



Uniforms and Dress Standards – Appendix 7

Uniforms and Dress Requirements – Procedures and Standards

The following procedures and standards are established pursuant to Policy Directive 63 - [Uniforms and Dress Standards](#)

Approvals

The Uniform Advisory Committee (the Committee) shall approve prison officer uniform items listed in:

- [Appendix 1](#) - Prison Officer Standard Uniform Issue
- [Appendix 2](#) - Specialist Uniform Issue
- [Appendix 4](#) - Insignia and Badges.

in accordance with its [Terms of Reference](#).

The Deputy Commissioner Adult Custodial shall approve:

- changes to Senior Prison Administrator Standard Uniform Issue ([Appendix 3](#)) and any other uniforms issued for public servants
- those prisons and/or branches (specialist areas) where an alternative uniform is to be approved
- those prisons and branches where the Insignia of Rank is not required to be worn ([Appendix 5](#))
- all new or variations to uniforms that do not conform to existing contractual arrangements and/or are not within existing budget allocations.

1. Approved items of wear

- 1.1 Any officer may request changes or additions to the list of approved items by submitting a business case to the Uniform Committee.
- 1.2 For officers provided with a uniform, no civilian clothing is permitted to be visible except:
 - 1.2.1 Officers may wear a plain white t-shirt underneath a uniform shirt or blouse visible at the neck only
 - 1.2.2 Where items are approved by the designated Superintendent and are in keeping with the presentation required of an officer.
- 1.3 Where issued with a uniform, officers shall maintain their uniforms in good repair. When worn, all items should be clean and neatly pressed.
- 1.4 All officers (uniformed or otherwise) shall be supplied a clear plastic personal carry bag of the approved type for transporting approved personal items into a prison.
- 1.5 All officers shall not wear long sleeve shirts, jumpers, pullovers and other coverings with the sleeves rolled up. Short sleeved shirts and sleeveless pullovers are available.

2. Uniform issue

In this section, Uniformed Officer includes all staff required to wear a uniform, other than Senior Prison Administrators.

- 2.1 Each Uniformed Officer shall receive the Standard Uniform Issue ([Appendix 1](#)) upon commencement.
- 2.2 Uniformed Officers assigned to work in a Specialist Area shall be provided with the relevant Specialist Uniform Issue ([Appendix 2](#)) upon commencement in the specialist position.
- 2.3 Uniformed Officers not engaged in Specialist Areas are to wear the Standard Issue Uniform.
- 2.4 Prison Officers employed directly into a specialist area may trade part of their initial Standard Uniform Issue for additional items from the Specialist Uniform Issue, providing they maintain at least one Standard Uniform.
- 2.5 Uniformed Officers working in a Specialist Area may, when exchanging a standard issue item on a fair wear and tear basis, elect to receive an equivalent item of Specialist Uniform. (Note: 1 trouser/skirt and 1 shirt/blouse = 1 pair overalls).
- 2.6 Uniform items are replaced/exchanged at the frequency described in Appendices 1-3.
- 2.7 Unless uniform items subject to replacement at 'fair wear and tear' are:
 - lost - in which case a Statutory Declaration is required
 - destroyed in compliance with OHS requirements (eg blood stained) - in which case an Incident Report should be lodgedall items of uniform sought to be replaced/exchanged under fair wear and tear shall be handed in to enable replacement.

3. Senior Prison Administrator uniform issue

Senior Prison Administrators responsible for prisoners shall be provided a uniform issue in accordance with the Senior Prison Administrator Standard Uniform Issue ([Appendix 3](#)).

The Deputy Commissioner Adult Custodial shall determine which positions are to be provided with a uniform.

