribbons and merit brooches if worn as the outer most garment.
<p>operational shirt (both short and long sleeved)</p>	<ul style="list-style-type: none"> • only wear it with overt BAS or <u>SRBA</u> () • do not wear ties.
<p>operational trousers</p>	<ul style="list-style-type: none"> • do not wear with tunic.

<p>tunics duty jackets</p>	<ul style="list-style-type: none"> • must fasten or button them up at all times • must wear a tie with tunic irrespective of whether a short or long sleeved service shirt is being worn, unless wearing overt BAS or <u>SRBA</u> () • only wear tunic with heavyweight service trousers may wear duty jacket with or without a tie • must wear duty jacket over the top of overt BAS or SRBA (the duty jacket is not worn under overt BAS or SRBA) • must wear epaulettes, registered numbers for senior sergeants and below, or name badges for inspectors and above on the outer most garment • must wear medal ribbons and merit brooches on tunics unless medals worn • do not wear medals, medal ribbons or merit brooches on duty jackets.
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<p>specialist garments - authorised for specialist groups</p>	<ul style="list-style-type: none"> • may wear these items if a member of the specialist group: • <u>AOS</u> () /<u>STG</u> ()/<u>PNT</u> () black jacket • motorcycle safety jacket, helmet, gloves, boots, over trousers and wet weather high visibility safety garments • Maritime Unit and National Dive Squad wet weather over-trousers, raincoat and personal flotation devices • Air Support Unit flame retardant shirt and trousers.
<p>overt <u>SRBA/BAS</u> ()</p>	<ul style="list-style-type: none"> • do not wear ties • do not wear medal ribbons or merit brooches • must wear epaulettes, registered numbers for senior sergeants and below, or name badges for inspectors and above on the outer most garment • may wear with duty belt and appointments.
<p>jersey</p>	<ul style="list-style-type: none"> • may wear it either as an outer garment or under overt BAS or <u>SRBA</u> () • must: <ul style="list-style-type: none"> ○ not tuck them into trousers or skirts ○ wear epaulettes and/or name badge if it is worn as the outer most layer • do not wear medal ribbons or merit brooches
<p>dress shorts</p>	<ul style="list-style-type: none"> • must wear Police issued navy blue socks and black polished shoes - or if likely to respond to incidents in hot, sandy environments, Police issued black boots - of an acceptable uniform safety style. <p>Note: Navy blue dress shorts may only be worn at designated stations approved by the District Commander. Generally, these stations are in resort areas that experience high temperatures and shorts are worn in the wider community.</p>

<p>epaulettes - position level (rank)</p>	<ul style="list-style-type: none"> • must wear soft embroidered epaulettes (all ranks) with service shirts, overt srba, jersey, duty jacket, high visibility jackets/raincoat • must wear soft embroidered epaulettes on tunics (senior sergeants and below); inspectors and above wear metal rank components attached directly to garment epaulette • provisional inspectors wear provisional rank slide on epaulettes on tunic and mess jacket until fully qualified, when inspector metal rank components can then be attached to garment epaulette.
<p>white gloves</p>	<p>must wear white gloves when directing traffic and may wear them aspart of a guard of honour or marching escort.</p>
<p>black gloves</p>	<ul style="list-style-type: none"> • must only be worn with long sleeved outer garments unless: <ul style="list-style-type: none"> ○ policing an incident where the risk of injury to hands is high ○ the lack of prior warning makes this impractical • must not carry gloves folded over the front of the duty belt • may wear black gloves in cold weather to provide cold weather protection • must not wear fingerless gloves • may carry black leather gloves in your left hand (fingers forward) at ceremonial occasions if you are an inspector or above.
<p>overalls</p>	<ul style="list-style-type: none"> • can use plain overalls (no Police insignia) when searching or carrying out duty in an area or place where you may get dirty. <p>These overalls must not be worn as a matter of course. No Police insignia, unit identifier or other Police markings must be added to these plain overalls.</p>
<p>uniform overalls</p>	<p>Authorised Specialist Groups can wear as part of the operational overalls uniform or when it is appropriate:</p> <p>Black overalls:</p> <ul style="list-style-type: none"> • AOS • STG • PNT

