



20 October 2015

Thomas Holmes
fyi-request-3189-30008431@requests.fyi.org.nz

Dear Mr Holmes

Official Information Act 1982 request

I refer to your Official Information Act 1982 request of 30th September 2015. Your request, and New Zealand Police's (Police) response, is set out below.

Your request related to the following information:

1. Any foot drill policies, manuals or guides,
2. Any ceremonial event (including but not limited to funerals, weddings, ANZAC parades), policies, manuals or guides
3. Any uniform policies and catalogues including policies on wearing of uniform and a catalogue of all uniform items currently issued or offered by the New Zealand Police.

Please find attached the relevant excerpts from the New Zealand Police Ceremonial chapter and the Uniform, dress standards and appearance chapter of the Police Manual.

We do not have a uniform catalogue as such but uniform items are described in the Uniform, dress standards and appearance chapter.

You have the right, under section 28(3) of the Official Information Act 1982, to ask the Ombudsman to review my decision if you are not satisfied with the way I have responded to your request.

Yours sincerely

Inspector Phil Jones
Acting National Manager: Response and Operations



Part 1 - Orders, decorations and medals

Version : 2.0

Detailed table of contents

This part of the 'Ceremonial' chapter contains the following topics:

Wearing of orders, decorations and medals

- [Introduction](#)
- [Invitations to guests at functions](#)
- [Order of wear](#)

New Zealand Police medals

- [New Zealand Police Meritorious Service Medal](#)
- [New Zealand Police Long Service and Good Conduct Medal](#)
- [New Zealand Police Long Service and Good Conduct Award for non-constabulary employees](#)
- [Mounting of medals and miniatures](#)
- [Wearing of medals](#)
 - [Ribbon length of medals](#)
- [Insignia of the first and second classes of order](#)
- [Third classes of order](#)
- [Ribbons of orders, decorations and medals](#)
 - [Wearing of ribbon bars](#)
 - [Length and width](#)
 - [Placement](#)
- [Miniatures of orders, decorations and medals](#)
- [Other medals](#)
- [Foreign orders, decorations and medals](#)

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

- [Forfeiture](#)
- [Restoration of forfeited medal](#)
- [Loss of Meritorious Service or Long Service and Good Conduct medal](#)

Replacing or returning orders, decorations and medals

- [Ribbon bars and Long Service and Good Conduct medals](#)
- [Replacement of lost or stolen Royal honours or Bravery awards](#)
- [Replacement of lost or stolen Defence controlled/issued awards](#)
- [Insignia which must be returned](#)
- [Death of a holder of an honour](#)

Merit awards and remembrance items

- [Gold Merit Award](#)
- [Silver Merit Award](#)
- [Bronze Merit Award](#)
- [Wearing](#)
- [Placement](#)
- [Canterbury Earthquake Citation](#)
- [Remembrance items \(pins/brooches/ribbons/wrist bands\)](#)

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 / Medals / Christchurch Earthquake Citation/ Merit Award/ Huia Pin](#)
- [Plain clothes with Medals](#)



Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

- [Tunic with Name Badge / Multiple Medal Ribbons / Canterbury Earthquake Citation/ Merit Award](#)
- [Temporary Constable Shirt with Name Badge / Ribbon bar](#)
- [Police Employee Shirt with Long Service Good Conduct Badge](#)
- [Mess dress for inspectors and above with miniature medals](#)
- [Mess dress for senior sergeants and below with miniature medals](#)



Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

Wearing of orders, decorations and medals

This section contains the following topics:

- [Introduction](#)
- [Invitations to guests at functions](#)
- [Order of wear](#)

Introduction

This part of the 'Ceremonial' chapter describes the correct way to wear orders, decorations, medals and other commemorative emblems. For eligibility and other matters see the '[Honours, awards and commendations](#)' chapter.

Employees who have received authorised orders, decorations or medals (including ribbons) must wear them as part of their uniform in accordance with the requirements detailed in this chapter.

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

At ...	you wear ...
Balls and formal dining	<ul style="list-style-type: none"> • only miniatures and 1 neck decoration.
Police ceremonial parades	<ul style="list-style-type: none"> • medals, merit brooch, Canterbury Earthquake Citation and 1 neck decoration.
Court	<ul style="list-style-type: none"> • only ribbons, merit brooch and Canterbury Earthquake Citation.
Informal dining	<ul style="list-style-type: none"> • only ribbons, merit brooch and Canterbury Earthquake Citation.
Ex-servicemen's parade	<ul style="list-style-type: none"> • medals, merit brooch, Canterbury Earthquake Citation and 1 neck decoration.
Funerals	<ul style="list-style-type: none"> • medals, merit brooch, Canterbury Earthquake Citation and 1 neck decoration.
Guards of honour	<ul style="list-style-type: none"> • medals, merit brooch, Canterbury Earthquake Citation and 1 neck decoration.
Investitures - recipients	<ul style="list-style-type: none"> • only merit brooch and Canterbury Earthquake Citation is worn; NO medals or ribbons (the left breast remains unadorned).
Investitures - guests	<ul style="list-style-type: none"> • only ribbons, merit brooch and Canterbury Earthquake Citation.
Memorial services	<ul style="list-style-type: none"> • medals, merit brooch, Canterbury Earthquake Citation and 1 neck decoration.
Weddings	<ul style="list-style-type: none"> • medals, merit brooch, Canterbury Earthquake Citation and 1 neck decoration.
Graduation ceremonies	<ul style="list-style-type: none"> • medals, merit brooch, Canterbury Earthquake 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".



Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

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.



Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

New Zealand Police Medals

This section contains the following topics:

- [New Zealand Police Meritorious Service Medal](#)
- [New Zealand Police Long Service and Good Conduct Medal](#)
- [New Zealand Police Long Service and Good Conduct Award for non-constabulary employees](#)
- [Mounting of medals and miniatures](#)
- [Wearing of medals](#)
 - [Ribbon length of medals](#)
- [Insignia of the first and second classes of order](#)
- [Third classes of order](#)
- [Ribbons of orders, decorations and medals](#)
 - [Wearing of ribbon bars](#)
 - [Length and width](#)
 - [Placement](#)
- [Miniatures of orders, decorations and medals](#)
- [Other medals](#)
- [Foreign orders, decorations and 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 governing the award of the NZ Police Meritorious Service Medal may be found at:

New Zealand Police Long Service and Good Conduct Medal





Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

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



Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

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.



Part 1 - Orders, decorations and medals, continued...

Version : 2.0

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 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 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](#).



Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

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 National Manager: Response and Operations.

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



Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

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

This section contains the following topics:

- [Forfeiture](#)
- [Restoration of forfeited medal](#)
- [Loss of Meritorious Service or Long Service and Good Conduct medal](#)

Forfeiture

These are the grounds under which the Meritorious Service or Long Service and Good Conduct medals can be forfeited.

A constable or employee who ...	is ...
<ul style="list-style-type: none"> • has been found to have breached the New Zealand Police Code of Conduct, or • is convicted of a criminal offence • is dismissed, discharged or removed from the Police for misconduct 	liable, at the discretion of the Minister of Police on recommendation by the Commissioner, to forfeit any New Zealand Police Meritorious Service or Long Service and Good Conduct Medal or clasp.

Restoration of forfeited medal

A forfeited New Zealand Police Meritorious Service or Long Service and Good Conduct Medal may be restored at the discretion of the Minister of Police.

Loss of Meritorious Service or Long Service and Good Conduct medal

Follow these steps if you lose your New Zealand Police Meritorious Service or Long Service and Good Conduct medals or clasp.

Step	Action
1	Immediately report the loss to your supervisor, who must initiate an enquiry into the circumstances of the loss.
2	Provide a completed statutory declaration setting out the full circumstances of the loss and forward to the Honours and Awards Officer at PNHQ.

Note: The employee is liable for the full replacement cost of the insignia.



Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

Replacing or returning orders, decorations and medals

This section contains the following topics:

- [Ribbon bars and Long Service and Good Conduct medals](#)
- [Replacement of lost or stolen Royal honours or Bravery awards](#)
- [Replacement of lost or stolen Defence controlled/issued awards](#)
- [Insignia which must be returned](#)
- [Death of a holder of an honour](#)

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



Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

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.



Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

Merit awards and remembrance items

This section contains the following topics:

- [Gold Merit Award](#)
- [Silver Merit Award](#)
- [Bronze Merit Award](#)
- [Wearing](#)
- [Placement](#)
- [Canterbury Earthquake Citation](#)
- [Remembrance items \(pins/brooches/ribbons/wrist bands\)](#)

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.

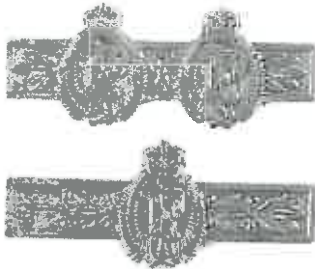
Bronze Merit Award

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



Part 1 - Orders, decorations and medals, Continued...

Version : 2.0



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 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 Citation



This citation 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 SRBA, jerseys, duty or mess jackets or high visibility garments.

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



Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

The Canterbury Earthquake Citation 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](#).



Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

Annex A – Example photographs

This annex contains the following topics:

- [Shirt with Name Badge / Ribbon bar / White Ribbon](#)
- [Tunic with Name Badge / Medals / Canterbury Earthquake Citation/ Merit Award/ ANZAC Poppy](#)
- [Tunic with Name Badge / Medals / Christchurch Earthquake Citation/ Merit Award/ Huia Pin](#)
- [Plain clothes with Medals](#)
- [Tunic with Name Badge / Multiple Medal Ribbons / Canterbury Earthquake Citation/ Merit Award](#)
- [Temporary Constable Shirt with Name Badge / Ribbon bar](#)
- [Police Employee Shirt with Long Service Good Conduct Badge](#)
- [Mess dress for inspectors and above with miniature medals](#)
- [Mess dress for senior sergeants and below with miniature medals](#)

Shirt with Name Badge / Ribbon bar / White Ribbon





Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

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





Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

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





Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

Plain clothes with Medals





Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

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





Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

Temporary Constable Shirt with Name Badge / Ribbon bar





Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

Police Employee Shirt with Long Service and Good Conduct Badge





Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

Mess dress for inspectors and above with miniature medals





Part 1 - Orders, decorations and medals, Continued...

Version : 2.0

Mess dress for senior sergeants and below with miniature medals





Part 2 - Saluting and respect for senior employees or dignitaries

This part of the 'Ceremonial' chapter contains the following topics:

- [Introduction](#)
- [Definition of 'rank'](#)
- [Why salute?](#)
- [Who is entitled to be saluted?](#)
- [Acknowledging a salute](#)
- [Method of saluting](#)
- [During national anthem](#)
- [During playing of the last post](#)
- [Alternative acknowledgement if not wearing your hat](#)
- [General respect towards senior employees](#)
- [Visits by senior employees](#)

Introduction

This part provides advice to constabulary employees about when and how they should salute or acknowledge a senior Police employee or other dignitary.

Definition of 'rank'

For the purposes of this part the term 'rank' refers to the level of constabulary position within Police.

Why salute?

There are many theories about why employees salute their senior ranks, ranks of the armed services or public officials. One generally accepted theory is that it is a demonstration or gesture of mutual trust, comradeship and respect.

Who is entitled to be saluted?

This table lists the people entitled to be saluted by constabulary Police employees.

These employees (provided they are wearing their hats) ...	should salute these people ...
All employees in uniform (Including authorised officers/temporary constables)	<ul style="list-style-type: none"> • Governor-General • Ministers of the Crown • High Court, Court of Appeal and Supreme Court Judges • Commissioner, Deputy Commissioners and Assistant Commissioners of Police (whether in uniform or not).
Inspectors or higher ranked employees in uniform	<ul style="list-style-type: none"> • all employees in uniform senior in rank to themselves • commissioned officers of the armed services senior in rank to themselves.
Senior sergeants, sergeants and constables in uniform	<ul style="list-style-type: none"> • District Court Judges • Police employees in uniform with the rank of Inspector or above • commissioned officers of the armed services in uniform.

Acknowledging a salute

Police employees receiving a salute must always acknowledge it.



Part 2 - Saluting and respect for senior employees or dignitaries, Continued...

Version : 5.0

Method of saluting

Only give a salute with the right hand.

When an employee entitled to a salute approaches a group of Police employees in uniform, the senior uniformed employee salutes and the others in the group come to attention.

When marching, the senior uniformed employee gives the order "eyes right" or "eyes left" and then salutes. The salute is taken from five paces before and five paces after the group encounter the senior employee.

During national anthem

At any function or gathering while the national anthem is being played:

- uniformed employees stand to attention
- uniformed employees ranked inspector or above remain at the salute.

If there are no inspectors or higher ranked uniformed employees present, the senior uniformed employee remains at the salute.

During playing of the last post

If during an Anzac or Armistice Day service or a military or Police funeral the last post is played:

- uniformed employees stand to attention
- uniformed employees ranked inspector or above remain at the salute.

If there are no inspectors or higher ranked uniformed employees present, the senior uniformed employee remains at the salute.

Alternative acknowledgement if not wearing your hat

Never salute in uniform if you are not wearing your hat.

Instead of saluting, come to attention and verbally acknowledge the presence of the person entitled to the salute by the statement of "Sir" or "Ma'am".

If marching, turn "eyes right" or "eyes left" as appropriate and acknowledge the person by saying "Sir" or "Ma'am".

General respect towards senior employees

Uniformed employees must show respect in speech and demeanour when addressing or being addressed by senior ranked employees.

Address:

- Inspectors and higher ranked employees by their rank and surname or, as appropriate, "Sir" or "Ma'am".
- Senior sergeants or sergeants by their rank and surname.

Visits by senior employees

When a constabulary employee of inspector or higher rank or a senior non-constabulary employee visits any office or premises where personnel are gathered, the first employee to notice their approach must alert others to the presence of the visiting employee and acknowledge their presence by saying "Sir" or "Ma'am". The visiting employee must acknowledge the mark of respect and unless there are reasons to the contrary, have employees carry on with their activities.



Part 2 - Saluting and respect for senior employees or dignitaries, Continued...

Version : 5.0

If an inspector or higher ranked uniformed employee or senior non-constabulary employee is working in close proximity to a group, only their initial approach needs to be acknowledged.

The requirement to acknowledge the visit of a higher ranked uniformed employee or senior non-constabulary employees does not apply to those employees:

- engaged in essential tasks, operation rooms, watch-houses or other offices visited by those senior employees during their normal supervisory roles
- gathered in social activities.



Part 4 – Police parades

Version : 3.0

Detailed table of contents

This part of the 'Ceremonial' chapter contains the following topics:

Introduction

- [Historical background](#)
- [Benefits of holding parades](#)

Conducting parades

- [Frequency](#)
- [Conduct of parade](#)
- [Employees may be required to parade](#)
- [Employees on annual leave or rostered days off](#)
- [Guests](#)
- [Parade dress](#)
- [Relieving staff](#)
- [Parade health and safety](#)
- [Parade principles](#)
- [Additional parade requirements](#)
 - [Governor General](#)
 - [New Zealand national anthem](#)
- [Authority to parade the Police flag](#)
 - [Colour party](#)
- [Music](#)
- [Additional advice](#)

Pay Parades

- [Parade officials](#)
- [Parade format](#)

RNZPC Graduation Parades

- [Venue](#)
- [Graduation Parade officials](#)
- [Parade components](#)
- [Outdoor parade format](#)
- [Indoor parade format](#)

Training Commander's Parade

- [Training Commander's Parade officials](#)
- [Training Commander's Parade format](#)

Other celebratory parades



Part 4 – Police parades, Continued...

Version : 3.0

Introduction

This section contains the following topics:

- [Historical background](#)
- [Benefits of holding parades](#)

Historical background

Pay parades are our oldest form of parade and are a continuation of a tradition dating from the 19th century. Police employees were required to attend a 'pay parade' each fortnight. This involved employees marching in 'number one' uniform from Police barracks to collect their pay packets or wages at the local Magistrate's office. An inspection would take place and employees had to present themselves to a high standard before they were paid. Historically, if the uniform was not up to a required standard, the employee's wages were 'docked'. Since that inception, some districts have continued to hold pay parades.

In addition to pay parades, other forms of parades have become an integral part of the Royal New Zealand Police College training programme. These parades include:

- Training Commander's Parade
- Initial Training Graduation Parade
- other celebratory parades.

Benefits of holding parades

Holding parades is encouraged as they provide an opportunity for District and Area Commanders, members of the executive, and dignitaries to acknowledge the Police contribution to creating safer communities and to:

- present Police employees to the community
- Instil pride in employees
- positively promote the Image and reputation of Police and provide a sense of reassurance to the community
- award medals, commendations and certificates to employees
- present certificates of appreciation and acknowledge the contributions of members of the community and government and non-government organisations who have positively contributed to creating safer communities.

However, the fact that parades may be held should not be seen as a barrier to holding other Police functions to present awards and acknowledgements on other suitable days.



Part 4 – Police parades, Continued...

Version : 3.0

Conducting parades

This section contains the following topics:

- [Frequency](#)
- [Conduct of parade](#)
- [Employees may be required to parade](#)
- [Employees on annual leave or rostered days off](#)
- [Guests](#)
- [Parade dress](#)
- [Relieving staff](#)
- [Parade health and safety](#)
- [Parade principles](#)
- [Additional parade requirements](#)
 - [Governor General](#)
 - [New Zealand national anthem](#)
- [Authority to parade the Police flag](#)
 - [Colour party](#)
- [Music](#)
- [Additional advice](#)

Frequency

Parades are a substantial event to organise and generally will have a very high profile within the area they are held. As considerable resources are required, parades should only be held after careful consideration by the district or service centre executive.

At the Royal New Zealand Police College, the Training Commander's Parades are normally held weekly and Graduation Parades are held at the completion of the Recruit Training Programme. Other parades are held when the need arises.

Conduct of parade

All parades should be conducted in a formal manner. They are an opportunity to gain public exposure and may include a march in public. Depending on operational commitments, district dog handlers and dogs should also take part.

Those tasked with coordinating a parade must ensure that the employees parading are able to carry out the necessary drill so that the event is seen by all as a professional event.

A parade commander must be appointed and an operation order developed.

Employees may be required to parade

District Commanders may conduct or authorise parades within their district and require constabulary employees to attend. Employees who are not constables should also be encouraged, where practicable, to take part in the parades.

Employees on annual leave or rostered days off

Employees should not, as a matter of course, be called back from annual leave or rostered days off to attend a parade. However, they may volunteer to attend. The final decision on who must attend rests with each District Commander taking into account employment agreement conditions.

Guests

Guests, including local mayors, representatives of agencies involved in creating safer communities, other services, Police executive, the Minister of Police and other members of Parliament may be invited to attend the parades and may be requested or permitted



Part 4 – Police parades, Continued...

to formally speak at the parade. (See [Inviting the Prime Minister, Ministers of the Crown, or Governor-General](#) to an event if relevant.)

Version : 3.0

Parades must not be used as a forum for political speeches, electioneering or advertising and speakers must be advised of this where it is considered appropriate or necessary. Any speeches should be relevant to the parade's purpose.

Parade dress

For these employees...	The parade dress is...
Constables and uniformed employees. Authorised officers/temporary constable.	As dictated in the operation order. Service uniform with a minimum of forage cap and tie. The stipulated dress should match the purpose of the parade.
CIB.	<ul style="list-style-type: none"> • Males – dark suit and tie. • Females – standard formal attire.
Other employees.	A neat and professional standard of attire (corporate wardrobe if available).

Note: Depending on the stipulated parade dress, medals (full size), awards, citations and service pins awarded to employees must also be worn. See 'Part 1- Orders, decorations and medals' for advice on wearing them.

Relieving staff

On occasions, it may be possible by agreement to bring in employees from other areas to provide interim operational and administrative coverage. In any event, there must be sufficient employees available to cover basic policing functions during the parade.

Parade health and safety

Those responsible for planning and coordinating parades must ensure that adequate medical assistance is available in case of illness during the parade. Fainting can be a problem if parade members are kept inactive for extended periods. This problem worsens in hot weather.

Parade principles

As each venue used for a parade will be different, an exact format cannot be stipulated. However, these principles should be followed:

- All parade members must be able to see the dais or reviewing stand.
- All parade members must face the dais.
- The reviewing officer must be in such a position as to be able to receive and return any salute.
- Commanders must match the parade format to the venue available and the abilities of the staff on parade.

Additional parade requirements

In addition to a basic parade format, District or Area Commanders may wish to enhance a parade by adding additional features. Special requirements may need to be added if special dignitaries will be present.

Governor-General

Should the Governor-General attend any parade it is appropriate for either the British or New Zealand national anthem to be played as they both have equal standing. In addition the Governor-General's personal standard must be flown.



Part 4 – Police parades, Continued...

New Zealand national anthem

If the national anthem is to be played during a parade, those planning the parade must direct who will salute while the anthem is playing. There are two options. During the playing of the anthem, either:

- all constabulary officers of inspector level and above must salute, or
- a general salute is ordered and all constabulary employees on or off the parade must salute.