4. Cultural requirements

- 4.1 During the recruitment of those officers required to wear a uniform, the Department of Corrective Services shall identify those applicants that have religious and cultural beliefs that may conflict with the Department's uniform and dress standards.
- 4.2 Where the recruitment identifies a potential conflict, the Department of Corrective Services shall negotiate with the applicant **prior to employment**, treatments that allow the person to maintain their religious or cultural beliefs without compromise to the security and good order of a prison.
- 4.3 During the negotiation the parties shall consider:

- 4.3.1 **Clothing** - the Department of Corrective Services shall make every reasonable effort to ensure that uniforms consider the religious needs of officers so that, where possible, the Department accommodates the needs of the person. The resultant uniform shall correspond to the Department's uniform in colour and shall display insignia, badges and emblems in order to easily identify the person's rank and connection with the Department.
- 4.3.2 **Footwear** - Where the wearing of certain types of footwear (eg leather shoes for Hindi) may be unacceptable for some officers, in these circumstances the Department of Corrective Services may negotiate appropriate alternatives with officers whilst considering any security and safety issues.
- 4.3.3 **Hair** - The Department of Corrective Services shall permit hairstyles that are neat and presentable. Where a person needs to maintain long hair for religious reasons, they should secure it above the collar.
- 4.3.4 **Ceremonial items** - Often religious and cultural beliefs offer the opportunity to carry alternative items and the Department shall negotiate these individually with the person whilst considering security and safety issues.

- 4.4 Where the Department of Corrective Services and the individual reach agreement on alternative arrangements they shall seek ratification and approval by the Uniform Committee and the agreement shall operate in all prisons.
- 4.5 Where the Department of Corrective Services and an applicant can not reach agreement on a suitable uniform that meets the requirements of the Department, the requirements of the individual or compromises the security and safety of the prison, the Department shall not employ such person as a uniformed officer.
- 4.6 Where an existing employee identifies that their religious beliefs conflicts with the requirements in relation to uniforms, the designated Superintendent may authorise that the person can wear clothing other than their uniform to the extent the authorisation does not conflict with the considerations provided at 4.3.
- 4.7 The designated Superintendent's authorisation only relates to the particular prison for which the Superintendent is designated.
- 4.8 The officer may apply for the variation to apply to all prisons by making application to the Uniform Committee for approval of the variation.

5. Ceremonial dress standards

- 5.1 All officers issued with a uniform shall maintain 1 dress uniform from their respective Standard Uniform Issue or Senior Prison Administrator Uniform Issue (as the case may be) for the purposes of ceremonial occasions.
- 5.2 The dress uniform for officers shall consist of trousers/skirt and shirt/blouse. (It does not include shorts, cargo pants or other alternative clothing.) For Senior Prison Administrators, the dress uniform shall in addition include the dress jacket, tie and hat.

- 5.3 The Deputy Commissioner Adult Custodial or the designated Superintendent shall determine the circumstances that warrant approval to wear ceremonial dress.
- 5.4 An off-duty officer may wear their uniform only for the purpose of the ceremonial occasion and for the purpose of getting to and from the occasion by the most direct means.

6. Insignias of ranks, medals and badges

- 6.1 Epaulettes showing insignias of rank must be visible at all times - including times when the issued jumper/black jacket is being worn. Insignias need not be visible when wearing approved protective clothing.
- 6.2 Senior Prison Administrators will receive both hard and soft board epaulettes. The hard board epaulettes are for tunic and shirt and the soft board epaulettes for wearing with the jumper. The soft board epaulettes are not permitted to be worn on the jacket or shirt.
- 6.3 Those prisons or branches where the Deputy Commissioner Adult Custodial has determined that the display of rank is not required appear in [Appendix 5](#).
- 6.4 Prison Officers may wear badges, nameplates and ribbons as approved by the designated Superintendent or Uniform Committee ([Appendix 4](#)).
- 6.5 Uniformed officers **must** return all epaulettes, Insignia of rank and badges, upon cessation of employment as a uniformed officer.

7. Footwear, socks and stockings

- 7.1 Officers provided with a uniform shall only wear issued footwear or footwear otherwise approved and meets occupational safety and health requirements.
- 7.2 Officers provided with a uniform shall only wear uniform issued socks (or stockings).
- 7.3 Female officers provided with a uniform may receive stockings in lieu of socks at the rate of 6 stockings per pair of socks forgone.
- 7.4 Where safety type boots are provided, they are provided on a fair wear and tear basis. This provides for replacement in situations where the footwear becomes unserviceable within 1 year of issue. Otherwise these officers are entitled to an annual issue.

8. Storage of Uniform

- 8.1 The designated Superintendent shall provide and define those areas of the prison where officers may leave uniform items unattended when not worn.
- 8.2 Other than in areas defined by the designated Superintendent, officers must not leave uniforms unattended.