	<p>Navy overalls:</p> <ul style="list-style-type: none"> • National Clan Lab – (flame retardant) • Dog section • Specialist Search Group • SOCO • Search and Rescue • Serious Crash Unit • National Dive Squad • DVI • CVST • Maritime Unit • Protection Services and part-time Personal Protection Officers during PPO training only (not personal issue) • Fire Investigation Liaison Officer <p>Discretionary issue:</p> <p>All other non specialist groups that do not have an approved overall, can request a standard blue set for when working in conditions where the operational uniform shirt and trousers would not be appropriate. Overalls are not for routine wear..</p>
<p>undergarments including T-shirts and thermal garments</p>	<p>must ensure undergarments do not extend beyond the edges of any outer garment or be visible through the outer garment. For example, long-sleeved thermal undergarments must not be worn under the short sleeved operational shirt.</p>
<p>Footwear</p>	<p>Refer to 'Footwear' section later in this chapter.</p>

Authorised officers/temporary constables (not including recruits) - charcoal/black uniform

If you wear this uniform item...	you...
long sleeved service shirt	<ul style="list-style-type: none"> • only wear with service trousers may wear with or without a tie • sleeves must be rolled down and buttoned up • can only unfasten top button if you don't wear a tie • must wear name/number badges and medal ribbons if worn as the outer most garment.
short sleeved service shirt	<ul style="list-style-type: none"> • only wear with service trousers • may wear it with or without a tie • can only unfasten the top button if you don't wear a tie • may wear it without a tie under overt BAS or <u>SRBA</u> () • must wear name/number badges and medal ribbons if worn as the outer most garment.
operational shirt	<ul style="list-style-type: none"> • only wear with overt BAS or <u>SRBA</u> () • only wear with operational trousers • do not wear ties.
operational trousers	<ul style="list-style-type: none"> • only wear with operational shirt and overt BAS or <u>SRBA</u> () • do not wear with short or long sleeved service shirt.
overt <u>SRBA/BAS</u> ()	<ul style="list-style-type: none"> • do not wear ties • do not wear medal ribbons or merit brooches • must wear name/number badges • may wear with duty belt and approved appointments.
authorised officer overalls (vehicle safety officers only)	Only wear when working in conditions where the authorised officers' operational uniform would not be appropriate. Not to be worn routinely.

<p>undergarments including T-shirts and thermal garments</p>	<p>must ensure undergarments do not extend beyond the edges of any outer garment or be visible through the outer garment.</p>
<p>duty jackets</p>	<ul style="list-style-type: none"> • must fasten or button them up at all times • may wear with or without a tie • must wear name/ number badges on the outer most garment • do not wear medal ribbons or merit brooches on duty jackets.
<p>jersey</p>	<ul style="list-style-type: none"> • may wear it either as an outer garment or under overt BAS or <u>SRBA</u> () <p>must:</p> <ul style="list-style-type: none"> ○ not tuck them into trousers or skirts ○ wear name/ number badge if it is worn as the outer most layer <ul style="list-style-type: none"> • do not wear medal ribbons or merit brooches.
<p>forage cap</p>	<ul style="list-style-type: none"> • is the standard headwear • can be worn in all situations • must wear with service uniform.
<p>baseball cap/operational cap</p>	<p>only to be worn with standard operational uniform.</p> <p>*until the new AO/TC/NS black operational cap is available, AO/TCs are approved to wear the current style black AO/TC/NS baseball cap. The AO/TC/NS will then be removed from issue.</p>
<p>wide brimmed hat</p>	<p>must only wear with overalls and operational uniform.</p>

<p>cold weather beanie</p>	<ul style="list-style-type: none"> • can wear them to protect yourself from extreme cold weather • must only wear: <ul style="list-style-type: none"> ○ with the operational uniform ○ with duty jacket, high visibility safety raincoat or the highvisibility long sleeved safety jacket • may wear subject to operational requirements when approved by a District Commander or Director • must not wear with short sleeved shirts/sleeveless high visibility jerkin/jersey as the outer garment. <p>Note: This policy is subject to review if non-compliance is deemed to be an issue by the Director: Capability.</p>
<p>footwear</p>	<p>Refer to '<u>Footwear</u>' section later in this chapter.</p>

Employee operational uniform

The new charcoal/black uniform replaces the navy employee SOCO/CSA uniform which must no longer be worn after 1 July 2018.

For approved non-constabulary staff – Forensic, TAG drivers, kennel staff (Dog Training Centre), Calibration services technicians, national club & range advisors.

Units that are not approved to wear the employee operational uniform should apply for approval.