Version : 3.0

Before deciding on a general salute, parade planners should take the parade members' skills and the opportunities to practice into account.

Authority to parade the Police flag

The New Zealand Police flag will only be paraded when the relevant District Commander or National Manager is satisfied that there are sufficiently trained personnel to carry out the drill movements required so that the flag is paraded in a professional and respectful manner.

Colour party

The New Zealand Police flag represents the New Zealand Police service, including those officers who have made the ultimate sacrifice in the line of duty. Therefore it is treated with similar standing to 'Colours' in the armed forces.

The Police flag should only be carried by trained, authorised staff. Two escorts must always flank the flag bearer.

Music

Music played either before or during the parade should match the purpose and tone of the parade.

Additional advice

If any additional information on parade protocols is required, those planning any parade should contact the School of Response at The Royal New Zealand Police College for advice.



Part 4 – Police parades, Continued...

Version : 3.0

Pay Parades

This section contains the following topics:

- [Parade officials](#)
- [Parade format](#)

At the appointed time the parade members must form up at the parade venue. The number of sections/ranks involved will depend on the venue and the number of employees on parade.

Parade officials

Title	Responsibility
Reviewing officer	<ul style="list-style-type: none"> • Inspects parade members. • Receives and returns the salute (if the reviewing officer is not a constabulary employee an accompanying constabulary employee must carry out this duty). • Addresses or has parade addressed. • Accompanies/guides other dignitaries present.
Parade commander	<ul style="list-style-type: none"> • Forms up the parade (can be delegated). • Commands those on parade by issuing orders. • Escorts the inspection party.
Parade marshal (recommended)	<ul style="list-style-type: none"> • Forms up the parade before the parade commander enters. • Hands over parade to parade commander. • Assists parade commander as required. • Monitors the well-being of the parade participants and coordinates any remedial action required. • Maintains the security and integrity of the parade.

Parade format

Responsibility	Commands/Prompts	Actions
Parade commander	Parade. Parade – shun!	<ul style="list-style-type: none"> • The parade commander marches to the front of the parade and faces the parade. (This may be delegated to the parade marshal). • Parade members come to attention.
Parade commander	Parade - by the right dress.	<ul style="list-style-type: none"> • The right-hand markers of each section face the front while the other parade members turn their heads to the right and dress-off on the person to their right.
Parade commander	Eyes – front.	<ul style="list-style-type: none"> • Parade members turn their heads to the front and remain at attention.
Parade commander	Parade - stand at ease.	<ul style="list-style-type: none"> • Parade members stand at ease.
Parade commander	Parade - stand easy.	<ul style="list-style-type: none"> • Parade members relax but do not move their feet.
Parade commander	Parade.	<ul style="list-style-type: none"> • Parade members brace up and return to the position of 'at ease'.
Parade commander	Parade. Parade – shun!	<ul style="list-style-type: none"> • Parade members come to attention.
Reviewing officer	Nil	<ul style="list-style-type: none"> • Stands with other dignitaries on the dais or reviewing stand.



Part 4 – Police parades, Continued...

Parade commander	Parade ready for your inspection Sir/Ma'am.	<ul style="list-style-type: none"> Parade commander salutes the reviewing officer and announces parade ready.
Reviewing officer	Nil	<ul style="list-style-type: none"> Reviewing officer returns the salute and together with the inspection party enters the parade ground.
Parade commander	Nil	<ul style="list-style-type: none"> Parade commander escorts the reviewing officer to the right-hand marker and inspects each rank of the parade.
Parade commander	Nil	<ul style="list-style-type: none"> As the inspection party leaves the parade ground the parade commander faces the reviewing officer, salutes and says, "Thank you Sir/Ma'am". The parade commander then returns to the front of the parade.
Reviewing officer	Parade commander, stand the parade easy.	<ul style="list-style-type: none"> Once the parade commander has returned to the front of the parade, the reviewing officer gives this order from the dais.
Parade commander	Sir/Ma'am! Parade, stand at ease – stand easy.	<ul style="list-style-type: none"> Parade commander acknowledges the reviewing officer's order and stands the parade 'at ease' and then 'stand easy'.
Reviewing officer	Nil	<ul style="list-style-type: none"> Reviewing officer now: <ul style="list-style-type: none"> - addresses the parade, or - invites others to do so, or - presents or has others present awards etc.
Reviewing officer	Parade commander please dismiss the parade.	<ul style="list-style-type: none"> Reviewing officer brings the parade to a close by asking the parade commander to dismiss the parade.
Parade commander	Sir/Ma'am	<ul style="list-style-type: none"> The parade commander comes to attention and acknowledges the request.
Parade commander	Parade. Parade - shun!	<ul style="list-style-type: none"> Parade commander turns about and faces the parade. He/she then brings the parade to attention.
Reviewing officer	Nil	<ul style="list-style-type: none"> Before taking the salute, the reviewing officer will stand on the reviewing stand together with other distinguished guests.
Parade commander	Parade, dismiss!	<ul style="list-style-type: none"> Parade commander commands the parade to dismiss.
Parade members	Nil	<ul style="list-style-type: none"> Those in uniform salute for a count of 2 beats, turn to the right and then march away three paces before breaking out of formation.
Reviewing officer	Nil	<ul style="list-style-type: none"> Returns the salute. Parade ends.

Version : 3.0



Part 4 – Police parades, Continued...

Version : 3.0

RNZPC Graduation Parades

This section contains the following topics:

- [Venue](#)
- [Graduation Parade officials](#)
- [Parade components](#)
- [Outdoor parade format](#)
- [Indoor parade format](#)

When Police recruits complete the Recruit Training Programme, they attend a Graduation Parade held at the Royal New Zealand Police College. Traditionally this parade is attended by the Commissioner or delegate, the Minister of Police (subject to availability), the patron of the graduating recruit wing, other members of the executive, a Police Association representative, other distinguished guests, RNZPC staff and the parents and friends of those on parade.

Venue

The venue of the parade is dependent on the weather. If the weather is fine, the parade is held outside on the RNZPC parade ground. If the weather is inclement, the parade is held in the RNZPC gymnasium.

Graduation Parade officials

Title	Responsibility
National Manager: Training and Development (Training commander)	<ul style="list-style-type: none"> • Coordinates the parade from the dais. • Escorts the official party. • Inspects parade members. • Addresses parade and coordinates other speakers. • Coordinates presentation of awards. • Accompanies/guides other dignitaries present.
Parade commander	<ul style="list-style-type: none"> • Commands those on parade by issuing orders • Escorts the inspection party
Parade marshal	<ul style="list-style-type: none"> • Forms up the parade before the parade commander enters. • Hands over parade to parade commander. • Assists parade commander as required. • Monitors the well-being of the parade participants and coordinates any remedial action required. • Maintains the security and integrity of the parade.
Colour party (New Zealand Police flag bearer and two escorts)	<ul style="list-style-type: none"> • Parades the Police flag.
Section sergeants (from the School of Initial Training)	<ul style="list-style-type: none"> • Lead their section on parade.
Certificate retrievers	<ul style="list-style-type: none"> • Collect certificates from graduates after the patron and Commissioner have presented them.
Narrator	<ul style="list-style-type: none"> • Informs those present of the sequence of the parade. (Parts of the narration are also used by the parade commander as prompts. This ensures a seamless transition from one part of the parade to another)
Police chaplain	<ul style="list-style-type: none"> • Offers the graduation prayer.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police instructions site which is accessible via the New Zealand Police Intranet.



Part 4 – Police parades, Continued...

Piper (member of the New Zealand Police Pipe Band)	<ul style="list-style-type: none"> Plays the national anthem and the inspection music. (If piper is unable to attend the parade, music from a CD is used)
----------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Version : 3.0

Parade components

The main components of the Graduation Parade are:

- Colour party receives Police flag.
- Graduates march on.
- Parade is formed up.
- Official party enters.
- Police flag is marched on.
- National anthem is played.
- Parade members are inspected.
- Parade prayer is given.
- Official speeches are given.
- Certificates are presented.
- Presentations are made to award winners.
- Parade is dismissed.
- Police haka is performed.

Outdoor parade format

Responsibility	Commands/Prompts	Actions
Colour Party	Party Halt! Party Left turn! General Salute present arms! Order Arms! Left Turn, quick march!	Colour party marches in single file and halts adjacent to the RNZPC flag pole. Party turns and faces the Administratulon building. Commissioner or delegate approaches colour party with an accompanying employee carrying the police flag. Commissioner or delegate halts central to the party. The colour party flag bearer then advances, halts and salutes. Commissioned officer is handed the flag by the escort and in turn passes the flag to the flag bearer. Flag bearer retires to the colour party. Colour party commander calls general salute, flag is raised as commissioner or delegate and colour party salute. Colour party commander calls order arms and flag is placed in scabbard. Colour commander calls left turn and then marches the colour party away. Commissioner or delegate salutes the flag as it leaves.
Parade marshal	Parade. Parade – shun! Parade, by the left, quick march.	Parade forms up at the side of the Amenities Block, RNZPC. Parade is brought to attention and then marches off to music. Parade left wheels onto Beckett Road, right wheels onto the parade ground, and then left wheels onto the formation line. (The Colour party halts at the start of Dais Strait Rd.)
Narrator	The parade is under the control of	Starts narration as parade enters the parade ground.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police instructions site which is accessible via the New Zealand Police Intranet.



Part 4 – Police parades, Continued...

Parade marshal (situated front & centre on parade ground)	Parade – halt!	Parade halts so that it is centred with sections evenly spaced either side of the centre line. Version : 3.0
Parade marshal	Parade will advance, left – turn! – right dress – Eyes front.	Parade turns to face dais.
Narrator	Ladies and gentlemen the RNZPC presents to you recruit (wing number & name).	Introduces wing and wing instructors.
Parade marshal	Parade will form two ranks. Form – ranks! Parade. In open order, inwards– dress! Eyes - front!	Centre rank splits into front and rear ranks. Rear rank steps back three paces. Graduates dress off 'by the centre'. Sgts supervise. Graduates face the front. Sgts turn about to face front.
Parade marshal	Parade, stand at – ease!	Parade stands at ease.
Parade marshal	Parade – shun!	Calls parade to attention.
Parade commander		Marches to the front of the parade. Receives the parade from the parade marshal. Parade marshal turns about, then marches to the centre-rear of the parade, and advances to face the dais.
Parade commander	Parade, stand at – ease!	Parade stands at ease.
Narrator	The parade is under the control of the parade commander	Parade commander takes over from the parade marshal.
Narrator	Shortly the official party will enter by the centre steps.	This prompts the parade commander to bring the parade to attention.
Parade commander	Parade – shun!	Calls parade to attention.
Narrator	The official party consists of.....	Official party is introduced by narrator as they walk to the dais and sit down.
Narrator	Will you please stand for the marching on of the Police flag.	Prompt for parade commander.
Parade commander	March on the Colours!	
Narrator	The flag party is under the command of	Narrator introduces commander, flag bearer and escorts.
Colour party commander	Staff! Colour party, by the centre, quick March! (Canes at high carry) Right wheel. Left wheel. Left form. Slow march. Right form. Party- halt. Inwards dress. Eyes front.	Colour party marches onto parade ground, canes at the 'high carry'. The flag is then trooped through the ranks and forms up at the parade centre. Parade commander and marshal 'order canes' with Colour party.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Part 4 – Police parades, Continued...

	Escorts and flag, order arms!	Version : 3.0
Narrator	Will you please remain standing for the playing of the national anthem.	Invites audience to remain standing for the national anthem.
Parade commander Piper	Parade, general salute present arms! Plays anthem.	Inwards incline, salute the dais (hold salute up). Colours raised. Parade commander and marshal 'high carry' and salute with parade. Commissioned officers and parade salute.
Parade commander	Parade, order arms!	Cut arms away, outward incline. Parade commander and marshal 'shoulder' batons (order arms) with Colour party. Flag ordered.
Parade commander	Parade. Inwards dress! Eyes front.	Graduates: Inwards dress, face front. Sergeants turn about to supervise the dressing, and then turn about on eyes front.
Narrator	The graduates will be inspected by the official party. Thank you ladies and gentlemen you may be seated.	Advises the spectators to sit.
Parade commander	Meets with patron and Commissioner, salutes.	Meets and escorts patron, Minister (if present), and Commissioner through inspection.
Sergeants	After the salute to the reviewing party by the parade commander	Turn right, march 5 paces, halt on the 6 in front of section marker. Salute & greet patron/Commissioner, & give parade state. Escort inspection party through section. At the end of the rear rank each sergeant turns to face & salute patron on completion of section inspection.
Parade commander		Escorts inspecting officers back to the dais, salutes, then takes up position at parade front.
Training commander	Parade commander: Please ready the parade for prayer.	Invites Police chaplain to bless the parade.
Parade commander	Parade will remove head dress. Caps – off!	Turns about and gives commands. All constabulary employees on and off the parade remove their caps.
Police chaplain	Prayer	Gives prayer.
Parade commander	Parade will replace head dress. Caps – on! Parade. Stand at ease.	Turns about to face the dais. All constabulary employees replace their caps. Parade members stand at ease.
Training commander	Parade commander please stand the parade easy.	
Parade commander	Parade – stand easy.	Parade stands easy.
Training commander, Commissioner, Minister (if	Speeches.	Parade members applaud at appropriate times.



Part 4 – Police parades, continued...

present), and Patron		Version : 3.0
Narrator	The parade will now receive their Police constable identification cards.	Announces presentation ceremony and then explains protocols of taking photographs, presenting cultural artefacts etc.
Training commander	Parade commander. Prepare the parade for the presentation ceremony.	
Parade commander	Sir! Parade. Parade – shun! Parade marshal – carry on!	Turns about to face the parade, issues commands, and then turns about to face dais. Parade members brace and come to attention. Parade marshal acknowledges command.
Parade marshal	Staff! Section One – stand fast. Section Two – stand at ease. Note: Section numbers as appropriate.	Issues commands then marches to rear of section one. Specified sections stand at ease. (Colour party stands at ease also.)
Sergeants		As section two is stood at ease, the sergeants turn right, march 18 paces, and right wheel on the sixth and tenth to position themselves at the rear of the section.
Escorts, patron and Commissioner		Patron issues to front rank, Commissioner the rear rank. (Escorts carry ID card holders.) Graduates announced in pairs.
Parade members		On announcement of second posting – step one pace forward, shake hand and take ID card in the left hand. Remain at attention. On announcement of second posting of next pair – step back one place. Once back in place the recipient clips the ID card under the button on the left breast tunic pocket and returns to the Attention position.
Parade marshal	Section Two, Section – shun! Section One, stand at ease!	Process repeated for all remaining sections. Last section is left at attention while dignitaries escorted back to dais.
Parade marshal	Section Two – stand fast. Section One, Section – shun! Note: Section numbers as appropriate.	Once presenters have returned to the dais the parade is brought to attention. (including Colour party).
Parade marshal	Parade. Inwards dress. Eyes front. Stand at ease!	Parade members: Inwards dress, sergeants turn about to supervise dressing face front, sergeants turn about to face the dais.
Training commander	Announces each award winner in turn.	On being identified the award winners (in turn) come to attention, reply –



Part 4 – Police parades, Continued...

		Sir/Ma'am!, then march into line with patron, halt, salute, step forward. Each winner shakes hand and receives award with left hand, then steps back one pace, salutes, turns right, marches (swinging right arm only) and halts in line with the next table, hands over their award, marches to the end of the parade ground, right wheels, right wheels to march between the ranks, halts in line with their vacant space, advances, steps forward/back into the space, inwards dress, eyes front, stand at ease, stand easy.
Training commander	I now ask the recipient of the Commissioner's award for leadership to speak on behalf of the wing.	Recipient approached dais, salutes Training Commander and reads speech. Then presents patron with photo of the wing. Then returns to parade.
Training commander	Parade commander. Please dismiss the parade.	Invites guests to afternoon tea and to remain for the haka. Then issues the command.
Parade commander	Sir, Parade. Parade – shun. Parade, in close order – quick march! Parade will form three ranks, Form – ranks! By the right – dress! Eyes front.	Turns about then issues commands. Parade reforms in three ranks, turns right. Colours raised and holstered.
Parade commander	March off the Colours!	
Colour party commander	Staff! Colour party, Mark – time. Right pivot, forward, left wheel.	Colours march off (canes at the shoulder).
Parade commander	Parade marshal – carry on!	Hands parade to parade marshal.
Parade marshal	Staff!	Marches forward to meet parade commander. Parade commander turns about.
Parade marshal	Wing #, Patrons name Graduating Wing, Diss – miss!	Graduates: salute, turn right, march away three paces.
Narrator	Ladies and gentlemen wing # will now perform the New Zealand Police haka.	Kai Karanga and Kaea are introduced. Narrator translates Maori to English.
Police haka		Graduates prepare for haka. Haka begins.

Indoor parade format

Responsibility	Commands/Prompts	Actions
Colour Party	Party Halt! Party Left turn!	Colour party marches in single file and halts adjacent to the RNZPC flag pole. Party turns and faces the Administration



Part 4 – Police parades, Continued...

	<p>General Salute present arms!</p> <p>Order Arms!</p> <p>Left Turn, quick march!</p>	<p>building.</p> <p>Commissioner or delegate approaches colour party with an accompanying employee carrying the police flag. Commissioner or delegate halts central to the party. The colour party flag bearer then advances, halts and salutes. Commissioned officer is handed the flag by the escort and in turn passes the flag to the flag bearer. Flag bearer retires to the colour party. Colour party commander calls general salute, flag is raised as commissioner or delegate and colour party salute. Colour party commander calls order arms and flag is placed in scabbard. Colour commander calls left turn and then marches the colour party away. Commissioner or delegate salutes the flag as it leaves.</p>
Parade marshal		Marches forward onto parade venue and halts directly in front of the dais. Turns left (retires) and remains at attention.
Colour party		Forms up under the covered walkway outside the gymnasium doors, facing north.
Parade commander	Parade. Parade – shun! Parade, by the left, quick march.	Parade forms up in three files, facing west, under the sheltered walkway (in line with the Munro TV lounge door), section one leading. Parade comes to attention and steps off. Left wheels and then right wheels into the gymnasium.
Narrator	The parade is under the control of the parade marshal (name).	Informs the audience as parade enters the gymnasium.
Parade marshal	Parade – halt!	Parade halts so that it is centred. Sections one and two are evenly spaced either side of the centre line. When four sections parade sections two and three are centred.
Parade marshal	Parade will advance, left – turn!	Parade turns to face dais.
Narrator	Ladies and gentlemen, the RNZPC presents to you recruit (number and name). The parade marshal will now form up the parade.	Introduces wing and wing instructors.
Parade marshal	Parade will form two ranks. Form – ranks. Parade. In open order, Inwards – dress! Eyes - front!	Centre rank splits into front and rear ranks. Rear rank steps back three paces. Graduates dress off 'by the centre'. Sgts supervise. Graduates face the front. Sgts turn about to face front.

Version : 3.0

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Part 4 – Police parades, Continued...

Parade marshal	Parade, stand at – ease!	Parade stands at ease.	Version: 3.0
Parade marshal	Parade – shun!	Calls parade to attention.	
Parade commander		Marches to the front of the parade. Receives the parade from the parade marshal. Parade marshal turns about, then marches to the centre-rear of the parade, and advances to face the dais.	
Parade commander	Parade, stand at – ease!	Parade stands at ease.	
Narrator	The parade marshal will now hand over the parade to the parade commander.	Parade commander takes over from the parade marshal.	
Parade marshal	Parade - shun!	Parade comes to attention.	
Narrator	The parade commander is (name).		
Narrator	Shortly the official party will enter by the centre steps.	This prompts the parade commander to bring the parade to attention.	
Parade commander	Parade – shun!	Calls parade to attention.	
Narrator	The official party consists of	Introduces official party, who walk to the dais and sit down.	
Narrator	The parade commander will now call for the flag to be marched on. Will you please stand for the flag.	Prompt for parade commander.	
Parade commander	March on the Colours!		
Narrator	The flag party is under the command of	Introduces commander, flag bearer and escorts.	
Colour party commander	Staff! Colour party, by the centre, quick march! Left wheel. Left form. Slow march. Right form. Party- halt! Inwards dress. Eyes front. Escorts order arms!	Colour party marches into gymnasium, canes at the 'high carry'. The flag is then trooped through the ranks and forms up at the parade centre. Parade commander and marshal 'order canes' with Colour party.	
Narrator	Those employees of the rank of inspector and above and parade members salute.	Those employees of the rank of Inspector and above and parade members salute.	
Flag bearer		Steps forward and places the flag in the flag post and steps back.	
Narrator	Will you please remain standing for the playing of the national anthem.	Invites audience to remain standing for the national anthem.	
Parade commander	Parade, general salute. Present arms!	Inwards Incline, salute the dais (hold salute up). Colours raised. Parade commander and marshal high	



Part 4 – Police parades, continued...

