



Policy Directive 63

Uniforms and Dress Standards

Legislation referred to: [Department of Corrective Services Code of Conduct](#) Section 12
[Prisons Regulations 1982](#) r 9
[Uniforms and Dress Requirements – Procedures and Standards](#)

1. Introduction

Officers employed by the Department of Corrective Services form part of a disciplined service and as such are required to present themselves in a professional manner and be suitably attired for their specific work activities and environment.

2. Purpose

This document establishes the intent and principles governing the dress and uniform standards within Adult Custodial.

3. Scope

Superintendents will implement this policy within public prison system facilities. The Assistant Commissioner Custodial Operations will implement the policy for Adult Custodial staff external to prison facilities. The policy applies to all Adult Custodial staff.

4. Definitions

Standard Uniform – Khaki coloured shirt with trousers (or skirt for female).

Specialist Area – Branches of Adult Custodial Division where an alternative uniform is approved.

5. Policy

The following principles shall apply:

- 5.1 Prison Officers and other officers provided with a uniform must only wear the items from the approved uniform whilst on duty.
- 5.2 Officers in uniform are not to remain in uniform when off duty, for a longer period than is necessary for them to travel from their home to work, and return at the cessation of duty.

- 5.3 Other employees of the Department of Corrective Services, not issued with a uniform, whilst working in a prison shall adopt a common sense approach as to what they wear by maintaining a reasonable standard of dress that reflects the Department's professionalism and should be appropriate to:
- The values of the agency
 - The level and status of their position
 - The type of work undertaken.
- 5.4 Uniformed clothing shall be fitted and worn appropriately, taking into consideration the environment that officers work in, the need for the officer's comfort and any occupational safety and health requirements.
- 5.5 Where required, employees will be issued with appropriate protective clothing to provide comfort in the workplace and to satisfy occupational safety and health requirements.
- 5.6 Employees shall not wear unnecessary jewellery whilst on duty and should consider the risks to themselves and others in determining what jewellery is worn.
- 5.7 The Department of Corrective Services shall establish a Uniform Committee in conjunction with the Western Australian Prison Officers Union and the Department's approved uniform supplier
- 5.8 The Department shall permit variations for members to wear specific clothing for bona fide religious or cultural reasons provided there are no security and safety implications and they comply with general principles and appearance requirements.
- 5.9 Where religious or cultural requirements necessitate the wearing of a specific piece of jewellery or the carrying of a particular item, the Department of Corrective Services shall permit these where there is no significant risk to the good order and security of the prison.
- 5.10 The Superintendent may approve or prohibit the carrying of any item (including ceremonial items) at any time.
- 5.11 At all times whilst on duty, employees are required to wear their issued ID Card.
- 5.12 The Deputy Commissioner Adult Custodial must establish and maintain [Uniforms and Dress Requirements – Procedures and Standards](#) governing dress and uniform requirements consistent with the principles outlined above.
- 5.13 The Procedures and Standards must make provision for the following:
- approved items of wear
 - prison officer uniform issue
 - senior prison administrator uniform issue
 - cultural requirements
 - ceremonial dress standards
 - insignias of rank, medals and badges

- footwear, socks and stockings
- storage/security of uniform
- officer's hair
- jewellery
- protective clothing
- Department identification cards

6. Related Key legislation/Policy

- [Department of Corrective Services Code of Conduct](#) Section 12
- [Prisons Regulations 1982](#) r 9
- [Uniforms and Dress Requirements – Procedures and Standards](#)

7. Approved

Commissioner:

Ian Johnson

Signature:



Date:

30 September 2009

Contact Person

The following person may be approached on a routine basis in relation to this policy:
Assistant Commissioner Custodial Operations