<p>If you wear this uniform item...</p>	<p>you...</p>
<p>operational shirt</p>	<ul style="list-style-type: none"> • must only wear it with operational trousers • must wear name badges on the outer most garment <p>Note: Forensic staff have 'forensic' logo, other employees, standard Police logo.</p>
<p>operational trousers</p>	<ul style="list-style-type: none"> • must only wear with operational shirt

<p>uniform overalls</p>	<ul style="list-style-type: none"> • must only wear when working in conditions where the operational uniform shirt and trousers would not be appropriate • must only wear with black issue t-shirt or black thermal undergarments • must not wear medal ribbons or merit brooches <p>Note: Forensic staff have 'forensic' logo, other employees, standard Police logo (for Forensic, kennel staff and Calibration services technicians only).</p>
<p>undergarments including T-shirts and thermal garments</p>	<p>must ensure undergarments do not extend beyond the edges of any outer garment or be visible through the outer garment. For example, long-sleeved thermal undergarments must not be worn under the short sleeved operational shirt or overalls.</p>
<p>duty jackets</p>	<ul style="list-style-type: none"> • must fasten them up at all times • must wear name/ number badges on the outer most garment • must not wear medal ribbons or merit brooches on duty jackets.
<p>jersey</p>	<ul style="list-style-type: none"> • must: <ul style="list-style-type: none"> ○ not tuck them into trousers ○ wear a name badge if it is worn as the outer most layer ○ must not wear medal ribbons or merit brooches.
<p>baseball cap/operational uniform cap</p>	<p>must only wear with overalls and operational uniform.</p> <p>*see AO/TC/NS operational uniform cap guidelines above.</p>
<p>wide brimmed hat</p>	<p>must only wear with overalls and operational uniform.</p>

<p>cold weather beanie</p>	<ul style="list-style-type: none"> • can wear them to protect yourself from extreme cold weather. • must only wear: <ul style="list-style-type: none"> ○ with the operational uniform ○ with duty jacket, high visibility safety raincoat or the highvisibility long sleeved safety jacket • may wear subject to operational requirements when approved by a District Commander or Director • must not wear with short sleeved shirts/sleeveless high visibility jerkin/jersey as the outer garment <p>Note: This policy is subject to review if non-compliance is deemed to be an issue by the Director: Capability.</p>
<p>footwear</p>	<p>Refer to '<u>Footwear</u>' section later in this chapter.</p>

Orders, decorations and medals

Employees who have received orders, decorations or medals (including ribbons) must wear them as part of their uniform. Refer to 'Orders, decorations and medals' in the 'Ceremonial' chapter of the Police Manual.

Personal appearance: uniformed and constabulary employees

Introduction

Police wishes to provide the public with the reassurance that the service they receive will be of the highest professional standard.

All uniformed employees must be smart, clean and well groomed and portray a professional image at all times. Images that detract from professionalism are covered by the Code of Conduct.

This section outlines personal appearance standards for all uniformed and constabulary employees designed to:

- reflect the operational nature of Police work
- take health and safety factors into account
- enhance the public image of Police.

Hair

Those having regular contact with the public must keep their hair neat and tidy. Shapes, motifs, patterns and extreme styles, which may provoke hostility or detract from a professional image are prohibited. Hair should not be dyed in conspicuously "unnatural" colours.

Employees in uniform must not wear their hair below collar length and those with long hair must have their hair tied up and off the collar. Employees should consider the health and safety risks of long hair when deciding on an appropriate length.

Facial hair

A clean shaven appearance should be maintained. Beards and moustaches are permissible but must be kept neat and tidy.

In the interests of a professional look, employees should only grow beards and moustaches when on leave.

Sunglasses

Employees may wear sunglasses of a style appropriate for Police duty. Wrap around, mirrored and very dark lenses are not considered appropriate. Consider removing sunglasses as a matter of courtesy when speaking to the public.

Jewellery

Employees having regular contact with the public should consider the potential impact that wearing jewellery can have on themselves (e.g. by posing a risk to personal safety), colleagues and members of the public.

Do not wear:

- items of jewellery through any visible part of the body. If you have body piercings that are not visible when in uniform, consider the potential risk of injury before wearing these on duty
- bracelets (except medic-alert type), chains or other ornaments when in uniform
- necklaces and cords around the neck due to the risk of strangulation.

Matrimonial rings and other rings may be worn provided the number is not excessive.