Piper	Plays anthem.	carry and salute with parade. Those employees of the rank of Inspector and above and parade members salute.
Parade commander	Parade, order arms!	Cut arms away, outward incline. Parade commander and marshal 'shoulder' batons (order arms) with Colour party. Colours ordered.
Parade commander	Parade. Inwards dress! Eyes front.	Graduates: Inwards dress, Face front. Sergeants turn about to supervise the dressing, and then turn about on eyes front.
Colour party		Marches to the rear and takes up a position behind each section.
Narrator	The graduates will be inspected by the official party. Thank you ladies and gentlemen, you may be seated.	Advises the spectators to sit.
Parade commander	Meets with patron and Commissioner, salutes.	Meets and escorts patron, Minister (if present), and Commissioner through inspection.
Sergeants	After the salute to the reviewing party by the parade commander	Turn right, march 5 paces, halt on the 6th in front of section marker. Salute and greet patron/Commissioner, and give 'parade state'. Escort inspection party through section. At the end of the rear rank turns to face and salute patron on completion of section inspection.
Parade commander		Escorts inspection party back to the dais, salutes, then takes up position at parade front.
Training commander	Parade commander: Please ready the parade for prayer.	Invites the Police chaplain to bless the parade.
Parade commander	Parade will remove head dress. Caps – off!	Turns about and gives commands. Constabulary employees (where appropriate) on and off the parade remove their caps.
Police chaplain	Prayer	
Parade commander	Parade will replace headdress. Caps – on! Parade. Stand at ease.	Turns about to face the dais. Constabulary employees replace their caps. Parade members stand at ease.
Training commander	Parade commander please stand the parade easy.	
Parade commander	Parade – Stand easy.	Parade stands easy.
Training commander, Commissioner, Minister (if present) and patron	Speeches	Parade members applaud at appropriate times.
Narrator	The parade will now receive their graduation	Announces certificate ceremony and then explains protocols of taking photographs,

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Part 4 – Police parades, Continued...

	certificates.	presenting cultural artefacts etc.
Training commander	Parade commander. Prepare the parade for presentation of certificates.	Version: 3.0
Parade commander	Sir! Parade. Parade – shun! Parade marshal – carry on!	Turns about to face the parade, issues commands, and then turns about to face dais. Parade members brace and come to attention.
Sergeants		As section two is stood at ease, the sergeants turn right, march 18 paces, right wheel on the sixth and tenth to position themselves at the rear of the section.
Parade marshal	Staff! Section One – stand fast. Section Two – stand at ease.	Acknowledges command. Waits until sergeants have halted behind their sections. Issues commands then marches to rear of section one. Specified sections stand at ease. (Colour party stand at ease also.)
Patron, Commissioner and escorts,		Patron issues to front rank, Commissioner the rear rank. (Escorts carry ID card holders.) Graduates announced in pairs.
Parade members		On announcement of second posting – step one pace forward, shake hand and take ID card in the left hand. Remain at attention. On announcement of second posting of next pair – step back one place. Once back in place the recipient clips the ID card under the button on the left breast tunic pocket and returns to the Attention position.
Parade marshal	Section Two, Section – shun! Section One, stand at ease!	Process repeated for all remaining sections. Last section left at attention while dignitaries escorted back to dais.
Parade marshal	Section Two – stand fast. Section One, Section – shun! Note: Section numbers as appropriate.	Once presenters have returned to the dais the parade is brought to attention. (including Colour party).
Parade marshal	Parade. Inwards dress. Eyes front. Stand at ease!	Parade members: Inwards dress. Sergeants turn about to supervise dressing face front, sergeants turn about to face the dais.
Training commander	Announces each award winner in turn.	On being identified each award winner (in turn) comes to attention, replies – Sir/Ma'am!, then marches into line with patron, halts, salutes, steps forward. Shakes hand and receives award with left hand. Steps back one pace. Salutes, turns right, marches (swinging right arm only) and



Part 4 – Police parades, Continued...

		halts in line with the next table, hands over their award, marches to the end of the parade ground, right wheels, right wheels to march between the ranks, halts in line with their vacant space, advances, steps forward/back into the space, inwards dress, eyes front, stands at ease, stands easy.
Training commander	I now ask the recipient of the Commissioner's award for leadership to speak on behalf of the wing.	Recipient approached dais, salutes Training Commander and reads speech. Then presents patron with photo of the wing. Then returns to parade.
Training commander	Parade commander. Please dismiss the parade.	Invites guests to afternoon tea and to remain for the haka. Then issues the command.
Parade commander	Sir, Parade. Parade – shun. Parade, in close order – quick march! Parade will form three ranks, form – ranks! By the right – dress! Eyes front.	Turns about then issues commands. Parade reforms in three ranks, turns right. Colour party reforms rear centre of parade.
Parade commander	March off the Colours!	
Colour party commander	Staff! Quick march. Halt. Colour party, mark – time. Right pivot, forward, Left – Turn.	Colours march forward. Bearer retrieves the flag, then party marches off. (Canes at the shoulder.)
Parade commander	Parade marshal – carry on!	Hands parade to parade marshal.
Parade marshal	Staff!	Marches forward to meet parade commander. Parade commander turns about.
Parade marshal	Wing #, <i>Patrons name</i> Graduating Wing, diss-miss!	Graduates: salute, turn right, march away three paces.
Narrator	Ladies and Gentlemen wing # will now perform the New Zealand Police haka.	Introduces Kai Karanga and Kaea. Narrator translates Maori to English.
Police haka		Graduates prepare for haka. Haka begins.



Part 4 – Police parades, Continued...

Version : 3.0

Training Commander's Parade

This section contains the following topics:

- [Training Commander's Parade officials](#)
- [Training Commander's Parade format](#)

The Training Commander's Parade is held weekly at the Royal New Zealand Police College. Trainees from all schools are required to parade. Trainees should consult their course timetable for parade times. Course joining instructions will indicate the uniform required for parade. Any further information can be obtained from course coordinators.

Training Commander's Parade officials

Title	Responsibility
National Manager: Training & Development (Training commander)	<ul style="list-style-type: none"> • Coordinates the parade from the dais. • Inspects parade members (if necessary). • Addresses parade and coordinates other speakers. • Coordinates presentation of awards. • Accompanies/guides other dignitaries present.
Parade commander	<ul style="list-style-type: none"> • Commands those on parade by issuing orders. • Escorts the inspection party.
Inspection party	<ul style="list-style-type: none"> • Inspect the parade (comprises senior officers tasked with the inspection).
Inspection escorts	<ul style="list-style-type: none"> • Escort the inspection party (comprises members of staff).
Section sergeants / course coordinators	<ul style="list-style-type: none"> • School of Initial Training trainers or course coordinators who lead their section on parade.

Training Commander's Parade format

Responsibility	Commands/Prompts	Actions
Parade commander	Parade. Parade – shun!	Parade comes to attention.
Parade commander	Parade – in open order - right dress!	The front rank marches forward three paces. The rear rank marches backwards three paces. The centre rank stands still. All ranks now turn their heads to the right and dress off.
Parade commander	Eyes – front.	Parade members turn their heads to the front and remain at attention.
Parade commander	Parade - stand at ease.	Parade stands at ease.
Parade commander	Parade.	Parade braces up returns to the position of 'at ease'.
Parade commander	Parade. Parade – shun!	Parade comes to attention.
Training commander and management team		Training commander together with other members of the management team march from the Administration Block and form up adjacent to the front of the Administration Block steps.
Parade commander	Parade - stand fast.	Alerts those employees both on and off the parade that the flag is about to be raised.



Part 4 – Police parades, Continued...

Duty recruit		Raises Police flag. Training commander, management team and parade commander salute. Training commander and management team march to dais.
Training commander	Nil	Stands on the dais.
Inspection party		Marches to parade ground and meets inspection escort. Parties salute and then start the inspection. Parties return to dais area, and then salute. Officer returns to rear of dais. Escort marches to the rear of the parade.
Section sergeants /course coordinators		Turn right and march to the right-hand marker. They then wait for the inspection party to approach. They salute if appropriate and escort the inspection party during the section. Once inspection is complete they salute if appropriate and receive any comment.
Section sergeants /course coordinators	Section in close order – right dress – eyes front. Stand at ease.	Once complete they return to the front of the section / course to close order and stand them at ease.
Training commander	Parade commander, stand the parade easy.	Requests the parade commander to stand the parade 'easy'.
Parade commander	Sir/Ma'am! Parade, stand easy.	Acknowledges the order and stands the parade easy.
Training commander	Nil	Training commander now: <ul style="list-style-type: none"> • addresses the parade, or • invites others to do so, or • presents or has others present awards etc.
Training commander	Parade commander please dismiss the parade.	Brings the parade to a close by requesting the parade commander to dismiss the parade.
Parade commander	Sir/Ma'am.	Comes to attention, salutes if appropriate and acknowledges the request.
Parade commander	Parade! Parade - shun!	Turns about and faces the parade, then brings the parade to attention.
Training commander	Nil	Stands to take and return the salute.
Parade commander	Parade, dismiss!	Commands the parade to dismiss.
Parade members	Nil	Those in uniform salute for a count of 2 beats, turn to the right and then march away three paces before breaking out of formation.
Training commander	Nil	Returns the salute.
		Parade ends.

Version : 3.0

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Part 4 – Police parades, Continued...

Version : 3.0

Other celebratory parades

When planning other types of parades the principles of this chapter should be followed. For additional advice, contact the School of Response at The Royal New Zealand Police College.



Part 5 - New Zealand Police Remembrance Day Service

This part of the 'Ceremonial' chapter contains the following topics:

- [Purpose](#)
- [History](#)
- [Responsibilities](#)
- [National Service outline](#)
- [District Service outline](#)
- [Laying of the wreath\(s\)](#)
- [Dress](#)

Purpose

This part sets out the format and protocols that should be adhered to when planning and coordinating the annual New Zealand Police Remembrance Day service.

History

The 1989 'Conference of Commissioners of Police of Australasia and the South West Pacific Region' decided that an annual Remembrance Day service should be held for Police staff who died in office during the previous 12 months. The Conference agreed that the services should be held on 29 September each year as a day of national commemoration for all Police.

The date of 29 September is significant, as it is traditionally the feast day of Saint Michael, the patron saint of Police.

The New Zealand Police Executive decided that a national service should be held at the Royal New Zealand Police College (RNZPC), where the National Memorial for those members slain while performing their duties and the Memorial Book recording the death of all serving members are located.

The Inaugural service was held at the RNZPC on Friday 29 September 1989 and annually since then.

Being aware that many Police employees and former staff are unable to attend this service, many districts have now initiated local services to cater for the needs of those who live away from Wellington.

Responsibilities

Employees tasked with planning and coordinating a Remembrance Day service, whether national or local, should ensure that the service is professionally organised so that it has a sense of occasion and tradition.

They must ensure the service is held on 29 September annually, unless 29 September falls on a Saturday or Sunday. In that case, Remembrance Day celebrations must be held on the preceding Friday.

The national service and local services must begin at 1100 hrs.

Those planning local services can liaise with their local Link Chaplain or with the National Coordinating Chaplain at PNHQ for advice if necessary.

National Service outline

The outline of the National Service held at the RNZPC should include:

- Mihi/Karakia

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



New Zealand Police Remembrance Day, Continued...

Version : 3.0

- Police flag marched on
- Singing the National Anthem
- Reading of Roll Of Honour
- Welcome (on behalf of Police)
- A Tribute
- Hymn
- Bible Reading
- Address
- Time of Remembrance – reading the names
- Prayer
- Laying of Wreaths
- Interfaith Blessing
- Prayers of Intercession
- Hymn
- Benediction Police flag marched off
- Official Party departs.

District Service outline

The outline of a District Remembrance Day Service should include:

- Mihi/Karakia*
 - Police flag marched on*
 - Singing the National Anthem
 - Welcome (on behalf of Police)
 - Reading of Roll Of Honour
 - A time of silence for reflection
 - The Tribute
 - Reading from the Bible or other suitable text*
 - Address (Mayor, MP or other)
 - Reading of Roll of Local Names (note: many districts read all names)
 - Laying of Wreath(s)*
 - Prayer
 - Singing Hymn/Song
 - Benediction
- (* = optional)

The Remembrance Day Planning Committee at the RNZPC will communicate with districts during the first week of September with suggested prayers, hymns, and tributes that may be used in local services.

Laying of the wreath(s)

At the National Service the laying of the wreaths has become a focal point of the service. The number of wreaths and the identity of those laying them will depend on the dignitaries present.

At the indicated time in the service the selected wreath layers stand, replace their head-dress (if in uniform), walk smartly to the Memorial and stand central to the wreath laying position.

A wreath bearer holding the wreath in their left hand with the arm bent at right angles now marches to the wreath layer. The wreath bearer then hands over the wreath and retreats.

The wreath layer approaches the Memorial and lays the wreath on the selected wreath hook. The layer then steps back two paces, pauses and then returns to their original



New Zealand Police Remembrance Day, Continued...

Version : 3.0

position. The second layer is then handed their wreath and the process is repeated until all wreaths are laid.

Upon the final wreath layer returning to their original position the lone piper now plays a lament. Upon the lament commencing those wreath layers in uniform now salute and hold the salute for the length of the lament. At the conclusion of the lament the salute is dropped. The wreath laying party now returns to the service.

Dress

For 'Remembrance Day' dress see examples below for method of wearing the Huia pin.

Example picture

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





Part 6 - Formal Police dining

This part of the 'Ceremonial' chapter contains the following topics:

- [Purpose](#)
- [Introduction](#)
- [Responsibilities](#)
- [Invitations](#)
- [Dress](#)
- [Assembly](#)
- [Officiating officers](#)
- [Dining President / Vice Dining President scripts](#)
- [Pre-dinner announcement](#)
- [Dinner announcement](#)
- [Dining room](#)
- [Dinner](#)
- [Toasts](#)
- [Conclusion](#)
- [Key formal dinner protocols](#)
- [Layout for a formal dinner](#)
- [Scripts](#)
 - [Dining president script](#)
 - [Vice dining president script](#)

Purpose

This part sets out the format and protocols that must be followed when holding a New Zealand Police formal dinner.

Introduction

Police employees may be extended the privilege of attending a formal dinner in either a Police or Armed Services mess. Such functions are traditionally viewed as important occasions, structured along formal lines. Established protocol must strictly be adhered to and always includes the '[Loyal Toast](#)'.

Formal Police dinners are an integral part of established tradition and culture of the New Zealand Police which has evolved from the traditions of the military service. Some of the traditions and protocols applying to the Armed Services formal dinners are still observed by Police today.

Responsibilities

The formal dinner organiser and/or the 'Dining President' must ensure the accepted format and protocols are followed.

If any of the format and protocols detailed in this chapter are varied the celebration must not be called a formal dinner and an alternative function title must be used.

Invitations

Invitations without exception are always formally extended, normally in writing. The recipient is expected to officially accept or decline the invitation.

The invitation must prescribe the time at which the dinner will start, the dress standards and where guests should assemble before that time.

Dress

Employees holding the level of position of inspector or above must wear mess dress jacket, trousers/skirt, black bowtie/crossover tie and cummerbund.



Part 6 - Formal Police dining, Continued...

Version : 1.0

Employees holding the level of position of senior sergeant and below must wear Police tunic, white shirt and Police blue tie.

Male non-constabulary employees must wear evening dress or business suit and tie.

Female non-constabulary employees must wear a cocktail style dress

Miniature medals must be worn.

Example pictures

See example pictures for correct uniform.

Mess dress for inspectors and above with miniature medals





Part 6 - Formal Police dining, Continued...

Version : 1.0

Mess dress for senior sergeants and below with miniature medals



Assembly

All guests must be present by the time prescribed on the invitation and late admission to the dining room will generally not be approved.

It is customary for all guests to assemble in an ante-room for pre-dinner drinks 30 minutes before the stated dinner time. Consumption of alcohol before the dinner should be minimised to avoid later discomfort or embarrassment as it is a breach of etiquette to leave the dining room during the course of a formal dinner.

Officiating officers

A formal dinner is controlled by these two members of the mess.

Title	Role
Dining/Mess President	Referred to as "Mr/Madam Dining President". Usually the senior officer present who has overall control of the function.
Vice Dining President	Referred to as "Mr/Madam Vice", the Vice Dining President aids the Dining President and controls entry to and from the dining room. This person is usually the junlor member by rank or age in the mess.

Dining President / Vice Dining President scripts

The interaction between the Dining President and Mr/Madam Vice has a set format. See the Scripts for the correct interactions.

Pre-dinner announcement

Mr/Madam Vice will maintain close liaison with both the Dining President and the head steward. Five minutes before the time to enter the dining room (as advised by the head steward), Mr/Madam Vice will announce to the assembled guests, "Ladies and Gentlemen, dinner will be served in five minutes". This then provides guests time to make the necessary private arrangements to see them through the dinner period.

This is an uncontrolled document printed for reference only.
The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Part 6 - Formal Police dining, Continued...

Version : 1.0

Dinner announcement

When dinner is ready the head steward will advise Mr/Madam Vice who will obtain the Dining President's agreement and then announce loudly to the assembled guests "Ladies and Gentlemen, dinner is served". The Dining President and the head table guests will lead the diners into the dining room.

Dining room

The layout for a formal dinner follows a traditional concept (see "Layout for a formal dinner"). The seating plan is provided by the Dining President and before entering the dining room guests should familiarise themselves with their seat allocation. In some cases the seating plan may only provide for the 'Head Table' and Vice Dining President leaving other seating to individual choice.

On entering the dining room the Dining President, other dignitaries and guests will proceed to their allotted seat or move so as to fill the tables as the case may be. They stand behind their chairs. When all guests have left the ante-room Mr/Madam Vice will check adjacent rooms including toilets to ensure all guests are accounted for. He/she then enters the dining room and checks that all guests have been allocated a seat.

Any empty seats must be at the ends of the tables because once the dinner starts those empty place settings will be removed as a mark of respect to those that could not attend the function.

On being satisfied that the seating arrangements are correct, Mr/Madam Vice will stand behind their chair and announce "Mr Dining President, all your guests are assembled Sir/Ma'am".

Now that the dinner has begun no one may leave the room unless there is an emergency.

The Dining/Mess President will observe a slight pause and will then say, "Mr/Madam Vice please arrange for grace to be said." The Vice Dining President will then call upon a pre-selected member of the mess to say grace.

After grace is said, all people present take their seats and the serving of dinner starts, beginning with the Dining President and the head table. Once the Dining President has begun his or her meal others may start.

Dinner

All meal courses and wines/beverages are served at the table by the stewards. The tables will have been pre-set with cutlery and glasses. In the case of the cutlery a simple guide is to start with the outside utensils and work inwards progressively with each course.

Wine glasses will be set with each place setting. The port glass if already placed on the table should not be used during the meal.

Formal dinners are celebratory by nature and diners are welcome to converse with each other but it is considered to be a breach of etiquette for excessive noise to be made to the extent that the Dining President is required to request a reduction in the noise level.

Once the meal has been completed the Dining President will announce, "Ladies and Gentlemen we will now adjourn for a five-minute comfort break." At this all guests will stand and the Dining President will lead the members of the head table from the room. Other guests will stand, and then follow.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Part 6 - Formal Police dining, Continued...

Version : 1.0

Note: Although this is a practice generally not accepted within strict protocol, it is becoming more acceptable today and remains within the Dining President's discretion.

While the guests are absent from the room the stewards will clear the tables of all cutlery, crockery etc leaving only the wine and port glasses to be used for the toasts. On some occasions the Dining President may request that all glasses other than the port glasses be removed. This will depend on whether or not wine will be available once the meal has been completed.

Once the Vice Dining President is aware that the dining room has been set he or she will liaise with the Dining President. The Dining President will then lead the head table guests back into the dining room followed by other guests. Guests will stand behind their chairs on arrival in the dining room.

Once the Vice Dining President has checked that all guests have returned he/she will announce, "Mr/Madam Dining President all your guests have reassembled Sir/Maam."

The Dining President will announce, 'Please be seated.'

The head steward will deliver a decanter to the head table and ensure all dignitaries receive port. Meanwhile other stewards then deliver the port decanter(s) to pre-selected guests. The guest takes the decanter and holds it in both hands, then pours the port into his/her glass before passing the decanter to the left. It must not touch the table until it is either not required or is empty. Depending upon the size of the dinner, one, two or more decanters may be used but the etiquette remains the same regardless of the number.

Once all members of the mess have been served the head steward takes the port to the Dining President who serves him/herself.

Toasts

At all dinners both alcoholic and non-alcoholic beverages are served. Non-alcohol drinkers are not expected to breach their ethics and may give the toast with any beverage alcoholic or not. It is considered poor manners to toast with an empty glass.

Once all members have port / non alcoholic drink the Dining President will strike the gong/gavel and say, "Mr/Madam Vice please arrange for the Loyal Toast to be proposed". Mr/Madam Vice then stands and announces, "I now call upon _____ name _____ to propose the Loyal Toast".