9. Officers' Hair

- 9.1 Officers shall maintain their hair in a neat and tidy fashion at all times.
- 9.2 Officers shall not wear their hair longer than the collar of their shirt. Officers with hair longer than collar length are required to wear their hair tied above the collar. Hair combs or ties must be of a conservative nature.
- 9.3 Officers should be cleanly shaven or beards and moustaches are to be trimmed and maintained in a neat and tidy manner.
- 9.4 Officers wishing to grow a beard or a moustache shall only do so while they are on annual or long service leave.
- 9.5 Those Prison Officers in receipt of an allowance for Breathing Apparatus shall maintain their facial hair in accordance with [Policy Directive 58](#) - Compressed Air Breathing Apparatus.

10. Jewellery

- 10.1 The Department of Corrective Services is not responsible for damage to or loss of employees' personal jewellery whilst in a prison.
- 10.2 Wedding and engagement rings, a maximum of 1 pair of plain metal conservative style ear studs or small hooped earrings (worn in the ear lobe), medic alert bracelets and jewellery of religious or cultural significance may be worn whilst on duty but in a manner that does not interfere with the good government, good order, and security of the prison.
- 10.3 Watches and the like may be worn but should be of a practical nature and limited in value.
- 10.4 Body jewellery shall be concealed so as to be not normally observed and not interfere with the good government, good order, and security of the prison. Other visible body jewellery must be removed. Replacement with acrylic or plastic retainers is at the officers own expense.
- 10.5 The designated Superintendent may request a person at anytime, to remove jewellery considered to interfere with the good government, good order or security of the prison.

11. Protective Clothing

- 11.1 The designated Superintendent shall determine what constitutes appropriate protective clothing in consultation with the employee(s) concerned.
- 11.2 The designated Superintendent may approve the issue of a hat or cap to non-uniformed staff where that persons function requires them to work outdoors.
- 11.3 When working outdoors officers are to wear their issued hat/cap and be provided with access to sunscreen.
- 11.4 Where the role of an employee involves regular driving during daylight hours or extended periods working in direct sunlight, the designated Superintendent may approve the issue of sunglasses for the purpose of eye protection from sunlight in accordance with occupational health and safety.

- 11.5 Prison Officers shall maintain their issued Infection Control Pouch in an operational condition.

12. Department Identification Cards

- 12.1 Prison Officers shall wear their ID Card attached to the left breast pocket or left epaulette with the name and identification photograph clearly visible.
- 12.2 Employees, including Prison Officers, may place the ID Card on an approved departmental lanyard, however lanyards are not suitable for industrial workshops and some other situations. Only lanyards with quick release cusps are approved.

13. Travel

- 13.1 Officers wearing their uniform during travel to and from work may stop for incidental circumstances only. (See also section 5.4)
- 13.2 Subject to section 2.3, uniformed officers may travel to and from their daily duty in either the standard, or specialist uniform issue.

14. Senior Prison Administrators Uniform

14.1 General

The orders of general/ceremonial duty dress and special purpose dress are explained in this chapter.

- 14.1.1 The orders of dress given are identified by the title. With each order there is deliberately little or no option. In this way, confusion and uncertainty are avoided. Uniformity of dress shall be maintained.
- 14.1.2 Any senior prison administrator based at a prison or operational area that has been approved to be issued with a special purpose uniform shall maintain a minimum of one full set of Khaki uniform. Special purpose uniforms shall not be worn at times other than that for which it is intended. When attending formal or ceremonial functions, appropriate uniform dress will be maintained.
- 14.1.3 All protocols as outlined for general duty Prison Officers in this Policy Directive shall apply. (Hair, Jewellery, make-up and replacement etc).
- 14.1.4 The pattern and cut of any item of uniform shall not be altered in any way without authority of the Commissioner for Corrective Services.
- 14.1.5 A common sense approach must be taken in the wearing of the issued uniform when representing the Department of Corrective Services. The Department is aware that senior administrators represent the Department at many outside forums. The common sense approach requires the administrators to be aware of the audience and make a decision on the appropriate use of the uniform or other business attire.