Tattoos

Employees having regular contact with the public should consider the potential impact that visible tattoos could have on the public. Employees should not have tattoos in prominent places such as the hands or face. Where employees have tattoos on the lower arm they will need to cover these up if they are considered offensive or inappropriate. Tattoos that are rude, lewd, crude, racist, sexist, sectarian, or homophobic are considered inappropriate.

Police employee corporate uniform - non constabulary

Introduction

All Police employees are expected to take pride in their appearance so that they reflect credit on Police and to provide increased confidence and professionalism in their dealings with members of the public.

Police employees (non-constabulary) may purchase a Police employee corporate uniform which will assist in promoting a sense of pride and professionalism within the organisation.

Purpose

The purpose of this section is to clarify the introduction, terms and use of the Police employee uniform. It is designed to ensure that all those Police employees who are not constables or authorised officers are aware of the standards and expectations of their use of the uniform and any additional information pertaining to the uniform directly.

District Search and Rescue Assistant Coordinator uniform

This section applies to the supply and wear of the uniform items of clothing issued to Police District Search and Rescue Assistant Coordinators (DSARAC).

DSARAC employees will be issued a dress shirt, polo shirt and soft-shell jacket when employed.

The uniform items noted in this policy must only be issued to and worn by DSARAC employees.

The uniform items issued to the DSARAC employee must only be worn while the employee is on duty or, attending an official event representing Police.

The dress shirt must be worn when engaging with external partners or representing Police at external events, e.g. sector partner AGMs, while the polo shirt is general office attire.

The wearing of a tie for men is optional.

The dress shirt, polo shirt and soft-shell jacket must be worn over tidy dark coloured dress trousers or skirt provided by the employee. The soft-shell jacket must be worn with the uniform dress shirt or polo shirt.

All other requirements of the Police employee corporate wardrobe uniform also apply to DSARAC employees.

Standard approved garments (Police employee)

The (Police employee) garments available are detailed in the Booker Spalding online ordering site.

Entitlements

All full-time Police employees (non-constabulary) are eligible for a \$1 to \$1 subsidy up to \$100 for approved garment(s) per financial year. The garments must be selected from the on line Booker Spalding catalogue. The purchase and use of the uniform is optional.

Part-time, casual employees and contractors, dependent on their hours of employment and their duties, may on a 'case by case' basis be granted approval by the Director: Capability to purchase employee uniform. Such applications should come through the employee/contractor's direct supervisor.

District Commanders or Directors can decide on a 'case by case' basis that staff in a critical role should wear corporate uniform. In these instances the supplied clothing must be fully funded by the budget holder. The part subsidy will no longer be available for these employees.

These items are not available nor must be worn by constables or authorised officers (certain PIB () authorised officers excepted).

Use

The garments are designed for the use of Police employees/contractors during work hours as well as travelling to and from work. These dress expectations apply:

- The garments should be worn with either dark coloured corporate style dress pants or skirts at the employees cost.
- Only official corporate wardrobe garments should be worn together on the upper body. For example; own t-shirts or multi-coloured shirts should not be worn with the corporate jersey.
- A tie is optional wear with the male long sleeved business shirt.
- Uniform items must not be worn with jeans, shorts, or casual footwear such as jandals or sports shoes.
- No item of uniform must be tampered with so as to alter its intended design, shape or style.
- No item of uniform must be substituted with alternative or similar near equivalent non-Police issue items.

Standard uniform and plain clothes must be kept neatly pressed and free of stains.

Alterations to garment Police embroidery

Under no circumstances are any alterations to the Police branding allowed to be made by employees. No additional embroidery such as names, section, station or district names must be added to garments.

Name badges

Name badges may be worn under the same rules as for uniformed employees.

Merit awards, ribbon bars and remembrance items

Refer to 'Orders, decorations and medals' in this chapter.

Drycleaning allowance

There is no drycleaning allowance available to employees (non-constabulary) for the employee uniform.

Payment

Payment for the garments is managed by Booker Spalding who's on line financial systems will automatically deduct the subsidy from the Police employees' order.

Loss or damage to garments

Damage to any garment will be covered by the employee, with the exception of damage due to a workplace incident. In this instance, a report will be required with an explanation, and will be considered on a case by case basis.

Loss of any Police branded corporate wardrobe item must be reported to your supervisor and entered in the Security and Privacy Incident Register (SPIR).

Leaving Police employment

On the termination of employment, all employees/contractors must return the Police branded items to Police