The proposer will then stand, hold his/her glass in their right hand and say: "Ladies and Gentlemen". At this signal all present stand and hold their glasses in their right hand. The proposer will then raise his/her glass and say: "The Queen". All guests then raise their glasses and repeat: "The Queen".

No other words are used and terms such as 'God Bless Her' or other words in addition to the toast are not acceptable. All present then drink the Loyal Toast consuming about one third of the glass's contents.

In formal dinners the Loyal Toast is followed by a toast to the Police service. This is conducted in a similar manner to the Loyal Toast with this exception: A brief speech is made relating to the service by the pre-selected proposer.

After Mr/Madam Vice has called the member to propose the toast to the Police service the member will read their prepared speech. Once completed the format for the toast is as per the Loyal Toast except the toast is to "The Police".

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Part 6 - Formal Police dining, Continued...

Version : 1.0

This then concludes the toasts.

At this point the Dining President will request Mr/Madam Vice to assemble the catering staff in the dining room. Once Mr/Madam Vice has assembled the staff Mr/Madam Vice will then call upon a pre-selected guest to give a vote of thanks to the catering staff.

Once completed, all guests will applaud the staff as they leave the hall.

Conclusion

If a guest speaker is present to address the dinner the Dining President will now announce, "Mr/Madam Vice please arrange for the guest speaker to be introduced". Mr/Madam Vice will then be called upon a pre-selected guest to complete this introduction.

On completion of the address the speaker will be thanked by a pre-selected guest who may make some presentation if applicable.

This then completes the formal aspects of the dinner. All may engage in conversation freely until the Dining President announces that the dinner is now adjourned and leaves with the head table guests. As they depart the dining room all other guests stand before following to an ante room for coffee etc.

Key formal dinner protocols

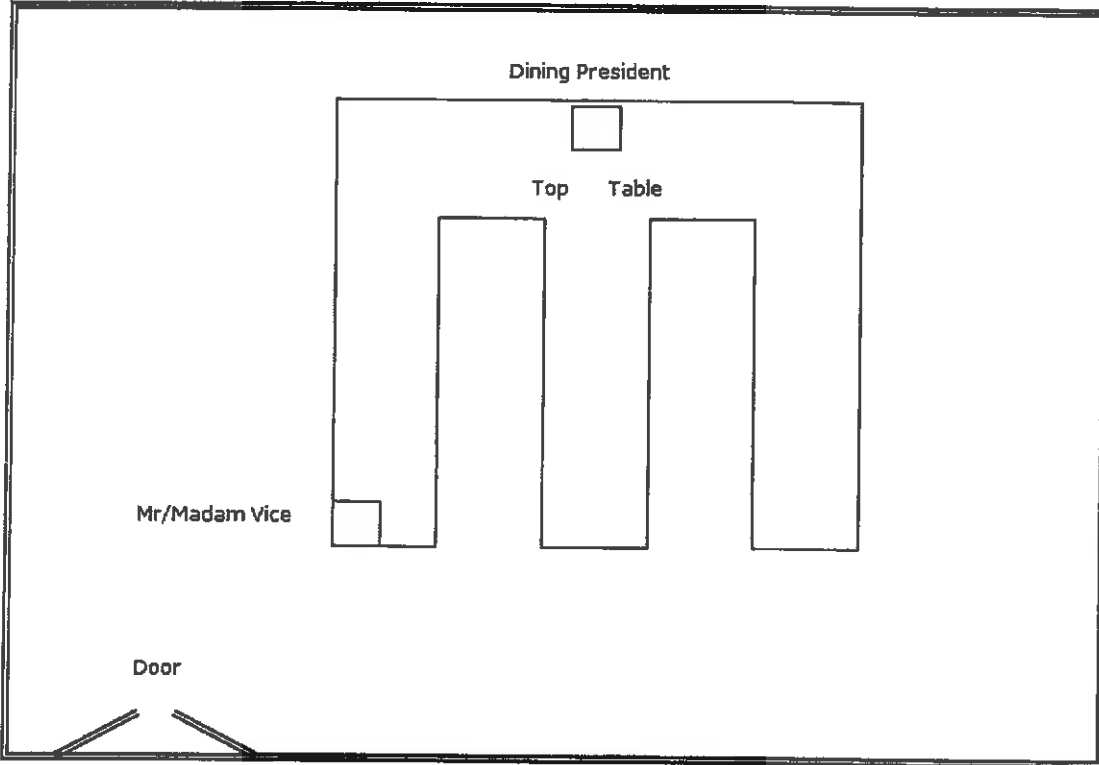
1. No person can leave the dining room once the dinner has formally commenced. In the event of sudden illness or some other emergency a member must first alert the senior member present to seek permission to leave the mess.
2. The Dining President will lead all proceedings, including:
 - leading guests to and from the dining hall
 - beginning each course before others diners start eating.
3. Guests must remain seated unless invited to move by the Dining President.
4. Full uniform must be worn at all times (Including mess jackets/tunics buttoned correctly).
5. A port decanter is held in two hands and always passed to the left. The decanter is never allowed to touch the table.



Part 6 - Formal Police dining, Continued...

Version : 1.0

Layout for a formal dinner



Scripts

The following scripts give a guide to the interaction between the Dining President and the Vice Dining President.

Dining president script

DINING PRESIDENT	
Entering the Dining room	<p>Upon the announcement that dinner is served the Dining President then escorts the top table to the dining room.</p> <p>Other guests then follow. All stand behind their chairs.</p> <p>The Mr/Madam Vice announces,</p> <p><u>"Mr/Madam Dining President. All your guests are now assembled Sir/Ma'am."</u></p> <p>The Dining President then says,</p>
Grace	<p><u>"Mr/Madam Vice, Please arrange for Grace to be said."</u></p> <p>Mr/Madam Vice then announces,</p> <p><u>"I now call upon _____ to say Grace"</u></p> <p>Grace is said.</p> <p>The Dining President will then announce,</p>

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police instructions site which is accessible via the New Zealand Police Intranet.



Part 6 - Formal Police dining, Continued...

Version : 1.0

<p>Thanking the Catering Staff</p>	<p>The proposer then makes a short speech and then proposes the toast to the Police Service.</p> <p>Everyone sits.</p> <p>After a short delay the Dining President will strike the gong/gavel once and announce,</p> <p><u>"Mr/Madam Vice: Please assemble the Catering Staff in the Dining room."</u></p> <p>Mr/Madam Vice assembles the catering staff and announces without reference to the Dining President,</p> <p><u>"I now call upon _____ to give a vote of thanks to the catering staff."</u></p>
<p>Awards</p> <p>Guest Speaker</p> <p>Thanking the Guest Speaker</p> <p>Adjourning the dinner</p>	<p>Should the Dining President wish to present awards, certificates or other tokens of appreciation they should be presented now.</p> <p>After a short delay the Dining President will strike the gong/gavel once and announce,</p> <p><u>"Mr/Madam Vice: Please arrange for the guest speaker to be introduced."</u></p> <p><u>"I now call upon _____ to introduce the guest speaker."</u></p> <p>At the conclusion of the speech the guest speaker will be thanked by a pre-selected guest.</p> <p>The Dining President now thanks Mr/Madam Vice.</p> <p>After a short delay the Dining President then strikes the gong/gavel/gavel once and announces,</p> <p><u>"Ladies and Gentlemen: We will now adjourn for coffee."</u></p> <p>The top table then leaves first followed by the other guests.</p>



Part 6 - Formal Police dining, Continued...

Version : 1.0

Vice dining president script

VICE DINING PRESIDENT	
5 Minutes Prior to Dinner	<p>Vice Dining President strikes the gong three times and waits for silence then announces,</p> <p><u>"Ladies and Gentlemen: Dinner will be served in five minutes."</u></p>
Entering the Dining room	<p>Vice Dining President strikes the gong three times and waits for silence then announces,</p> <p><u>"Ladies and Gentlemen: Dinner is now served."</u></p> <p>The Dining President then escorts the top table to the dining room. Other guests then follow.</p>
Guests Assembled	<p>After checking that everyone is present, all have a seat and any empty place settings are at the ends of the tables the Vice Dining President then walks to his/her allotted seat and announces,</p> <p><u>"Mr/Madam Dining President: All your guests are now assembled Sir/Ma'am."</u></p>
Grace	<p>The Dining President then says,</p> <p><u>"Mr/Madam Vice: Please arrange for Grace to be said."</u></p> <p>Mr/Madam Vice then announces,</p> <p><u>"I now call upon _____ to say Grace"</u></p> <p>Grace is said.</p>
Welcome The Meal	<p>Every one sits.</p> <p>The Dining President will officially welcome the guests to the formal dinner. Mr/Madam Vice will be introduced along with other invited guests.</p>
Adjourning for Comfort Break	<p>The formalities dictate that the 'Top Table' will be served first and everyone will delay eating their meal until the Dining President begins to eat. At the conclusion of the meal the Dining President strikes the gong/gavel once and then announces,</p> <p><u>"Ladies and Gentlemen: We will now adjourn for a five minute comfort break."</u></p> <p>The top table now leaves the room followed by other guests.</p>



On Return to the Room	<p>On returning to the room everyone will remain standing behind his or her seats.</p>
Port	<p>The Vice Dining President will then check that everyone is present and will then announce,</p>
	<p><u>"Mr/Madam Dining President: All your guests are re-assembled Sir/Ma'am."</u></p>
	<p>The Dining President will then announce,</p>
	<p><u>"Please be seated."</u></p>
	<p>The port is now presented to selected guests. The guests serve themselves holding the carafe in two hands at all times. The port and the decanter is then passed to the left without touching the table. When all present have port the Head Steward will indicate this to the Dining President.</p>
Loyal Toast	<p>The Dining President will strike the gong/gavel once and announce,</p>
	<p><u>"Mr/Madam Vice: Please arrange for the Loyal Toast to be proposed."</u></p>
	<p>Mr/Madam Vice will then stand and announce,</p>
	<p><u>"I now call upon to propose the Loyal Toast."</u></p>
	<p>The Loyal toast is proposed. Everyone sits.</p>
Toast to the Police Service	<p>After a short delay the Dining President will strike the gong/gavel once and announce,</p>
	<p><u>"Mr/Madam Vice: Please arrange for a toast to the Police Service to be proposed."</u></p>
	<p>Mr/Madam Vice will then stand and announce,</p>
	<p><u>"I now call upon to propose a toast to the Police Service."</u></p>
	<p>The proposer then makes a short speech and then proposes the toast to the Police Service.</p>
	<p>Everyone sits.</p>
Thanking the Catering Staff	<p>After a short delay the Dining President will strike the gong/gavel once and announce,</p>
	<p><u>"Mr/Madam Vice: Please assemble the Catering Staff in the Dining room."</u></p>



Formal Police dining, Continued...

Version : 1.0

Awards	<p>Mr/Madam Vice will then stand, and request the staff to assemble in the dining room and then return to his/her seat but remain standing. Once the staff are assembled he will announce without reference to the Dining President,</p> <p><u>"I now call upon _____ to give a vote of thanks to the Catering Staff."</u></p> <p>The selected guest then thanks the staff and at the conclusion the guests applaud. The catering staff then leave the room.</p> <p>After a short delay the Dining President will strike the gong/gavel once and announce,</p> <p>Should the Dining President wish to present awards, certificates or other tokens of appreciation they should be presented now.</p> <p>After a short delay the Dining President will strike the gong/gavel once and announce,</p>
Guest Speaker	<p><u>"Mr/Madam Vice: Please arrange for the guest speaker to be introduced."</u></p> <p>Mr/Madam Vice will then stand and announce,</p> <p><u>"I now call upon _____ to introduce the guest speaker."</u></p> <p>The guest speaker then gives their speech.</p>
Thanking the Guest Speaker	<p>At the conclusion of the speech a pre-selected guest will thank the Guest Speaker.</p> <p>The Dining President then thanks Mr/Madam Vice.</p> <p>After a short delay the Dining President then strikes the gong/gavel once and announces,</p>
Adjourning to the Bar	<p><u>"Ladies and Gentlemen: We will now adjourn for coffee."</u></p> <p>The top table then leaves first followed by the other guests.</p>



Part 7 - Death of a Police employee, Continued...

Version : 2.0

Methods of farewelling a Police employee or former member

This section:

- sets out the compliments that may be paid and briefly describes each compliment
- covers the use of Police regalia such as the Police flag and how to drape the casket.

It contains the following topics:

- [Compliments to be paid](#)
 - [Marching Escort](#)
 - [Bearer Party](#)
 - [Guard of Honour](#)
 - [Insignia Bearer](#)
- [Use of Police regalia/flags](#)
- [Casket decoration](#)

If it is the wish of the next-of-kin to farewell their loved one by way of a Police funeral (where eligible or approved by the Commissioner) or Police-assisted funeral, the District Commander or National Manager must appoint an appropriate employee to arrange the necessary ceremonial details, including the compliments to be paid.

The selected employee must liaise between the next-of-kin, family liaison officer, Police and the person conducting the ceremony, e.g. minister of religion. The level of compliments or assistance must be as directed by the District Commander, after consultation with the Commissioner. The selected employee must arrange those compliments.

Compliments to be paid

Police may honour the passing of a serving employee with compliments to be paid at the funeral according to the circumstances of the death. Such compliments may include:

- Marching Escort
- Bearer Party
- Guard of Honour
- Police Chaplain.

Marching Escort

A Marching Escort of not more than 30 Police in full uniform and under the command of a sergeant may be provided at the Police funeral of a senior Police employee. If plain clothed employees are required in the marching group then they should be placed in the centre ranks of the marching group. Where necessary and time permits, suitable training should be given to the Marching Escort before the funeral.

Note: Ensure that all participants are dressed alike, noting the dispensation for plain clothed Police above.

Bearer Party

The Bearer Party is a group responsible for carrying the casket and consists of an officer in charge, six bearers and two orderlies to carry the bearers' head dress. The Bearer Party should, wherever possible, be of the same rank as the deceased except where the deceased is an inspector or above, in which case the bearers should be either senior sergeants or sergeants.

Note: The Bearer Party members should be of matching height.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Part 7 - Death of a Police employee, Continued...

Version : 2.0

Guard of Honour

An appropriate number of Police may be formed up as a Guard of Honour outside the church or funeral chapel and at the cemetery under the command of a senior sergeant or sergeant.

Note: All uniformed Police must be dressed alike.

Insignia Bearer

An Insignia Bearer will not normally be required, unless the deceased was heavily decorated with insignia such as medals. If considered necessary an Insignia Bearer will be positioned within the processional party and must carry the insignia on a silk or velvet cushion and precede the casket in the procession.

Use of Police regalia/flags

Police regalia/flags may be used at the funeral at the Commissioner's discretion.

Casket decoration

If relatives wish, the casket may be draped with the New Zealand Police funeral flag or the New Zealand flag, in this manner:

- The flag is draped over the casket in such a manner that the Union quarter falls over the left shoulder of the deceased.
- The head dress of the deceased should be placed at the top of the casket at the head end.
- A wreath may be supplied by the next-of-kin and must be placed on top of the casket at the feet end.
- All items must be securely attached to the drape with large blanket pins.

Any insignia of the deceased should be pinned to a blue or black silk or velvet cushion and placed on the casket or a table conveniently positioned near the head of the casket or when necessary carried by the Insignia Bearer.



Part 7 - Death of a Police employee, Continued...

Version : 2.0

Funeral procedure

This sections sets out the procedures to follow before, during and after the service. It contains the following topics:

- [Order of dress](#)
 - [White gloves](#)
 - [Mourning bands](#)
 - [Chaplains' scarves](#)
- [Procedure in church or funeral chapel](#)
- [Movement from church or chapel to funeral procession](#)
- [Carrying the casket](#)
- [Positions within the procession from the church](#)
- [Saluting](#)
- [Order of procession](#)
- [Action at cemetery/crematorium](#)
 - [Considerations at cemetery/crematorium](#)
- [Saluting](#)

Order of dress

Employees attending funerals in uniform must wear formal uniform (including tunic and forage cap) and medals.

White gloves

White gloves, if available, may be worn by uniformed members of a Guard of Honour and a Marching Escort.

Inspectors and above must carry their black gloves in their left hand. Gloves must not be worn at any time during a ceremonial occasion.

Mourning bands

The custom of wearing mourning bands is rarely followed today, but when ordered during a period state mourning, designated employees should wear a mourning band of black cloth 80mm wide, halfway between the left elbow and shoulder.

Mourning bands must not be worn at ceremonies such as the unveiling of memorials and Anzac and Remembrance Day ceremonies unless such ceremonies take place during a period of state mourning.

Chaplains' scarves

Police chaplains must, as a mark of respect to the deceased, wear their authorised scarf/stole.

Procedure in church or funeral chapel

The Bearer Party should be positioned in the church or chapel before the arrival of the next-of-kin. Those employees detailed as orderlies should be positioned on either side of the church or chapel entrance to collect the head dress of the Bearer Party as they enter and return it to them when the casket is positioned in the hearse.

It is customary for the next-of-kin to be seated in the front pew on the gospel side of the church or chapel (left-hand side facing the altar or lectern) and the bearers in the front pew on the epistle side of the church or chapel (right-hand side facing the altar or lectern).

The Bearer Party should be seated in the formation they will be in when they move forward to the casket. The officer in charge must be on the outer flank.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Part 7 - Death of a Police employee, Continued...

Version : 2.0

Two employees should be appointed to march immediately to the rear of the Bearer Party to carry the party's head dress.

Movement from church or chapel to funeral procession

The officiating minister or person conducting the funeral ceremony stands facing the casket at the feet end while the Bearer Party is taking its position.

The funeral director will usually be responsible for signalling the Bearer Party forward and will take up an appropriate position, usually near the feet end of the casket.

The Bearer Party and, if applicable, the Insignia Bearer must move forward in a disciplined manner and take up their allotted positions. The sergeant or senior sergeant (supervisor) in charge and the Insignia Bearer stand at the head end of the casket. The supervisor must quietly give the order for the casket to be lifted.

Carrying the casket

The casket must be carried feet end first and the bearers must follow the commands of the officer in charge. Commands, in a low voice, will be "prepare to lift - lift", "slow march", "halt, prepare to lower - lower". When in the lift position, the Bearer Party should be evenly spaced three to each side of the casket, their arms crossed around each other's shoulders, the coffin resting on the shoulders with the side of their face close to the casket. The free hand should grasp the casket.

Should the bearer party be unpractised at lifting the casket to the shoulder, or unable to do it, the casket may be carried by side-handles.

The bearers must step off with the inside foot. The officer in charge must keep two paces behind the Bearer Party and the Insignia Bearer, if applicable, must keep a pace behind.

Positions within the procession from the church

This table shows the order of the procession leaving the church.

1	Cross bearer and acolytes (when present).
2	Officiating clergy or person conducting the ceremony.
3	Funeral director.
4	The casket borne by the Bearer Party.
5	The officer in charge of the Bearer Party
6	Insignia Bearer (if required)
7	Next-of-kin (chief mourners).
8	Official representatives.
9	Other mourners.

Saluting

As the casket appears at the church or chapel doorway, the officer in charge of the Guard of Honour and/or marching group will call their group to attention and salute. They must remain at the salute while the casket is positioned in the hearse.

Order of procession

This table shows the order in which the funeral procession must move off.

1	The marching escort (if required).
2	The hearse flanked by the Bearer Party.
3	Next-of-kin (chief mourners).
4	Official representatives.
5	Other mourners.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Part 7 - Death of a Police employee, Continued...

Version : 2.0

The procession should move off and proceed to a predetermined point. This point should, where practicable, be an intersection that would allow any escort to wheel away from the procession. Once the escort has wheeled away the hearse and chief mourners' vehicles will follow the designated route to the cemetery or crematorium.

The Marching Escort must, on reaching the predetermined position, wheel out of the procession and disperse in an orderly manner once the procession is out of sight.

The Bearer Party that has been marching on the flank may either:

- shorten their pace and fall to the rear of the hearse where they must wheel out of the procession and join their allotted vehicle(s) and move independently to the cemetery or crematorium, or
- halt and turn inwards. When their vehicles, which were pre-positioned in the procession, draw abreast of them, they must enter the vehicles and if required drive in procession to the cemetery or crematorium.

The Guard of Honour after the funeral procession has moved off must, on command, turn to the right and fall out.

Action at cemetery/crematorium

Step	Action
1	The Guard of Honour (if required) must be in position before the arrival of the procession, and be formed up in a static position.
2	When the mourners have entered the chapel, or reached the graveside, the Guard of Honour may be dismissed.
3	The casket must be removed from the hearse by the Bearer Party and carried feet end foremost to the place of internment (or crematorium chapel). It must be placed in position on beams immediately over the grave, or if in the chapel, in the position indicated.
4	The Police flag must be removed and folded under the direction of the officer in charge of the Bearer Party, and the accoutrements recovered.
5	The procession must move into the chapel or to the gravesite in the same order as detailed in 'Order of procession' above.