14.2 Orders of Dress

Orders of dress are detailed in the tables shown:

Table 1 Ceremonial

Table 2 General Duty

14.2.1 Ceremonial Uniform

Items of Dress

Peaked Cap
Shirt - Long Sleeve
Trousers/Skirt
Neck Tie, black
Jacket - Dress
Buttons Chrome
Service Ribbons/Medals
Epaulette Hardboard – Rank
Insignia
Name Tag
Belt – Black issue
Socks – Black issue
Stockings/hose
Dress Shoes – black

14.2.2 General Duty Uniform

Items of Dress

Peaked Cap
Shirt – short or long sleeve
Trousers or Skirt
Necktie/cross over
Jacket Formal/Soft shell
Buttons Chrome
Service Ribbons
Epaulette Slides/hardboard –
Rank insignia
Name Tag
Belt – issue
Stockings/hose/socks
Socks – Black
Authorised Black Footwear
Jumper/Weather jacket

14.3 Epaulettes/Slides

14.3.1 Hardboard or soft slip-on epaulettes are worn by Assistant Superintendent and above, on both ceremonial and general duty uniform to depict rank.

- 14.3.2 Soft slip-on epaulettes are to be worn to depict rank on jumpers/pullovers and weather jackets.
- 14.3.3 Hardboard epaulettes are to be worn on dress jacket at all times.

14.4 **Peak Caps**

The rank of Assistant Superintendent and above will be issued with a peak cap.

- 14.4.1 The peak cap will be worn at all ceremonial, formal occasions or any other time directed by the Commissioner.
- 14.4.2 The peak cap will be worn with uniform formal jacket.
- 14.4.3 Wearing of the peak cap within the prison when long or short sleeve shirt worn is optional.
- 14.4.4 Wearing of the peak cap within the prison when jumper or soft shell jacket is being worn is optional.
- 14.4.5 The peak cap is not to be altered in design or shape after issue.
- 14.4.6 The peak cap will be kept clean and in good wear at all times.

14.5 **Name Tags**

Assistant Superintendent and above will wear the approve name tag. This will be placed:

- on the Velcro strip placed on the right hand side of the dress jacket
- on the Velcro strip placed above the right hand pocket of the shirt.

This tag will identify the first initial, surname and rank as the minimum requirement.

15. **Wearing of Uniform by female Senior Prison Administrators**

15.1 **General**

The following general points are made on the wearing of ceremonial and general duty orders for women.

- 15.1.1 Unless otherwise stated these orders of dress apply to both female and male administrators.
- 15.1.2 Skirts are an optional alternative to slacks for ceremonial order unless directed otherwise by the Commissioner.
- 15.1.3 Two designs of dress are available. The choice of shirt is available to female administrators.
- 15.1.4 Pantyhose/stockings may be worn with all orders of dress and should be of a tan or natural colour.

15.2 **Pullover/Jumper**

- 15.2.1 The issued jumper/pullover may be worn during periods of cooler weather.

15.2.2 Service ribbon bar is not to be worn on the pullover/jumper.

15.2.3 Female Administrators may remove the chrome buttons from the front pockets when wearing the pullover/jumper.

15.3 Necktie/Cross over Tie

The standard issue neck tie for male Administrators or the cross over tie for female Administrators will be worn as follows:

15.3.1 During ceremonial or formal occasions (ie Superintendent Conference) or at the direction of the Commissioner, the neck tie/cross over tie will be worn.

15.3.2 Neck ties/cross over tie will be worn with long sleeve shirts.

15.3.3 During period of general duties around the prison the wearing of the neck tie/cross over tie will be at the discretion of the Superintendent. A common sense approach to this should be put in place.

Related documents

- [Appendix 1](#) – Prison Officer Standard Uniform Issue
- [Appendix 2](#) – Specialist Uniform Issue
- [Appendix 3](#) – Senior Prison Administrator Standard Uniform Issue
- [Appendix 4](#) – Insignia and Badges
- [Appendix 5](#) – Prisons and Branches where the Insignia of Rank is not required to be worn
- [Policy Directive 63](#) – Uniforms and dress standards
- [Terms of Reference](#)

Approved



A/Deputy Commissioner Adult Custodial

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