Considerations at cemetery/crematorium

- During the service at the graveside, the head dress of those attending in uniform must not be removed except that of the bearers when actually carrying the casket.
- No head dress must be worn inside the church or chapel during the service.
- At a gravesite service the bearers must remain in position beside the casket until it is lowered.
- In a crematorium, once the casket is placed on the catafalque the bearers must return to their allotted seats.

Saluting

At the conclusion of the ceremony at the cemetery, the official Police mourners followed by one senior sergeant or sergeant and one constable, starting with the senior employee present, should approach the grave side, adopt a position of attention and salute, and then move off.

The same procedure should be followed in a crematorium chapel where, at the conclusion of the ceremony, the nominated people should replace their head dress, approach the catafalque, and salute before retiring.



Part 7 - Death of a Police employee, Continued...

Version : 2.0

At the conclusion of a Police-assisted funeral this protocol would not normally be observed, but may be carried out if requested by the next-of-kin.

At a Police funeral, if the deceased employee is a returned soldier and next-of-kin request the 'Last Post', efforts should be made to comply with the request. All employees of the position level of inspector and above in uniform attending the funeral must salute during the 'Last Post' and remain at attention during the Rouse/Reveille. The senior sergeants, sergeants and constables must come to attention. There must be no saluting by officers indoors and without a head dress on.

Any employee of inspector position or above in uniform attending the funeral must come to attention and salute if outside the church, when the senior sergeant or sergeant in charge of the Escort/Guard of Honour salutes the appearance of the casket from the church. Any other Police employee attending the funeral must come to attention.



Part 7 - Death of a Police employee, Continued...

Version : 2.0

Māori Police funerals

This section provides guidelines for marae protocol and customs when mourning the death of a serving Māori Police employee. They are not intended as a rigid rule nor should they be interpreted as the only correct custom among iwi. The intention is to give as broad a format as possible to assist supervisors when planning and/or attending Māori funerals. The section contains the following topics:

- [Initial actions](#)
- [Family liaison](#)
- [Iwi liaison officers](#)
- [Dressing of the casket](#)
- [General protocols](#)
 - [Assembly outside the marae](#)
 - [Entry onto marae](#)
 - [Seating](#)
 - [Speaking order](#)
 - [Whaikōrero \(speeches\)](#)
 - [Koha \(offering\)](#)
 - [Hongi \(pressing of noses\)](#)
 - [Whakanoa \(cleansing/removal of sacred spirits from the earthly body\)](#)
 - [Hakari \(funeral feast\)](#)

Initial actions

The appointed family liaison officer must follow these steps.

Step	Action
1	Ensure you liaise with the family of the deceased at the earliest opportunity to establish a dialogue between Police and family.
2	Discuss the Police funeral entitlement, format and procedure, then whether or not the family requests a Police funeral or other compliments.
3	If Police involvement is requested, ensure you know who is to be the family's controlling member (kaumātua) for liaison.

Family liaison

Liaison with the family is vital. It is important that the family liaison officer approaches this task with dignity, patience and respect. The district iwi liaison officers, if not selected as the family liaison officer, will be a valuable source of knowledge on protocol.

Iwi liaison officers

Iwi liaison officers will advise all Police staff on the necessary protocols of the particular iwi and provide a full briefing before attending the tangi.

As customs and protocols change from iwi to iwi, all staff must be fully conversant with the key protocols so that Police attendance is seen as respectful, dignified and professional.

Dressing of the casket

The OC Bearer Party, if required, must ascertain the tribal customs for the 'dressing' of the casket. It is essential that any Police accoutrements are suitable alongside any family or tribal taonga placed on the casket. What items may/must be removed before burial will need to be clarified.



Part 7 - Death of a Police employee, Continued...

Version : 2.0

General protocols

Assembly outside the marae

The local iwi liaison officers will establish by negotiation the correct timings for the Police party to enter the marae. As the timetable is often very fluid all Police attendees must arrive well before the appointed time to ensure they join the Police group.

Should an employee miss the entry of the Police party, they must enter with the next group forming for entry.

Entry onto marae

Before hearing the 'karanga' (call of welcome) from the local kuia (female elders) the Police party should assemble at the entrance with the females leading surrounded by the senior members of the party. Other members of the party must follow very closely behind.

It is customary to move onto the marae in a slow and respectful manner, heads bowed. Those in uniform must remove their head dress before entry. After entry the group must pause short of the meeting house and wait until a local kaumātua signals the party to the seating provided for them.

Seating

Throughout the speeches local and visiting speakers sit on opposite benches facing each other across the marae. The speakers for the visitors sit on the front benches with the women and the remainder of the party behind them.

Speaking order

There are two main regional styles: paeke, where all the speakers of the local side speak first followed by the speakers of the visitors; and tu atu - tu mai, where the local speakers and visitors alternate with each other. Local speakers provide the opening and closing speeches.

The briefing by iwi liaison officers must cover the exact protocol used.

Whaikōrero (speeches)

Those fluent in te reo Māori will be aware of the required format for their whaikōrero, but for those non-Māori speakers intending to speak an ideal format would be:

- Condolences to the spouse, children and parents of the deceased in that order.
- Some comment regarding the deceased's service in Police.
- The fact that the deceased will be missed by his/her colleagues.
- General condolences for all.

It is preferable that the first Police speaker is a te reo Māori speaker followed by the senior Police mourner and then the remaining speaker(s).

Koha (offering)

The last speaker representing the visitors will lay down the gift or koha on the marae signalling the end of their part in the speeches.

Hongi (pressing of noses)

Depending on the particular iwi involved this custom can either take place before the speeches or after the last speaker has concluded his speech. The local kaumātua will indicate where to start. The locals will stand and form a line and the visitors will move along it shaking hands and pressing noses with everyone in turn.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Part 7 - Death of a Police employee, Continued...

Version : 2.0

Whakanoa (cleansing/removal of sacred spirits from the earthly body)

Following the hongi, visitors are usually invited to partake in a meal or cup of tea. This act is referred by Māori as 'whakanoa' - the cleansing/removal of tapu restrictions from the person.

Following this act, you are finally on an equal footing with the locals and you may come or go at will depending on the duration of your stay on the marae.

Hakari (funeral feast)

The hākari or funeral feast is usually on the day of the funeral, when the largest number of mourners will have arrived to pay their respects, and in so far as a Police funeral is concerned this is the day Police officially participate.



Uniform, dress standards and appearance

Version : 9.0

Detailed table of contents

This chapter contains the following topics:

Summary

- [Purpose](#)
- [Introduction](#)

Responsibilities

- [Employer \(Police\) responsibilities](#)
- [Employee's responsibilities](#)
 - [Misconduct](#)
- [Supervisors' responsibilities](#)

Governance

- [Who approves uniform?](#)
- [How are changes to uniform approved?](#)
- [Operational Advisory Committee](#)
- [Uniform Working Group](#)

Who is required to wear uniforms and when?

- [Who wears uniform](#)
- [Uniform styles](#)
- [When uniform must be worn](#)
- [Exemption from wearing specific uniform items on medical grounds](#)
- [Being "In uniform"](#)
- [Improper use of uniform](#)
- [Who holds uniforms in reserve](#)

Plain clothes

- [Who approves wearing plain clothes?](#)
- [Who wears plain clothes?](#)
- [Plain clothes allowances](#)
- [Who is not eligible for a plain clothes allowance?](#)

Requirements when wearing uniforms

- [Common uniform styles should be adopted](#)
 - [Seasonal changes](#)
- [Hats](#)
- [Requirements for wearing uniform items](#)
 - [Constables and recruits](#)
 - [Extreme cold weather clothing](#)
 - [Authorised officers/ temporary constables - not including recruits](#)
- [High visibility garments](#)
- [Specialist and overseas deployment uniform items and equipment](#)
- [Duty belt and appointments](#)
- [Items of cultural significance](#)
- [Alteration or modification](#)

Footwear

- [Introduction](#)
- [Purpose](#)
- [Principles](#)
- [Associated documents](#)
- [Response roles](#)
- [Footwear type](#)
- [Issuing and wearing approved footwear](#)
 - [Procurement](#)
 - [Purchasing own footwear](#)
 - [Unavailability of footwear](#)
 - [Frequent situational wear](#)
 - [Existing footwear](#)

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

- [Medical reasons for not wearing Police supplied footwear](#)
- [Airport/CVIU/Serious Crash Unit staff](#)
- [Footwear specification](#)
 - [Mandatory Criteria 1](#)
 - [Mandatory Criteria 2](#)
 - [Mandatory Criteria 3](#)
 - [Mandatory Criteria 4](#)
 - [Mandatory Criteria 5](#)
 - [Mandatory Criteria 6](#)
 - [Optional Criteria - Toe Cap](#)
- [Police supplied footwear](#)

[Dress standards for court](#)

- [Present a professional image](#)
- [When must/ must not uniform be worn in court?](#)
- [Dress standards](#)
- [Off duty employees attending court](#)
- [Wearing operational uniform](#)

[Stab resistant body armour \(SRBA\)](#)

- [Purpose of SRBA](#)
- [Components and features](#)
 - [Overt SRBA](#)
- [Level of protection provided by SRBA](#)
 - [Ballistic body armour to be worn when offenders may be armed](#)
- [Who wears SRBA and when must it be worn?](#)
 - [Mandatory wear](#)
 - [Situational wear](#)
 - [Discretionary wear](#)
- [Risk analysis](#)
 - [DPS in protection role](#)
 - [Low risk situations](#)
- [Response roles defined](#)
- [Correct fitting of SRBA](#)
- [Regular inspections](#)
- [Hazards of wearing SRBA](#)
- [Procedure when discomfort wearing SRBA is experienced](#)

[Issue, return and disposal](#)

- [Issue](#)
- [Approved uniform items](#)
- [Initial issue](#)
- [Issue of new items on promotion](#)
- [Issue on transfer from plain clothes to uniform](#)
- [Order and supply of uniform and equipment](#)
 - [How to order](#)
- [Damage or faults with uniform and equipment](#)
- [Worn out uniform](#)
- [When uniforms do not fit](#)
- [Restrictions on wearing obsolete uniform items](#)
- [Obsolete uniform items](#)
- [Returning items not required or when employment ceases](#)

[Tailoring](#)

- [When can uniform items be tailor made?](#)
- [Fabrics and components necessary for tailoring](#)

[Care of uniforms and SRBA](#)

- [Cleaning uniforms](#)
- [Dry-cleaning costs](#)

This is an uncontrolled document printed for reference only.
The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

- [Maintaining high visibility garments](#)
- [Care and maintenance of SRBA](#)
 - [Washing and drying SRBA](#)
 - [Repairs or alterations](#)

[Non-operational use of uniform](#)

- [Retired employees](#)
- [Social functions](#)
- [Restricted uses](#)
 - [Approving non-policing or external requests for uniform items](#)

[Identifying Police](#)

- [Identification and position level \(formerly 'rank'\) insignia](#)
 - [Diagrams of position level insignia](#)
 - [Name badges](#)
- [Orders, decorations and medals](#)

[Personal appearance: uniformed and constabulary employees](#)

- [Introduction](#)
- [Hair](#)
- [Facial hair](#)
- [Sunglasses](#)
- [Jewellery](#)
- [Tattoos](#)

[Police employee uniform - non constabulary](#)

- [Introduction](#)
- [Purpose](#)
- [Standard approved garments \(Police employee\)](#)
- [Entitlements](#)
- [Use](#)
- [Alterations to garment Police embroidery](#)
- [Name badges](#)
- [Merit awards, ribbon bars and remembrance items](#)
- [Drycleaning allowance](#)
- [Payment](#)
- [Damage to garments](#)
- [Leaving Police employment](#)



Uniform, dress standards and appearance, Continued...

Version : 9.0

Summary

This section contains the following topics:

- [Purpose](#)
- [Introduction](#)

Purpose

This chapter sets out minimum standards for dress and appearance, including the wearing of uniforms (including [footwear](#) for those in response roles). It should be used as a guide to help employees adhere to these standards and to exercise their judgement on what is and is not appropriate.

It is not possible to provide examples of every appropriate or unacceptable dress or appearance standard. Employees are expected to exercise good judgement on what is considered a professional and business-like appearance.

Introduction

New Zealand Police aspires to be a world class Police service that has the trust and confidence of the public and the communities it serves. How Police employees present themselves impacts, both positively and negatively, on the way the community views Police and this ultimately impacts on public satisfaction and confidence in policing.

Police set standards of dress and appearance that present a professional image to the public and colleagues, both inside and outside Police premises. These standards balance the competing needs of health and safety, professionalism and effective policing. Anything that detracts from the professional image of Police must be avoided.

The Police uniform is integral to a visible Police service and portrays an image which instils confidence, trust and respect for the person wearing it.

Police work in a variety of situations and may wear different styles of approved uniform appropriate to the type of situation they are facing. The style of uniform being worn in a situation sends a strong signal to the public about how Police intend to police the situation. A Police employee dressed in their uniform unhurriedly walking the street portrays the image that all is well. They're approachable and provide those in the community around them with a sense of order and safety. On the other hand, a Police employee dressed in protective equipment with the visor of their helmet down portrays an image of authority and strength.

The Police uniform conforms to a number of guiding principles and is designed to:

- convey professionalism and fit with the values and principles of policing
- provide clear identification and accountability of Police and the powers they hold
- reinforce the image of Police as a trusted and respected part of the community
- support a visible Police service and connect with the traditions of policing in New Zealand by recognising both Police's and New Zealand's cultural heritage
- be distinctly Police and support the concept of "one Police"
- be modern, comfortable and fit for purpose – a uniform that all Police are proud to wear
- be non-discriminatory
- be nationally consistent across the country and across the various specialist groups.

All employees, whether in uniform or not, are expected to contribute to the positive image of Police by maintaining a high standard of personal appearance while on duty.

Police must look smart, act smart, and be smart.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Responsibilities

This section contains the following topics:

- [Employer \(Police\) responsibilities](#)
- [Employee's responsibilities](#)
 - [Misconduct](#)
- [Supervisors' responsibilities](#)

Employer (Police) responsibilities

Police is responsible for:

- specifying the items of clothing and equipment that constitute an approved uniform, including the relevant additional items for employees trained in and performing specialist roles
- providing employees with uniform and equipment appropriate to their role and enabling them to carry out their duties effectively and safely, while portraying a professional image of Police
- ensuring an approved uniform has items available to meet employees' cultural and religious needs
- providing employees with the necessary personal protective equipment appropriate to their role once training with the equipment has been completed
- renewing or replacing uniform items or equipment when they become unserviceable as a result of policing activities or through normal wear and tear
- consulting with employees in relation to clothing and equipment requirements.

Employee's responsibilities

All uniform items, equipment and protective clothing remain the property of Police and employees must secure them against loss or theft. When an employee ceases employment, or changes their sizing all uniform items must be returned to Police. Uniform items must not be sold or provided as souvenirs.

All employees, whether uniformed or not, are expected to maintain a smart, professional, clean and tidy standard of dress and appearance, unless their duties dictate otherwise. It is everyone's responsibility to help maintain and improve the professional image of the Police.

[Uniformed employees](#) must only wear approved uniform including badges and insignia, or equipment appropriate to their role and issued by the Police. Uniforms must be kept clean, neatly pressed and in serviceable condition.

Misconduct

Failure to comply with Police policies on uniform, dress standards and personal appearance may be considered misconduct under the Police [Code of Conduct](#).

Supervisors' responsibilities

Supervisors are responsible for ensuring:

- their employees are presentable and wear only approved uniform and equipment as described in this chapter
- that their employees' uniforms are clean, tidy and serviceable.

Supervisors are expected to provide guidance on uniform, dress and appearance standards when necessary. If a supervisor has concerns about an employee's appearance they should discuss this with the employee in the first instance. If the employee's uniform, dress or appearance does not meet the standards in this chapter the supervisor may consider alternate duties for the employee or may require them to change their uniform or appearance.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Governance

This section contains the following topics:

- [Who approves uniform?](#)
- [How are changes to uniform approved?](#)
- [Operational Advisory Committee](#)
- [Uniform Working Group](#)

Who approves uniform?

The Commissioner and the Assistant Commissioner: Response and Operations (delegated in accordance with section 17 of the Policing Act 2008) approves all changes to uniform, badges and insignia, including specialist uniforms and authority to wear.

How are changes to uniform approved?

Requests for changes to uniform, proposals for new items and approval to wear specialist items must be submitted direct to the National Manager: Response and Operations for consideration in the first Instance. The proposed change is then forwarded to the [Operational Advisory Committee](#) (OAC) and, if endorsed, approved by the Assistant Commissioner Response and Operations, chair of OAC.

Response and Operations maintains a work programme, approved by the AC Response and Operations, of all uniform items under review. New items are prioritised and added to the programme based on significant benefit.

These criteria are used to determine significant benefit:

- appearance
- comfort
- compatibility with other items
- safety/OSH
- functionality/fit for purpose
- performance.

Operational Advisory Committee

Changes to uniform can potentially impact across a number of areas within Police. OAC considers the strategic and wider Police interests in the development of new or modifications to existing uniform items.

OAC is responsible for:

- reviewing, considering and endorsing the uniform work programme developed by Response and Operations
- monitoring progress against the work programme
- endorsing and recommending new or modified uniform items for approval by the AC Response and Operations.

OAC comprises:

- AC Response and Operations (chair)
- AC Northern
- AC Lower North
- AC Southern
- District Commander Wellington
- NM Response and Operations
- NM Road Policing
- NM Communications Centres
- NM Criminal Investigations.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Uniform Working Group

Changes to uniform have an operational impact. A relevant Uniform Working Group may be convened by Response and Operations as necessary to consider the operational impact in the development of new or modifications to existing uniform items.

The Uniform Working Group may comprise:

- employees who represent the variety of work performed
- male and female employees
- mix of age
- employees from relevant specialist groups
- representatives from Police district if relevant
- Royal New Zealand Police College representative
- Safety and wellness representative
- Police Association/Police Managers Guild representatives.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Who is required to wear uniforms and when?

This section contains the following topics:

- [Who wears uniform](#)
- [Uniform styles](#)
- [When uniform must be worn](#)
- [Exemption from wearing specific uniform items on medical grounds](#)
- [Being "in uniform"](#)
- [Improper use of uniform](#)
- [Who holds uniforms in reserve](#)

Who wears uniform

Police provide a uniform to all employees who hold the office of constable.

Police may provide a uniform to employees authorised under section 24 of the Policing Act 2008 (authorised officers) to:

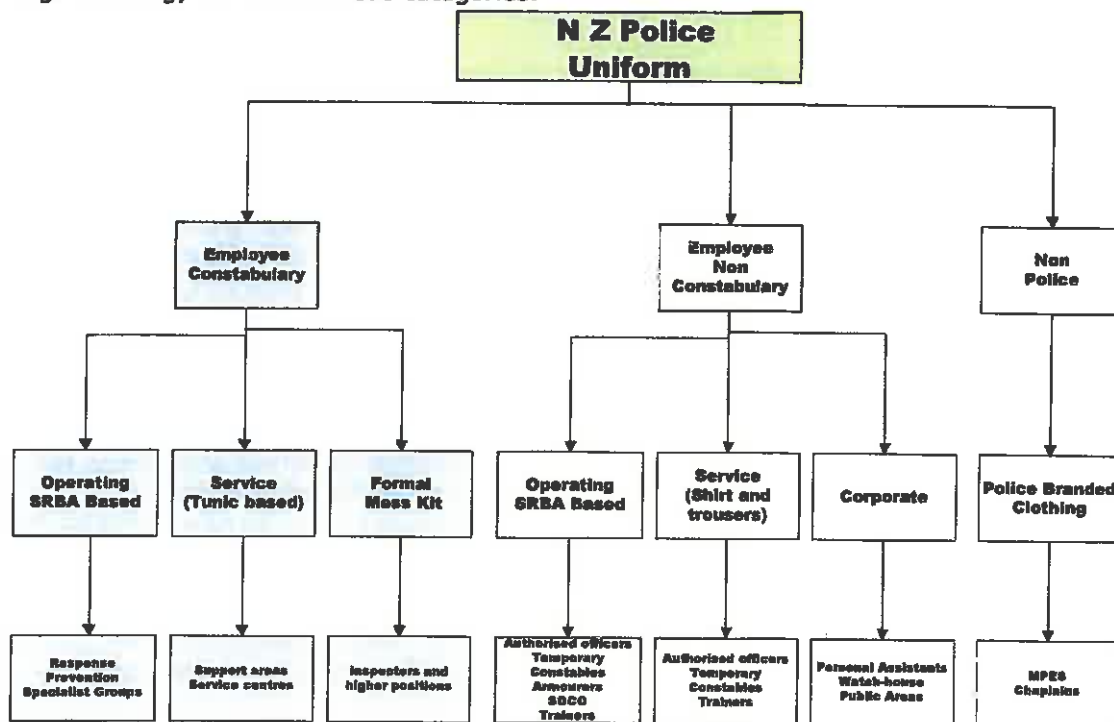
- exercise the powers of a constable, or
- perform a policing role set out in [schedule 1](#) of the Act (e.g. Police jailers, escorts, and guards).

Police may provide a uniform to selected employees without constabulary powers. (e.g. Police SOCOs, CSA).

Police may also provide clothing with Police logos to non-Police employees such as Police chaplains.

Uniform styles

Uniform styles for Police employees (and non-Police who are approved to wear Police logo clothing) will follow these categories.



OAC will determine which style of uniform certain employees should wear.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

When uniform must be worn

Employees issued with a uniform must always wear their uniform when on duty unless they are:

- [required](#) to wear plain clothes
- directed to wear plain clothes by a supervisor (temporary)
- authorised by their District Commander or National Manager to wear plain clothes.

Employees may wear uniform travelling to and from duty.

For the purposes of wearing uniform only, "on duty" is defined as the period from when you commence your rostered duties until the time you finish your duty.

Employees not on duty may wear uniform at funerals, ANZAC Day parades or other events approved on a case by case basis by their District Commander or National Manager.

CIB employees must wear uniform when on interchange duty to the GDB.

Employees issued with a uniform who are on call must wear their operational uniform when responding to a call out, unless the urgency of the situation precludes this. In these urgent situations employees must ensure they are clearly identifiable as Police and exercise their judgement on what is deemed appropriate to wear given the situation.

Exemption from wearing specific uniform items on medical grounds

Police employees may seek an exemption from wearing prescribed uniform items, other than SRBA, on medical grounds. As SRBA is a safety item, no general exemption can be granted. However, there may be an agreed variation to the standard ['requirement to wear policy'](#), e.g. not wearing when driving or wearing the covert rather than the overt cover.

When SRBA is the item causing discomfort for an employee, supervisors should refer the employee to information about how to manage discomfort in the ['Stab resistant body armour'](#) section of this chapter.

The employee's application, setting out the reasons for seeking an exemption or variation and the medical evidence supporting it must be sent through the employee's supervisor to their district's Health and Safety Officer who will provide advice to the District Commander/National Manager.

The District Commander/National Manager:

- considers the application on a case by case basis and attaches a recommendation to the application
- forwards the application and recommendation to the National Manager: Response and Operations who, in consultation with the National Manager: Wellness and Safety, will consider the application and provide a written decision on the application.

The decision must detail whether or not the application for an exemption is approved, and if approved:

- what alternative item(s) of clothing are authorised as a replacement (where possible, other suitable Police uniform items should be used to replace exempt uniform)
- in the case of SRBA, what impact any variation would have on officer safety and the steps to mitigate
- any conditions the approval is subject to.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Being "in uniform"

The term "in uniform" is used in legislation and enables Police to exercise their powers without having to produce evidence that they are a Police employee.

Section 4 of the Policing Act 2008 defines uniform as being distinctive clothing or equipment that is issued by the Commissioner to be worn by Police employees while on duty and having a colour scheme, pattern or style that enables the person wearing it to be readily identifiable as a Police employee.

For employees to be "in uniform" they must only wear items of clothing or equipment that have been approved by the Commissioner. Employees wearing items of clothing or equipment not approved by the Commissioner or items approved only for special conditions are **not** deemed to be "in uniform" and therefore may not be able to legally exercise their powers.

CIB staff **are not** deemed to be in uniform if wearing overt SRBA over plain clothes.

Improper use of uniform

Items of Police uniform or equipment must only be worn by Police employees when on duty, travelling to and from duty, attending Police funerals, ANZAC day parades and other events approved on a case by case basis by their District Commander or National Manager. Uniform or equipment items must not be worn in theatrical performances, at sports events, or at social occasions such as fancy dress balls.

No employee must use items of uniform or equipment issued to another employee without that employee's express permission. No employee must remove any Item Issued to another employee from the place where it is kept.

Who holds uniforms in reserve

All constables required to wear plain clothes must hold a uniform in reserve against possible future requirements.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Plain clothes

This section contains the following topics:

- [Who approves wearing plain clothes?](#)
- [Who wears plain clothes?](#)
- [Plain clothes allowances](#)
- [Who is not eligible for a plain clothes allowance?](#)

Who approves wearing plain clothes?

Constables in the General Duties Branch must not be engaged on full time or temporary duties in plain clothes without the authority of the District Commander or National Manager.

Who wears plain clothes?

All employees not issued with a uniform are authorised to wear plain clothes when working.

Constables are **authorised** to wear plain clothes on duty when they:

- are transferred to or relieve in the CIB
- are on attachment or interchange to the CIB
- attend the CIB induction course
- are in the CIB and attending promotional courses at the Royal New Zealand Police College
- are authorised by a District Commander or National Manager to perform plain clothes duty (either temporarily or on a full time basis)
- are Police photographers.

Youth Aid (and all its derivatives - Youth Crime, Youth Action, Youth Investigators) constables and authorised officers must be in uniform. However, they may wear plain clothes while on duty:

- when requested by a court
- directed to wear plain clothes by a supervisor (temporary)
- when otherwise authorised by a District Commander or National Manager.

Such authority by a District Commander or National Manager may be generic, dependent upon role and risk.

Plain clothes allowances

Constables who are required to wear plain clothes are eligible for a plain clothes allowance. Refer to the relevant [employment agreement](#) for details of the plain clothes allowance.

Who is not eligible for a plain clothes allowance?

These employees are not eligible for plain clothes allowances:

- any employee issued with a uniform
- constables who are directed to perform plain clothes duty on a temporary basis
- Youth Services constables, unless plain clothes duty was approved by a District Commander or National Manager
- CIB employees who are issued with a uniform for interchange duty.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Requirements when wearing uniforms

This section contains the following topics:

- [Common uniform styles should be adopted](#)
 - [Seasonal changes](#)
- [Hats](#)
- [Requirements for wearing uniform items](#)
 - [Constables and recruits](#)
 - [Extreme cold weather clothing](#)
 - [Authorised officers/ temporary constables - not including recruits](#)
- [High visibility garments](#)
- [Specialist and overseas deployment uniform items and equipment](#)
- [Duty belt and appointments](#)
- [Items of cultural significance](#)
- [Alteration or modification](#)

Common uniform styles should be adopted

When employees are working together and in contact with the public as part of a recognisable Police presence they should adopt a common style of uniform, normally specified by the supervisor. Where there is a pre-planned operation the Operations Commander should specify the style(s) of uniform to be worn by those involved as part of the operations order.

When specifying a particular style(s) of uniform to be worn the supervisor or operations commander should:

- consider the impact of the style(s) of uniform on the public
- select a uniform style(s) that balances the competing priorities of community reassurance, effective policing and staff safety.

See also: '[Community Impact Assessments](#)' chapter.

Dress of the day may be directed by a District Commander, National Manager or supervisor and must conform to the standards outlined in this chapter.

Seasonal changes

Police does not have a dress code based on seasonal changes. Employees are expected to wear uniform items appropriate to their duties and the weather conditions irrespective of the time of year.

Hats

Hats are an integral part of uniform and must always be worn outside the confines of a Police station or vehicle, unless the urgency or difficulty of the situation precludes it.

Supervisors and Operation Commanders should take into account the weather conditions when determining the type of hat to be worn by a shift or for an operation.

This table outlines when the various styles of uniform hats may be worn.

Hat style	Purpose and occasions for wearing
Forage cap	<ul style="list-style-type: none"> • Is the standard headwear. • Can be worn in all situations.
Wide brimmed hat	<ul style="list-style-type: none"> • Primarily designed to protect employees from the sun. • Must not be worn with tunic.
Beanie	<ul style="list-style-type: none"> • Designed to protect employees from extreme cold weather. • Must only be worn: <ul style="list-style-type: none"> - with the operational uniform

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

	<ul style="list-style-type: none"> - with duty jacket, high visibility safety raincoat or the high visibility long sleeved safety jacket. • May be worn subject to operational requirements when approved by a District Commander or National Manager. • Must not be worn with short sleeved shirts/sleeveless high visibility jerkin/jersey as the outer garment. <p>This policy is subject to review if non compliance is deemed to be an issue by the OAC.</p>
Turban	<ul style="list-style-type: none"> • May only be worn by employees of the Sikh religious faith.
Baseball caps, AOS/STG	<p>Are only worn with the appropriate approved specialist/training uniform by:</p> <ul style="list-style-type: none"> • Motorcycle staff • Dog section • Specialist Search Group • AOS /STG/PNT • SOCO • Search and Rescue • National Clan Lab • Serious Crash Unit • National Dive Squad • Air Support unit • DVI • CVIU • Maritime Unit. <p>With the exception of motorcycle staff, must not be worn with the general duties operational uniform, any service uniform or any formal and mess uniform.</p>
Beret	<ul style="list-style-type: none"> • AOS/STG/PNT. • May only be worn on ceremonial or administration duties.
Public Safety Unit helmets	<ul style="list-style-type: none"> • May only be worn when directed by the Operations Commander or Incident Controller.
Ballistic helmets	<ul style="list-style-type: none"> • May only be worn by AOS or STG.

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.

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 • sleeves must be rolled down and buttoned up • can only unfasten top button if you don't wear a tie • must wear a tie if you wear under 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.
short sleeved service shirt	<ul style="list-style-type: none"> • 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 SRBA • must wear a tie if you wear it under the tunic

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

	<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.
operational shirt (both short and long sleeved)	<ul style="list-style-type: none"> • only wear with overt SRBA • do not wear ties.
<ul style="list-style-type: none"> • tunics • duty jackets 	<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 SRBA • may wear duty jacket with or without a tie • 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 medal ribbons or merit brooches on duty jackets.
specialist garments - authorised for specialist groups	<p>may wear these items if a member of the specialist group:</p> <ul style="list-style-type: none"> • AOS/STG/PNT black jacket • motorcycle safety jacket, helmet, gloves, boots, over trousers and wet weather high visibility safety jacket • Maritime Unit and National Dive Squad wet weather over-trousers, raincoat and personal flotation devices.
<ul style="list-style-type: none"> • high visibility safety raincoat • long sleeved high visibility safety jacket • sleeveless high visibility jerkin 	<ul style="list-style-type: none"> • must fasten or button them up at all times • must wear epaulettes, registered numbers for senior sergeants and below, or name badges for inspectors and above on the outer most garment • do not wear medal ribbons or merit brooches on high visibility garments.
overt SRBA	<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.
jersey	<ul style="list-style-type: none"> • may wear it either as an outer garment or under overt SRBA • 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.
dress shorts	<ul style="list-style-type: none"> • must wear navy blue socks and black polished shoes of an acceptable uniform safety style. Boots must not be worn. <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>

This is an uncontrolled document printed for reference only.
The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

white gloves	<ul style="list-style-type: none"> • must wear white gloves when directing traffic and may wear them as part of a guard of honour or marching escort.
black gloves	<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.
overalls	<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 are not to be worn as a matter of course. No Police insignia, unit identifier or other Police markings must be added to these plain overalls.</p>
uniform overalls	<p>can only wear as part of the specialist operational uniform by those specialist roles authorised to wear them:</p> <ul style="list-style-type: none"> • Dog section • Specialist Search Group • AOS / STG/PNT • SOCO • Search and Rescue • National Clan Lab • Serious Crash Unit • National Dive Squad • Air Support unit • DVI • CVIU • Maritime Unit • Great Barrier Island constables. <p>Units that are not approved to wear uniform overalls should apply for approval if required.</p>
undergarments including T-shirts and thermal garments	<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 are not to be worn under the short sleeved operational shirt.</p>
Footwear	<p>Refer to 'Footwear' section later in this chapter.</p>

Extreme cold weather clothing

Extreme cold weather uniform must be authorised by a District Commander. It is designed for staff working in alpine conditions where weather conditions are significantly colder than other areas of New Zealand. The uniform is for staff who work for extended periods in such conditions and as such is a level above normal uniform that can be worn in cold weather.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Extreme cold weather uniform must not be worn in conditions more suitable for the wearing of standard Police uniform. Contacts for suppliers can be provided through the Advisory Officer: Deployable Assets, PNHQ.

This table shows the specialist approved clothing items over and above standard issue uniform and how they can be obtained.

Police issued clothing & equipment...	Available through...
<ul style="list-style-type: none"> • Police cold weather beanie. • Police jersey, under overt SRBA. 	Police stock issue.
<ul style="list-style-type: none"> • Hi viz safety extreme cold weather raincoat. • Extreme cold weather Salopettes. 	Police issue. Contact Advisory Officer: Deployable Assets for details.
<ul style="list-style-type: none"> • Midlayer jacket navy. • Extreme cold weather socks. • Extreme Cold Weather Boots (ability to take crampons). • Cold weather gloves. • Goggles. • Snow gaiters. • Balaclava. 	Contact Advisory Officer: uniform and equipment for details.
<ul style="list-style-type: none"> • Undergarments - Top and trousers. 	Undergarments to employee's personal choice. For example: polypropylene, woollen.

Authorised officers/ temporary constables - not including recruits

The Commissioner authorised a new national uniform for authorised officers/temporary constables in April 2010.

If you wear this uniform item...	you...
long sleeved service shirt	<ul style="list-style-type: none"> • 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 badges and medal ribbons if worn as the outer most garment.
short sleeved service shirt	<ul style="list-style-type: none"> • 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 SRBA • must wear name badges and medal ribbons if worn as the outer most garment.
operational shirt	<ul style="list-style-type: none"> • only wear with overt SRBA • do not wear ties.
<ul style="list-style-type: none"> • high visibility safety raincoat • long sleeved safety jacket • sleeveless jerkin 	<ul style="list-style-type: none"> • must fasten or button them up at all times • must wear name badges on the outer most garment • do not wear medal ribbons or merit brooches on high visibility garments.
overt SRBA	<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.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

undergarments including T-shirts and thermal garments	must ensure undergarments do not extend beyond the edges of any outer garment or be visible through the outer garment.
duty jackets	<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.
jersey	<ul style="list-style-type: none"> • may wear it either as an outer garment or under overt SRBA • must: <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 • do not wear medal ribbons or merit brooches.
forage cap	must wear the forage cap.
baseball cap (VSO only)	only to be worn with overalls. Not to be worn with standard operational uniform or service uniform.

High visibility garments

All high visibility garments issued to staff comply with the Australian/New Zealand standard AS/NZS 4602.1:2011 for wear in either daytime only or in day and night time. The sleeveless jerkin can only be worn in daytime as it does not comply with the standard for day and night time wear.

High visibility garments must be:

- worn when policing any incident on a road or where safety is a factor. Exceptions are:
 - when attending incidents requiring ballistic armour
 - when deploying a tyre deflation device (TDD) (refer to the [‘Tyre deflation device’](#) chapter) under certain conditions
- kept [clean and maintained](#) so that the garment is unsoiled, has limited fading, and only minor tears and scratches
- worn as the outermost garment and fastened at all times.

During daylight hours you must wear...	At night, wear...
either: <ul style="list-style-type: none"> • the high visibility safety raincoat, or • long sleeved safety jacket, or • sleeveless jerkin. 	only: <ul style="list-style-type: none"> • the high visibility safety raincoat, or • long sleeved safety jacket.

Specialist and overseas deployment uniform items and equipment

Uniform items authorised for wear by specialist groups, or for wear on overseas deployments or at designated stations must only be worn by employees when deployed in these situations or locations.

Duty belt and appointments

The duty belt must be attached to the overt SRBA cover and only approved appointments and personal items must be attached. Please refer to the [‘Approved equipment and carriage for Constables and Authorised Officers’](#) (non specialist)’ chapter.

Items of cultural significance

Employees may wear items of cultural significance only at ceremonial occasions and only over the top of the service or formal uniform.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Alteration or modification

No item of uniform or equipment must be changed so as to alter the general appearance of the item. Uniform items must not be substituted with alternative or near equivalent non-issue items. In regards to footwear, refer to the [Footwear](#) section later in this chapter.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Footwear

This section contains the following topics:

- [Introduction](#)
- [Purpose](#)
- [Principles](#)
- [Associated documents](#)
- [Response roles](#)
- [Footwear type](#)
- [Issuing and wearing approved footwear](#)
 - [Procurement](#)
 - [Purchasing own footwear](#)
 - [Unavailability of footwear](#)
 - [Frequent situational wear](#)
 - [Existing footwear](#)
 - [Medical reasons for not wearing Police supplied footwear](#)
 - [Airport/CVIU/Serious Crash Unit staff](#)
- [Footwear specification](#)
 - [Mandatory Criteria 1](#)
 - [Mandatory Criteria 2](#)
 - [Mandatory Criteria 3](#)
 - [Mandatory Criteria 4](#)
 - [Mandatory Criteria 5](#)
 - [Mandatory Criteria 6](#)
 - [Optional Criteria - Toe Cap](#)
- [Police supplied footwear](#)

Introduction

This section contains instructions, information and requirements for issuing and wearing footwear for all Police employees (with and without constabulary powers) who frequently undertake '[response roles](#)'.

New Zealand Police is committed to providing employees with appropriate footwear that must be worn while on duty that is in line with national standards. Police will ensure that the footwear meets the requirements to protect employees from harm that may be caused or arise out of hazards in their place of work.

This section must be read in conjunction with the '[Footwear Specifications](#)' requirements.

Purpose

The purpose of this section is to provide clear guidance for:

- identifying employees who need to be issued with footwear, and
- identifying the [type\(s\) of footwear](#) available to use for the role and by gender
- minimising the potential source of harm to employees by making accessible the provision of footwear that meets the Australian and New Zealand Occupational Protective Footwear Standard 2210
- meeting the legislative requirements of the Health and Safety in Employment Act 1992 ([Section 10, 2\(b\)](#)) and [Amendment 2002](#).

Principles

The employment principles that apply are:

- meeting the specifications of footwear will minimise the likelihood of harm to Police employees in their place of work
- identifying Police employees who must be issued with the appropriate footwear
- employees issued with footwear must wear the footwear while on duty.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Associated documents

Refer to these associated documents:

- [Health and Safety in Employment Act 1992](#) and
- [Health and Safety in Employment Amendment 2002 \(HASIE\)](#)
- [State Sector Act 1988](#)
- AS / NZS 2210.3 2000 Protective Footwear Specifications
- [Police Generic Hazard Register](#).

Response roles

Police employees (with and without constabulary powers) working in these business groups are defined as response roles for the purposes of this uniform chapter:

- General duties
- Rural policing
- Team Policing
- CVIU
- Highway patrol
- Motorways group
- Road policing
- Traffic Alcohol group
- OC Station (Sergeant or Senior Sergeant level)
- Community policing
- SoCo
- Specialist Squads
- Youth Aid officers
- Recruits
- Airport staff.

Footwear type

The type of footwear available to all Police employees in '[response roles](#)' are those with:

- Specifications that are based on the AS / NZS 2210.3 2000 Protective Footwear Specifications a summary of the specifications is provided as [Footwear specification](#).
- Technical Specification and Certification Sheet [Police Supplied Footwear](#) (Magnum STEALTH FORCE 8.0 LEATHER CP).

Note: Footwear uppers must be black in colour. The soles should also be black or of a dark colour including stitching. Refer to [Mandatory criteria 2](#).

Issuing and wearing approved footwear

Procurement

Footwear must only be issued through the Police Procurement system as with all other Police issued equipment and clothing.

Any footwear that requires replacement will be based on a 'fair wear and tear' criteria applied by the relevant District Commander or National Manager.

Purchasing own footwear

If the rare event that an employee is unable to find a suitable Police issued [type of footwear](#), their District Commander may authorise them to purchase a different type of footwear however it must meet the specification outlined in this section. Refer to the requirements of section [10 \(4\)](#) of the Health and Safety in Employment Act 1992.

A reimbursement will be provided at the average value of the standard Police provided footwear.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Unavailability of footwear

An alternative pair of black leather shoes or boots (including stitching) may be worn if the new type of footwear as identified in this section is unavailable due to:

- damage and waiting for replacement, or
- temporarily unusable for example being wet.

If previously supplied footwear is available and is in a usable condition then this should be worn.

The criteria under '[Existing footwear](#)' applies.

Frequent situational wear

Not all Police employees are required to wear their uniform at all times. These employees who wear their uniform to attend incidents will also be issued with footwear. This footwear must be worn with the operational uniform.

Existing footwear

Police employees who have existing footwear that was supplied by Police may continue to wear them until it is unusable. The footwear will be replaced with the [type of footwear](#) identified in this section and not the one previously issued.

Employees who receive a replacement pair of boots are permitted to retain their previous pair for personal use and as a back up if the replacement footwear becomes temporarily unavailable.

Medical reasons for not wearing Police supplied footwear

If Police employees issued with footwear are unable to wear them for medical reasons they must provide a medical certificate detailing the medical reasons.

In these cases, the employee is permitted to procure footwear that is suitable and accommodates their condition. However, the footwear must comply with the same specifications as the [Police supplied footwear](#).

The employee will be reimbursed to the value Police pay for the supplied footwear.

An employee may be supplied with medically approved footwear if they have sustained an injury and the current Police specified footwear is not suitable. This situation could arise via the following circumstances:

- Police Workplace Insurance providers Gallagher Bassett (GB) for a workplace injury;
- or
- Accident Compensation Corporation (ACC) for non work insurance providers; and
- for any other reason that is medically supported.

All recommendations for alternative footwear must be fully supported via a valid medical approval.

If these situations arise (and the employee pays for the shoes/boots instead of ACC or GB) the employee will be reimbursed to the equivalent value Police pay for the supplied footwear.

Airport/CVIU/Serious Crash Unit staff

Only approved employees (Airport, CVIU, Serious Crash Unit staff) may wear boots that have a composite toe protector. They must wear them only in their respective roles.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Part-time employees working in these roles must wear the Police response footwear supplied in compliance with this section (Police issued boots).

Employees who transfer from full time jobs from these roles to another role where specific uniform and footwear including boots need to be worn, must order frontline boots (without a composite toe protector).

Employees working on frontline (response) roles **must not** wear boots that have a composite toe protector when performing 'response roles'. Refer to 'Unavailability of footwear' earlier in this chapter.

Footwear specification

Mandatory Criteria 1

Footwear is lace up type footwear models and are of a lace up type.

Mandatory Criteria 2

Footwear upper constructed of black leather footwear must have uppers that are constructed with black leather including stitching.

Mandatory Criteria 3

Ankle support models of footwear must provide ankle support to the wearer.

Mandatory Criteria 4

Material of footwear sole footwear must have soles that are constructed with one of the following materials, Vulcanised Nitrile rubber, Thermal Plastic Urethane, or Polyurethane or PVC blend.

Mandatory Criteria 5

Penetration resistant mid sole models of footwear must have a penetration resistant mid sole.

Mandatory Criteria 6

Complies with SATRA TM144:1999 sole slip resistance models of footwear which have soles that meet the requirements of SATRA TM144:1999 for slip resistance.

Optional Criteria - Toe Cap

Footwear which has a protective toe cap must comply with AS / NZS 2210.3 2000 classification 1 Toe Cap with 200 Joule impact.

Police supplied footwear (Magnum STEALTH FORCE 8.0 LEATHER CP) Technical Specification and Certification Sheet

Hazard Type	Tested to Standard	Material	Standard AS/NZS 2210.5:2009	Result
Slips / Trips / Falls - Wet / Dry	Outersole Slip Resistance (ISO 13287 :2006)	RUBBER 65-70A Oil/Slip Resistant	Certified to SRA standard	Pass SRA
	Outersole Flexing resistant	RUBBER 65-70A Oil/Slip Resistant	no cracking before 125,000 Flexes	Pass

This is an uncontrolled document printed for reference only.
The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

	Tear strength Outersole BS EN ISO 20344 2004 (8.2)	RUBBER 65- 70A Oil/Slip Resistant	Pass	Pass
	Cleat thickness BS EN ISO 20344 2004 (8.1)	RUBBER 65- 70A Oil/Slip Resistant	Size 2 -Req 4.0mm Size 16 -Req 4.0mm	Size 2 - 6.5 mm - Pass Size 16 - 9.5mm - Pass
	Cleat height BS EN ISO 20344 2004 (8.1)	RUBBER 65- 70A Oil/Slip Resistant	Size 2 -Req 2.5mm Size 16 -Req 2.5mm	Size 2 - 4mm - Pass Size 16 - 4mm - Pass
	Abrasion Resistance (Outersole) BS EN ISO 20344 2004 (8.3)	RUBBER 65- 70A Oil/Slip Resistant	Pass	Pass
	Interlayer Bond Strength BS EN ISO 20344 2004 (5.2)	Upper torn away sole / midsole	Min 3.0 N/mm	Size 2 = 3.6 N/mm Pass Size 16 = 4.8 N/mm Pass
Damage to knees or Body from Shock or impact through boot	Energy Absorption of seat region (Completed Footwear) BS EN ISO 20344 2004 (5.14)	X 65+/-3C EVA COMPRESION MOLDED	Min 20 Joules	Pass 40 Joules
Sharp Object Penetrating Midsole Into The Foot	Penetration resistant (whole footwear with penetration resistance non metallic insert BS EN ISO 20344 2004 (5.8.2)	Composite Plate	1100 N	Pass
The upper of the boot tearing	Tear strength upper BS EN ISO 20344 2004 (6.3)	Full Grain Leather	Min requirement 60.0 N	Size 2=118.4 N/mm Pass Size 16=98.3 N/mm Pass
The Lining of the boot prematurely wear out	Abrasion Resistance (Lining) BS EN ISO 20344 2004 (6.12)	Cambrelle	25600 cycles - Dry 12800 cycles - Wet	Pass Pass

This is an uncontrolled document printed for reference only.
The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

The Lining of the boot tearing	Tear strength Lining BS EN ISO 20344 2004 (6.3)	Cambrelle	15.0 N	39.2 N Pass
The stitching breaking on the boot	Tread Strength	Coats Tread	80N	112 N Pass
Ankle protection			AN = Ankle Protection	
Penetration Resistant Outersole			P=Penetration Resistant Outersole	
Energy Absorbing			E= Energy Absorbing of the seat region	
Water Resistant Footwear			WR=Water Resistant	



Uniform, dress standards and appearance, Continued...

Version : 9.0

Dress standards for court

This section contains the following topics:

- [Present a professional image](#)
- [When must/ must not uniform be worn in court?](#)
- [Dress standards](#)
- [Off duty employees attending court](#)
- [Wearing operational uniform](#)

Present a professional image

As a general principle, Police employees, whether in uniform or plain clothes, are expected to present a professional image to both the court and the public. Being properly attired enhances that image.

When must/ must not uniform be worn in court?

If an employee usually wears uniform in the course of their duties and is attending court as a witness in an official capacity relating to their work/role as a Police employee, they must wear uniform.

Uniform must not be worn where a Police employee is summoned in a private capacity or otherwise appears for a party other than the prosecution, without the direct approval of their District Commander or National Manager. (See 'Police witnesses for the defence or non-Police cases' in [Criminal procedure - Trial stage](#) > 'Police conduct as witnesses' for details of when you must inform your supervisor of your appearance).

Uniform must not be worn by any Police employee appearing as the defendant.

Dress standards

This table details the expected dress standards of Police employees attending court.

Employees	High Court	District Court
Uniformed constabulary employees	Wear a dress tunic and tie.	Wear a dress tunic and tie. Unless coming directly from operational duties in which case operational uniform may be worn.
Authorised Officers/temporary constables - jailor	Wear operational uniform including SRBA and appointments	Wear operational uniform including SRBA and appointments
Authorised Officers/temporary constables - as witnesses	Wear shirt and tie	Wear shirt and tie
CIB staff	Wear a suit jacket/blazer and tie for male employees and an equivalent standard for female employees.	Wear a suit and tie for male employees and an equivalent standard for female employees.
All other employees attending as witnesses	Adopt a similar standard of dress as above.	Adopt a similar standard of dress as above.
Prosecutors	N/A	Dress tunic and tie, or equivalent plain clothes for employees.
Notes:		
<ul style="list-style-type: none"> • Operational uniform with SRBA should only be worn when coming directly from operational duties. 		

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

- Open footwear such as sandals or jandals must not be worn (female dress shoes exempted).

Off duty employees attending court

Police employees attending court while on rostered days off or leave are deemed to be on duty and these dress standards apply accordingly.

Wearing operational uniform

SRBA wear in court is subject to [situational wear](#) and a risk assessment must be carried out to ensure the risk is managed. Covert SRBA may be used if deemed appropriate. Operational uniform may be worn if attending court directly from operational duties.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Stab resistant body armour (SRBA)

This section contains the following topics:

- [Purpose of SRBA](#)
- [Components and features](#)
 - [Overt SRBA](#)
- [Level of protection provided by SRBA](#)
 - [Ballistic body armour to be worn when offenders may be armed](#)
- [Who wears SRBA and when must it be worn?](#)
 - [Mandatory wear](#)
 - [Situational wear](#)
 - [Discretionary wear](#)
- [Risk analysis](#)
 - [DPS in protection role](#)
 - [Low risk situations](#)
- [Response roles defined](#)
- [Correct fitting of SRBA](#)
- [Regular inspections](#)
- [Hazards of wearing SRBA](#)
- [Procedure when discomfort wearing SRBA is experienced](#)

Purpose of SRBA

The frequency and severity of crimes being committed place Police employees at greater risk of harm. The introduction of SRBA, combined with other tactical options, is intended to reduce potential injuries that employees may incur when dealing with volatile situations.

SRBA provides employees with protection against slashing and stabbing attacks and some low velocity handguns. SRBA also has the potential to provide protection to the torso from injury through accident, fall and motor vehicle crashes.

Components and features

These components make up the SRBA system.

Component	Description
Front and back panels	Layers of Kevlar contained in nylon
Shoulder panels	Reduced layers of Kevlar contained in nylon which provides limited slash protection
Covert covers	White covert covers (optional)
Overt covers	Two overt covers
Carry bag	One carry bag with inspection record, to be kept in the "window" pocket
Duty belt	Made from ballistic nylon along with three belt keepers and lined with "hook" velcro
Retainers	Two retainers
Velcro strip	Strip of "loop" velcro
Inspection record	Record of issue and annual inspection

Overt SRBA

The overt SRBA has these features:

- non-reflective chequered band
- four belt loops to hang the duty belt. These may be tucked away when not in use. When fixed, the weight of the duty belt and equipment is transferred to the shoulders putting less pressure on the back.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

- side access pockets on the left hand side of the vest designed to carry items normally carried in shirt pockets
- front pockets to hold a note book and secondary pockets stitched inside the front pockets to hold pens, cellphone and small torch
- radio loops for the attachment of the radio microphones
- zips at each shoulder to provide access to the adjustment velcro which raises or lowers the panels
- ventilation system to provide maximum airflow around the body.

Level of protection provided by SRBA

SRBA panels provide protection to these areas of the body:

- front – just below the tie knob to the navel
- back – bottom of the collar to level with the navel
- shoulders – top of the shoulders. Only limited slash protection is given by the shoulder panels as the standard Kevlar layering is too thick to bend over the shoulders.

SRBA is tested to stringent specifications and certified by the Home Office Police Scientific Development Branch, London. The classification for the SRBA issued to Police is type:

HG1/A
&
KR1

HG1/A classification means the SRBA provides protection from standard handgun ammunition including .38, .357 and 9mm with full metal jacket or soft point flat nose ammunition.

The KR1 classification means it provides protection by allowing for a maximum penetration of 7mm from bladed weapons (manufactured knives).

Although not rated for such it also provides some protection from spiked weapons including syringes and blunt instruments including fists and feet.

HG1/A
&
KR1
&
SPI

Addition of SP1 classification for spike resistance.

SRBA is made from layers of soft and laminated Kevlar material.

Ballistic body armour to be worn when offenders may be armed

SRBA is not certified for, nor provides protection against, high velocity rifle fire. Police attending incidents at which offenders may be armed with firearms must wear ballistic armour. Ballistic armour is made from Kevlar and high density ceramics or polyethylene and protects from ammunition fired by high powered rifles (including .308, .303 and .223).

Who wears SRBA and when must it be worn?

Employees wearing a uniform must wear overt SRBA unless it is unavailable due to soiling or damage, in which case they must wear covert SRBA.

This is an uncontrolled document printed for reference only.
The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Employees authorised to wear plain clothes may wear either overt or covert SRBA.

This table details when employees issued with SRBA must wear it.

Type of wear	Requirement
Mandatory wear	SRBA is mandatory wear for all employees deployed in response roles while away from Police stations.
Situational wear	At all other times employees not deployed in response roles are expected to wear SRBA when: <ul style="list-style-type: none">• dealing with suspects or offenders in the Police station, or• on duty outside a Police station, and• when they are likely to come into contact with the public.
Discretionary wear	Employees issued with SRBA may wear it at anytime while on duty.

Risk analysis

In some situations the risk to mandatory or situational wearers is manifestly low and the wearing of SRBA may not be necessary or appropriate, i.e. court appearances.

Before making a decision not to wear SRBA in a particular situation, the employee must document a brief risk analysis in their notebook. Only if their analysis supports a manifestly low risk, is the employee not required to wear SRBA.

Note: The employee must have their SRBA readily available in case the situation changes.

DPS in protection role

Diplomatic Protection Squad (DPS) staff when deployed in a protection role need to dress in keeping with the attire of the VIP which generally means semi formal or formal attire.

The political sensitivity of the DPS working environment requires any protection equipment to be worn covertly. It is recognised that the nature of their role, hours of work and attire makes it impractical to wear personal protection on a permanent basis.

Acknowledging those limitations DPS must wear covert body armour on a risk basis only in lieu of SRBA. See '[Diplomatic Protection Squad \(DPS\) Body armour](#)' section in the 'VIP security planning and operations' chapter of the Police Manual.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Low risk situations

<p>Low risk situations are those where the employee is dealing with...</p> <ul style="list-style-type: none"> • suspects or offenders in a Police station, or • working outside a Police station other than in a courthouse, and... 	<p>where the answer is "No" to <u>all</u> the following:</p> <ul style="list-style-type: none"> • Are you dealing with offender(s) or suspect(s) who are believed to have been involved in current or recent acts of violence? • Are you at a location at which there has been a recent act of violence? • Are you involved in the execution of process? • Is there/or do you believe there to be abuse of alcohol or other drugs? • Is the potential risk of violence against Police greater than some other potential risk? (e.g. heat exhaustion during an extended search for exhibits) • Has a supervisor or manager directed, as part of a formal operation order or informal briefing, that SRBA be worn?
<p>Note: If you have answered "Yes" to any of the above questions then the risk is not manifestly low and you must wear SRBA.</p>	

Response roles defined

Response roles have been defined for the purposes of this uniform chapter as:

- sectional duties
- beat staff
- dog handlers
- team policing units
- prisoner escorts
- highway patrols
- traffic alcohol groups
- district traffic units
- CVIU
- crime patrols
- airport Police when carrying firearms
- DPS and VIPPs when deployed as a uniform patrol
- One two and three person station staff.

Correct fitting of SRBA

Overt SRBA	Covert SRBA
<p>When overt SRBA is correctly fitted it will:</p> <ul style="list-style-type: none"> • sit on the shoulders with no gap between the SRBA and shoulder • allow free movement of the arms • remain in place when sitting. <p>The panel should sit 2.5cm above the natural waist position and the panels should overlap at the sides by at least 2.5cm. The duty belt will rest on the waist strip with no gap between the belt and strip which may show either shirt or trousers.</p>	<p>Panels in the covert SRBA should rest in the same position as the overt SRBA. The covert vests have no shoulder panels.</p>



Uniform, dress standards and appearance, Continued...

Version : 9.0

Regular inspections

Supervisors must inspect overt SRBA at line up for:

- correct fit
- damage to overt covers or plates
- appearance – overt covers to be clean.

Hazards of wearing SRBA

This table outlines hazards of SRBA identified by New Zealand Police, other Police jurisdictions and the manufacturers, and identifies controls for reducing these risks.

Hazard	Consequences	Controls	Risk
Assuming SRBA will protect against high powered rifles, shotguns, and hunting bows.	<ul style="list-style-type: none"> • Death • Physical injury • Serious harm injury. 	Deploy ballistic body armour. Note: While SRBA does provide protection against some types of ammunition it is dangerous to second guess the type of firearm which may be involved during an armed incident.	High
Metal objects worn under the SRBA or held in shirt pockets. (Secondary projectile).	May cause injury if hit by a projectile.	Metal buttons must be removed along with tie pins from any clothing being worn under the SRBA. As a safety precaution shirt pockets should be empty and necklaces removed when wearing SRBA.	Low
Discomfort related to wearing SRBA	Possible discomfort within first two weeks of wearing Increased body temperature.	<ul style="list-style-type: none"> • Wear SRBA on duty whenever possible to help the body adapt. • Use the provided risk analysis framework and if low, i.e. inside a Police station, unzip the SRBA to allow air to flow around the body. • Remove unnecessary outer garments including tie. • Re-adjust appointments on duty belt if practicable. • Regular hydration: as a guide, maintain body fluids by drinking water frequently, 100-150 mls every 15-20 minutes. • Remove SRBA in a safe environment (e.g.: at a work station) if necessary or desirable, to ease discomfort. • Refer to www.habitatwork.co.nz for further information. • Maintain a good level of fitness. • Ensure personal hygiene to reduce the risk of prickly heat. Shower and change into fresh clothing at the end of a shift. • Use vehicle air conditioning to provide short term relief. • Adjust SRBA as required to help with comfortable fit, while 	Low

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

		maintaining effectiveness of SRBA.	
Damaged panels (e.g. SRBA panels immersed in water, cut or torn.	SRBA may not give full protection.	<ul style="list-style-type: none"> • Wear wet weather gear when appropriate. • Dry wet panels away from sunlight or direct heat. • Immediately replace panels with cuts, tears or abrasion. • If required to go through a decontamination shower after chemical exposure, remove panels before entering shower. <p>Note: The protection provided by wet panels is reduced by 50%. Panels will return to 'full' protection when dried out.</p>	Medium
Risk taking There is the potential for some employees fitted with SRBA to take additional risks that they would otherwise have avoided.	SRBA provides additional protection to the torso only and not against some weapons as previously mentioned. Other areas of the body remain unprotected.	Personal safety of staff is paramount. Application of Staff Safety Tactical Options Framework must be adhered to at all times.	Medium
Incorrect fitting SRBA	Unprotected area of the torso, exposure to an injury.	Should a gap appear after adjustment, full protection is not provided and a correctly-fitted SRBA should be requisitioned immediately. When adjusted correctly there should be a minimum 2.5cm overlap of the panels on each side of the torso to provide full protection.	Low
Increased ability by potential attackers to grab employee.	Employees more easily attacked at close range with possible injuries resulting.	Use appropriate defensive tactics.	Low

Procedure when discomfort wearing SRBA is experienced

If you experience discomfort from wearing the SRBA follow Police's accident management process and complete a:

- Notice of Discomfort form; and
- POL 645 Accident/Incident Report form (select 'other' in the activity field and record 'SRBA').



Uniform, dress standards and appearance, Continued...

Version : 9.0

Issue, return and disposal

This section contains the following topics:

- [Issue](#)
- [Approved uniform items](#)
- [Initial issue](#)
- [Issue of new items on promotion](#)
- [Issue on transfer from plain clothes to uniform](#)
- [Order and supply of uniform and equipment](#)
 - [How to order](#)
- [Damage or faults with uniform and equipment](#)
- [Worn out uniform](#)
- [When uniforms do not fit](#)
- [Restrictions on wearing obsolete uniform items](#)
- [Obsolete uniform items](#)
- [Returning items not required or when employment ceases](#)

Issue

Police issues employees with the uniform and equipment appropriate to their role when they join Police. Employees must only be issued with personal protective equipment once they have completed the required training and specialist uniform when appointed to the respective role.

The issue of approved uniform and equipment is made by way of the SAP on-line purchasing system.

Approved uniform items

Uniform type	Special conditions
Forage cap	Approved for general wear
Police issue wide brimmed hat	Approved for situational wear in hot or sunny conditions
Police issue baseball cap	Approved for situational wear in the following specialist groups: <ul style="list-style-type: none"> • Dog section • Specialist search group • AOS / STG/PNT • SOCO • Search and Rescue • National clan Lab • Serious crash unit • National Dive Squad • Air Support unit • CVIU • Maritime Unit • Motorcycle staff.
Police issue beanie	Approved for wear in cold conditions
Service shirt, both long and short sleeved	Approved for general wear
Operational shirt, both long and short sleeved	Approved for wear only with overt SRBA
Police issue jersey	Approved for general wear
SRBA	Approved for general wear
Police issue duty	Approved for general wear

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

jacket	
High visibility safety raincoat	Approved for wear in both day and night time
High visibility long sleeved safety jacket	Approved for wear in both day and night time
High visibility sleeveless jerkin	Approved for wear in daytime only
Tunic	Approved for general wear
Police issue tie	Approved for general wear
Police issue dress belt	Approved for general wear
Duty belt	Approved for wear with SRBA
Police issue socks	Approved for general wear
Police issue trousers	Approved for general wear
Overseas deployment trousers	Approved for wear only while on overseas deployment or whilst undertaking deployment training.
Police uniform overalls	Approved for wear by the following specialist groups: <ul style="list-style-type: none"> • Dog section • Specialist Search Group • AOS / STG/PNT • SOCO • Search and Rescue • National Clan Lab • Serious Crash Unit • National Dive Squad • Air Support Unit - flight overalls • CVIU • Maritime Unit • Great Barrier Island constables.
Plain overalls	Approved for situational wear
Police issue name badges	Approved for general wear
Footwear	Refer to the 'Footwear' section earlier in this chapter.

Initial issue

This table lists the initial uniform items provided to employees required to wear uniform when they join Police. Refer to the ['Footwear'](#) section earlier in this chapter.

Uniform item	Quantity	Uniform item	Quantity
Forage cap	1	Light weight trousers	1
Tunic	1	Trousers	2
Epaulettes Constable	3	Epaulettes Constable duty jkt	1
QID numbers	5 pair		
Duty jacket	1	Leather dress belt	1
Dress jersey	1	Duty belt	1
Short sleeved service shirt	3	Blue boot socks	3
Operational shirt (short sleeved)	5	High visibility safety raincoat	1
Tie	1	High visibility long sleeved safety jacket	1
Footwear - Safety Boots	1	High visibility sleeveless jerkin	1

This is an uncontrolled document printed for reference only.
The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Issue of new items on promotion

This table lists the new uniform items required when a constable is promoted.

Promotion to...	New uniform items...
Sergeant or Senior Sergeant	<ul style="list-style-type: none"> • 3 sets of epaulettes (appropriate to new level of position) • 2 sets of water proof epaulettes (appropriate to new rank)
Inspector	<ul style="list-style-type: none"> • Inspector's forage cap • 1 pair of black leather dress gloves • 3 sets of epaulettes for Inspectors • 2 sets of waterproof epaulettes for Inspectors • 3 name badges • Tailored tunic • Tailored trousers or skirts for females • Mess uniform when required which includes a black bow tie (males) or crossover tie (females), white long sleeved shirt or white long sleeved blouse (females), cummerbund, mess jacket and mess trousers or long skirt
Superintendent	<ul style="list-style-type: none"> • Superintendent's forage cap • 1 pair of black leather dress gloves • 3 sets of epaulettes for Superintendent • 2 sets of waterproof epaulettes for Superintendent • 3 name badges • Tailored tunic • Tailored trousers or skirts for females • Mess uniform when required which includes a black bow tie (males) or crossover tie (females), white long sleeved shirt or white long sleeved blouse (females), cummerbund, mess jacket and mess trousers or long skirt
Assistant Commissioner	<ul style="list-style-type: none"> • Assistant Commissioner's forage cap (Assistant Commissioners above) • 1 pair of black leather dress gloves • 3 sets of epaulettes for Assistant Commissioners • 2 sets of waterproof epaulettes for Assistant Commissioner • 3 name badges • 3 pairs of Assistant Commissioner gorget patches for shirt collars • Tailored tunic with Assistant Commissioner epaulettes • Tailored trousers or skirts for females • Mess uniform when required which includes a black bow tie (males) or crossover tie (females), white long sleeved shirt or white long sleeved blouse (females), cummerbund, mess jacket and mess trousers or long skirt.
Deputy Commissioner	<ul style="list-style-type: none"> • Deputy Commissioner's forage cap (Assistant Commissioners and above) • 1 pair of black leather dress gloves • 3 sets of epaulettes for Deputy Commissioner • 2 sets of waterproof epaulettes for Deputy Commissioner • 3 name badges • 3 pairs of Deputy Commissioner and above gorget

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

	<p style="text-align: center;">patches for shirt collars</p> <ul style="list-style-type: none"> • Tailored tunic with Deputy Commissioner epaulettes • <u>Tailored</u> trousers or skirts for females • Mess uniform when required which includes a black bow tie (males) or crossover tie (females), white long sleeved shirt or white long sleeved blouse (females), cummerbund, mess jacket and mess trousers or long skirt
<p style="text-align: center;">Commissioner</p>	<ul style="list-style-type: none"> • Commissioner's forage cap (Assistant Commissioners and above) • 1 pair of black leather dress gloves • 3 sets of epaulettes for Commissioner • 2 sets of waterproof epaulettes for Commissioner • 3 name badges • 3 pairs of Commissioner (Deputy Commissioner and above) gorget patches for shirt collars • Tailored tunic with Commissioner epaulettes • <u>Tailored</u> trousers or skirts for females • Mess uniform when required which includes a black bow tie (males) or crossover tie (females), white long sleeved shirt or white long sleeved blouse (females), cummerbund, mess jacket and mess trousers or long skirt

Issue on transfer from plain clothes to uniform

When employees who hold the office of constable transfer from a plain clothes role to a uniformed role they may need to obtain new uniform items if their uniform held in reserve is no longer serviceable.

Order and supply of uniform and equipment

Police have contracted LOCKHEED MARTIN to:

- manage the procurement and distribution of uniform and equipment to employees
- deliver requested uniform items to employees.

How to order

All requisitions for new or replacement items must be:

- authorised by the local budget holders according to local authorisation processes, and
- purchased through the SAP on-line purchasing system (employees will not be issued with uniform items if they go directly to LOCKHEED MARTIN unless it is urgent and pre-approved by Manager: Response In Response and Operations, PNHQ).

Damage or faults with uniform and equipment

Uniform, equipment and protective clothing (including footwear) on issue remains the property of Police and any loss or damage must be reported to your supervisor. If the item has been lost or damaged through negligence your supervisor may require you to reimburse the replacement cost.

Uniform or equipment items that are faulty must be returned to LOCKHEED MARTIN or Workwear Group (safety footwear) and the Advisory Officer: Deployable Assets , Response and Operations, PNHQ must be advised.

Worn out uniform

Uniform that is worn out, i.e. unserviceable and unable to be reused or returned to LOCKHEED MARTIN, should have the Police insignia removed and the article destroyed.



Uniform, dress standards and appearance, Continued...

Version : 9.0

The insignia should be rendered ineffective through cutting into smaller pieces preventing reassembly or reuse before disposal.

When uniforms do not fit

Uniform items received from LOCKHEED MARTIN that do not fit must be returned to LOCKHEED MARTIN immediately with a copy of the packing slip marked "Return for credit".

Employees whose physique changes to the extent that a different sized uniform is required should return the necessary items to LOCKHEED MARTIN and reorder the correct size through the SAP online purchasing system.

Restrictions on wearing obsolete uniform items

When new uniform items are introduced, the Commissioner of Police may impose a "phase out" period as part of the introduction of the item. The phase out period will specify the date after which the old uniform item is no longer an approved uniform item.

Police employees must not wear obsolete uniform.

Changes to approved uniform items will be communicated to employees through Ten-One, the bulletin board or by direct email.

Obsolete uniform items

This table lists obsolete uniform items.

Uniform item	Removed from service on/ from
Beat helmet (white and blue)	1 July 1995
Women's style blue and white hats	1 January 1996
Service shirt, female's style with no pockets	31 December 1996
Service shirt, male and female's with no shoulder patches	31 December 1996
V neck jersey without shoulder patches	31 December 1996
Specialist Round neck jersey	31 December 2013
Zip style tunic	1 January 1996
Chrome name badges	1 March 2003
Epaulettes with wording "Police"	31 December 1996
Stand alone chevrons and crowns not on epaulettes	31 December 1996
Greatcoats	1 May 2010
Ribbed uniform jerseys	1 May 2010
Service Shirt chrome buttons	1 May 2010
Jailer Escort Polo shirts and jackets	1 December 2012
Duty Jacket (old style with fur collar)	31 December 2014

Returning items not required or when employment ceases

When an employee...	Uniform Items are...
<ul style="list-style-type: none"> • changes designation • retires or resigns • changes sizes • is promoted • is on leave without pay for more than three months • is on overseas deployment for more than three months 	<p>returned to LOCKHEED MARTIN via District HR.</p> <ul style="list-style-type: none"> • A constable who is of or above the level of position of inspector may retain one set of uniform for ceremonial purposes. • Constables may apply to OAC to retain one set of uniform.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

• is on leave without pay or an overseas deployment for less than three months	held by the district.
--------------------------------------------------------------------------------	-----------------------

When uniform items become obsolete they must be returned to LOCKHEED MARTIN for destruction. Employees must not retain old uniform items. A Pol217 Clothing and Equipment, Items Returned for Disposal to Area/District/Lockheed Martin store must be completed and returned with the items. Employees are permitted to retain issue boots for personal use.

LOCKHEED MARTIN may retain items in good condition and will destroy any unserviceable items.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Tailoring

This section contains the following topics:

- [When can uniform items be tailor made?](#)
- [Fabrics and components necessary for tailoring](#)

When can uniform items be tailor made?

Employees at a level of position of inspector or above are entitled to have a tunic and trousers or skirts tailored. The mess uniform will be tailored only when the need arises.

The District Commander or National Manager may also approve the tailoring of tunics, trousers or skirts for an employee when the uniform item is not available in the correct size via the SAP on-line purchasing system.

The tailoring of any other uniform items must be arranged through the Advisory Officer: Deployable Assets in Response and Operations at PNHQ.

District Commanders must put in place local arrangements, approved by the Manager: Response, Response and Operations, PNHQ, for the tailoring of approved uniform items.

Employees receiving tailored items must ensure they are satisfactory before paying for the tailoring.

Fabrics and components necessary for tailoring

The fabric and components required for tailored items can be obtained via the SAP on-line purchasing system.

This table is a **guide** to the amount of fabric needed and the components required for tailored items. (If you are unsure then check quantities with the tailor).

Uniform item...	Cloth, V/B Tunic and Trousers	Chrome Buttons 26 Ligne	Chrome Buttons 30 Ligne	Badges Shoulder (COA)
Female tunic	2.0m	4	4	1 pair
Male tunic	2.5m	4	4	1 pair
Tunic, Inspectors and above	2.5m	4	4	1 pair
Female trousers	1.3m			
Male trousers	1.5m			
Trousers, Inspectors and above	1.5m			

This table is a guide to the amount of fabric and components required for tailoring the mess jacket and one pair of trousers for males and a skirt for females.

Uniform item...	Cloth, V/B Tunic and Trousers	Mess jacket lapel cloth	Mess jacket lapel badges	Chrome Buttons 20 Ligne	Chrome Buttons 26 Ligne
Male mess jacket and trousers	4.0m	1.0m	2	2	2
Female mess jacket and skirt	4.0m	1.0m	2	2	2

Employees who are at the level of position of inspector and above also need to order badges of rank for their tunics and mess jackets. The quantities below are for one tunic or mess jacket. The gorget patches are not required for the mess jacket.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Position level...	Stars Officers Shoulder	Crown Officer Shoulder	Crosses Sword & Baton	Gorget Patches - Ass Comm	Gorget Patches Deputy & Comm
Inspector	6				
Superintendent	2	2			
Assistant Commissioner	6	2		1 pair	
Deputy Commissioner	2		1 pair		1 pair
Commissioner		2	1 pair		1 pair



Uniform, dress standards and appearance, Continued...

Version : 9.0

Care of uniforms and SRBA

This section contains the following topics:

- [Cleaning uniforms](#)
- [Dry-cleaning costs](#)
- [Maintaining high visibility garments](#)
- [Care and maintenance of SRBA](#)
 - [Washing and drying SRBA](#)
 - [Repairs or alterations](#)

Cleaning uniforms

Employees must ensure all uniform items are kept clean and replaced as necessary to maintain a high standard of appearance.

The majority of uniform items are suitable for washing in normal domestic washing machines (refer to the care instructions inside the item). The only items requiring dry cleaning are the tunic, ties and trousers.

Dry-cleaning costs

This table outlines employees' entitlement to reimbursement of dry cleaning costs.

Employee category	Entitlement
All employees	The cost of dry-cleaning uniform or civilian clothing soiled as a result of duty will be refunded, providing the soiling was not caused by negligence. (This is in addition to any routine dry-cleaning allowed).
All employees required to wear uniform	Routine dry-cleaning of three uniform items per calendar month.
<ul style="list-style-type: none"> • Dog handlers • Permanent launch crew 	Routine dry-cleaning of three uniform items per calendar month.
Members of Police bands and similar groups	Dry-cleaning of four items of that uniform per year.
Employees receiving a plain clothes allowance	Routine dry-cleaning of three uniform items every six months.

Shirts must not be included as part of the dry cleaning entitlement.

Maintaining high visibility garments

District Commanders are responsible for ensuring that a programme is maintained for regularly inspecting high visibility garments to ensure they are unsoiled, have only limited fading with no large areas of retro-reflective materials missing or failing to function and only minor tears and scratches. All high visibility garments are issued with a card outlining maintenance and inspection instructions. These instructions must be followed to ensure the garments continue to meet the safety standard.

Care and maintenance of SRBA

To maximise the lifespan of SRBA:

- close all fastenings and zips
- [wash covers](#) frequently
- do not bleach
- keep panels away from sunlight or direct heat
- do not immerse panels in water
- store overt SRBA by hanging on coat hangers or in carrier bag, or lying flat.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Washing and drying SRBA

The cover must only be hand washed in warm water (not exceeding 30° C) and then left to dry. Do not dry clean, tumble dry or iron. If the cover is exposed to chemicals, wash separately and contact the National Clan Lab for advice.

Remove the front, back and shoulder panels from the cover before washing. Once removed, the panels can be wiped down with a damp cloth.

Ensure the cover and panels are completely dry before reinserting them with the label facing the body. Wet Kevlar will not provide the same level of protection it would when dry. If the panels become wet they should be dried away from direct sunlight or heat. It may take two or three days before the Kevlar is sufficiently dry.

Repairs or alterations

Do not carry out repairs to damaged SRBA panels. Return them to LOCKHEED MARTIN for quality assurance assessment and either repair or replacement. Damaged SRBA covers may be returned directly to the manufacturer for assessment and repair. Contact the Advisory Officer: Deployable Assets, Response and Operations at PNHQ for details.

Do not add patches, embroidery or in any way alter the cover of SRBA.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Non-operational use of uniform

This section contains the following topics:

- [Retired employees](#)
- [Social functions](#)
- [Restricted uses](#)
 - [Approving non-policing or external requests for uniform items](#)

Retired employees

Retired employees at a level of position of inspector or above may wear Police uniform at the position level held on retirement when taking part in parades, ceremonies and on other occasions authorised by OAC.

OAC may approve the wearing of uniform by retired employees at the position level of senior sergeant and below when taking part in parades, ceremonies and other occasions authorised by OAC. Application should be directed through the District Commander/National Manager to the National Manager: Response and Operations in the first instance.

The letter "R" must be worn on the sleeves of the outer garment immediately below and central to the Coat of Arms Badge. On the mess jacket, as it has no coat of arms badge, the "R" Badge should be positioned approximately 12 cm down from the shoulder seam.

Social functions

Employees attending social occasions must conform to the dress code indicated on the invitation or published orders of the host. District Commanders/National Managers may approve when uniform must be worn at Police social functions.

Restricted uses

It is an offence under section 48(2) of the Policing Act for a person to use a Police uniform, or item of uniform or equipment without reasonable excuse and in circumstances likely to lead someone to believe they are a Police employee. This offence can also apply to Police employees using their uniform or Insignia when they are not acting in an official capacity and do not have the Commissioner's authority.

Approving non-policing or external requests for uniform items

Follow this table when requests for non-policing use of Police uniform or equipment are received or there are concerns about uniforms of other organisations resembling Police.

Situation	Action
Requests from film companies and TV to loan items of uniform and equipment and/or provide advice on Police procedures.	Refer to Deputy Chief Executive: Public Affairs
Issues relating to uniforms of other organisations which resemble the New Zealand Police uniform.	Refer to the National Manager: Response and Operations
Requests for uniform items from collectors.	Refer to the National Manager: Response and Operations
The manufacture and sale of articles of a souvenir nature, bearing the Police crest and other insignia.	Obtain prior approval of OAC
The use of Police insignia for non official purposes	Obtain prior approval of OAC

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Identifying Police

This section contains the following topics:

- [Identification and position level \(formerly 'rank'\) insignia](#)
 - [Diagrams of position level insignia](#)
 - [Name badges](#)
- [Orders, decorations and medals](#)

Identification and position level (formerly 'rank') insignia

Constables who interact directly with the public must be clearly identifiable by either [name](#) or registered number.

Constables wearing uniform must wear detachable epaulettes on the outer most upper body garment (wear only one set of epaulettes at a time). The epaulettes must carry the employee's appropriate position level insignia and for senior sergeants and below also include their registered numbers. The registered number must be placed adjacent to the outer edge of the epaulette.











With the exception of an employee who is designated a senior constable (relates to years of service) no employee can wear the insignia for a position level for which they have not yet qualified through the Promotion Qualifications Framework. Senior constables may wear the insignia of that designation.

Refer to the '[Appointments process](#)' chapter for the transitional provision relating to the temporary position holders to wear insignia for position levels they are not qualified for through the Promotion Qualifications Framework.

Authorised officers and temporary constables must either wear a name badge or name badge with registered number in place of the name.

Diagrams of position level insignia

This table has images of the various position level insignia.

Commissioner 	Deputy Commissioner 	Assistant Commissioner 	Superintendent 	Inspector 
Senior Sergeant 	Sergeant 	Senior Constable 	Constable 	Recruit 

Name badges

Constables at the level of position of inspector or above and other Police employees who interact directly with the public must wear a name badge on their outer most garment.

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

There may be a small number of instances when wearing a name badge is inappropriate. In these situations the Area Commander can authorise an exemption. Authorised Officers and temporary constables may either wear a name badge or name badge with registered number in place of the name.

Area Commanders may approve constables at the level of position of senior sergeant or below wearing a name badge in addition to their registered numbers.

For constables at any level of position, authorised officers and temporary constables, name badges must only display the full name of the employee as shown on the Police ID card. For Police employees only, name badges may display only a christian name or both christian and surnames. The use of titles such as section, group, station, district or designation and rank identifiers are prohibited. The approved name badge can be obtained via the SAP on-line purchasing system. The badge must be worn on the right hand side of the garment directly above the centre of your shirt pocket or where that pocket would be.

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.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Personal appearance: uniformed and constabulary employees

This section contains the following topics:

- [Introduction](#)
- [Hair](#)
- [Facial hair](#)
- [Sunglasses](#)
- [Jewellery](#)
- [Tattoos](#)

Introduction

The New Zealand 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. OAC may approve employees wearing jewellery if the jewellery is required to be worn for cultural reasons.

Do not wear:

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

- 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.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Police employee corporate uniform - non constabulary

This section contains the following topics:

- [Introduction](#)
- [Purpose](#)
- [Standard approved garments \(Police employee\)](#)
- [Entitlements](#)
- [Use](#)
- [Alterations to garment Police embroidery](#)
- [Name badges](#)
- [Merit awards, ribbon bars and remembrance items](#)
- [Drycleaning allowance](#)
- [Payment](#)
- [Damage to garments](#)
- [Leaving Police employment](#)

Introduction

All Police employees are expected to take pride in their appearance so that they will reflect credit on the 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.

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 or casual employees dependant on their hours of employment and their duties may on a 'case by case' basis be granted permission to purchase employee uniform. Such application should be made to the employee's supervisor who may recommend accordingly.

District Commanders or National Managers 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).

This is an uncontrolled document printed for reference only.

The controlled document can be found in the Police Instructions site which is accessible via the New Zealand Police Intranet.



Uniform, dress standards and appearance, Continued...

Version : 9.0

Use

The garments are designed for the use of Police employees 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 must be worn 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.

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.

Leaving Police employment

On the termination of employment, all employees must ensure that the embroidery on the garment(s) is removed or the item handed into Police. This does not apply if the employee is on long term leave such as maternity or leave without pay.

OIA REVIEW

20 October 2015

From Ministerial Services to:

Deputy Chief Executive Public Affairs	<input checked="" type="checkbox"/>
AC Response and Operations	<input type="checkbox"/>

15/8740

Reply to –Thomas Holmes for drill, ceremonial and uniform manuals and/or policies

Risks (if any) associated with release of this information:

Please pass back to me when review is finished.

Thank you

Raewyn Thomson
Ministerial Services

Reply due –27 October 2015



O.I.A. AUDIT TRAIL

SENSITIVE **SOME SENSITIVITY** **ROUTINE**

Name of requester
Thomas Holmes

Summary of information request
Drill, ceremonial and uniform manuals and/or policies

File Reference
15/8740

Date request received
30 September 2015

Date response due
27 November 2015

Date response dispatched

ACTIONED BY

Person responsible
James McGrogan

Group/Section:
Response and Operations

Date: Ext:

SUPERVISOR REVIEW

Review (content/quality)

Approved for release

Date: Supervisor/Team Leader:

NATIONAL MANAGER REVIEW

Approved for release Suggested changes as attached. Returned to document writer for action

COMMENTS:

Date: Signature:

LEGAL SERVICES

Date sent:

Approved for release Suggested changes as attached. Returned to document writer for action

COMMENTS:

Date: Signature:

PUBLIC AFFAIRS

Date Sent:

Approved for release Suggested changes as attached. Returned to document writer for action

COMMENTS:

Date: *21/10* Signature: *Yover*

OTHER

Date Sent:

Approved for release Suggested changes as attached. Returned to document writer for action

COMMENTS:

Date: Signature:

DECISION TO RELEASE INFORMATION

Approved for release Suggested changes as attached. Returned to document writer for action

COMMENTS:

EXECUTIVE MEMBER: Date:

MINISTER'S OFFICE

Date sent:

COMMENTS

Date: Signature:

