

Corrective Services NSW Dress Manual



CORRECTIVE SERVICES NSW

DRESS MANUAL

Corrective Services, New South Wales
219-241 Cleveland Street
Strawberry Hills
NSW 2012

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Issued by directive
Kevin Corcoran PSM
Commissioner

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Commissioner's Foreword



This updated CSNSW Dress Manual identifies the dress standard for staff working for CSNSW.

All staff are to familiarise themselves with this document to ensure they are compliant with the applicable dress requirements of their role.

This document is issued for use by CSNSW personnel and is effective forthwith.

Kevin Corcoran PSM
COMMISSIONER

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PART 1

Chapter 1

Dress Policy

General

- 1.1 This Chapter details the general policy for Corrective Services NSW (CSNSW) uniform dress and defines specific uniform and clothing entitlements.

Dress Standards and Responsibilities

- 1.2 The image of CSNSW and the pride and self-esteem of its staff members depends on the maintenance of high standards of dress, appearance and bearing.
- 1.3 It is the responsibility of all officers to maintain their uniform in good order and repair to be able to represent a high standard of appearance. Alteration to the basic design of the issued uniforms is prohibited.
- 1.4 It is the responsibility of managers and supervisors, at all levels, to ensure compliance with the dress policy and that the provisions of these orders are maintained.
- 1.5 It is the responsibility of managers to set the highest standards of dress and to maintain those standards.
- 1.6 Failure to comply with the conditions of this policy may lead to disciplinary action being taken.

Dress Policy

- 1.7 The uniform is to be worn only in accordance with this policy and manual. Mixing of orders of dress or mixing uniform and civilian clothing is prohibited. Items of clothing or equipment which are not of approved design are prohibited.
- 1.8 Uniform items are to be purchased through the approved supplier only, after being approved by the Governor/ General Manager/ Superintendent/ Manager of Security or authorised delegate.

Uniform Maintenance

- 1.9 The uniform is to be maintained in a neat and serviceable condition. Any item lost or stolen is to be reported immediately to senior manager via the submission of an Incident Report Module (IRM) report.

Clothing Entitlements

- 1.10 The Dress Policy and associated manual is the authority for the issue of all uniform items including:
 - Dress Order 1A - Operational Dress - Custodial
 - Dress Order 1B - Operational Dress –CSI officers and Inmate Work Programs
 - Dress Order 2A - Service Dress – Commissioned Officers
 - Dress Order 2B - Service Dress – Non-Commissioned Officers

- Dress Order 3A - Ceremonial Dress
 - Dress Order 3B - Mess Dress
 - Dress Order 3C - Honour Guard and Band Uniform and Accessories
 - Dress Order 3D - Immediate Action Team (IAT)
 - Dress Order 3E - Activities Officers
 - Dress Order 3F – *Maternity Dress - Custodial*
- 1.11 The initial issue of uniform is provided by the Brush Farm Corrective Service Academy during the primary training phase.
- 1.12 Additional entitlements or replacement of uniform items are to be costed as set out below:
- Casual correctional officers' uniform entitlements are costed to the Operational Scheduling Unit (OSU).
 - TE Casual Correctional Officers – Ongoing custodial and correctional industries officers' uniform entitlements are allocated to the individual officer and costed to their work location at the time of order.
 - Protective Clothing for overseers is costed to the officer's CSI business unit.
 - Honour Guard and band specific uniform items are costed to the Protocol Unit.
- 1.13 Replacement items of uniform are to be ordered through Uniform Central by the individual Officer. Officers are allocated \$450 per financial year to spend on required items. If officers require more than this allocation, they are to contact their delegated purchasing officer.
- 1.14 On termination of employment, all uniformed Officers must return uniform items to the store or work location with the CSNSW crest and rank insignia and any keys/swipe cards in accordance with the cessation of employment advice. <http://intranet.internal.justice.nsw.gov.au/CorrectiveServices/CSNSW/EmploymentCessationofServiceAdvice.docx>
- 1.15 Corporate clothing is available for non-custodial staff to purchase **but is not compulsory**. The cost of corporate clothing is to be met by the requesting staff member.

Chapter 2

Wearing of the Uniform

General

- 2.1 This Chapter explains:
- a. Authority to wear uniform.
 - b. The occasions when uniform is to be worn.
 - c. Provides guidance on appearance and grooming.
 - d. Officer means; All custodial and CSI officers

Authority

- 2.2 All custodial and CSI officers are to wear uniform when on duty except in special circumstances. Approval to wear civilian attire may be given by a Governor, General Manager, Superintendent, Manager of Security, or authorised delegate to undertake tasks such as escort duties. Unless approval is obtained to wear 'civilian attire', both commissioned and non-commissioned officers, are to wear uniform when engaged in work related duties i.e., Recruitment, marketing, public relations and when attending courses at Brush Farm Services Academy.
- 2.3 Senior Executive Service staff (SES Band 1, SES Band 2, SES Band 3) may use their discretion to wear uniform or business attire, dependant on the occasion and specific role held.

Occasions

- 2.4 Uniform is worn as follows:
- a. Operational Dress: is worn by all officers when performing their duties or as directed by the Governor, General Manager, Superintendent, or Manager of Security. It is generally the "dress of the day" when working in a correctional centre.
 - b. Service Dress: may be worn by both commissioned and non-commissioned officers with ribbon bars. Service Dress may be worn by Senior Commissioned Officer's as their dress of the day uniform.
 - c. Ceremonial Dress: is worn for ceremonial occasions such as, e.g. attestation parades, funerals, and State occasions.
 - d. Mess Dress: is worn by commissioned officers when attending formal dinners.
 - e. Immediate Action Team: refer to Custodial Operations Policy and Procedures 16.13 Immediate Action Team.
 - f. Minimum Security/Camp is worn by all officers when performing their duties or as directed by the relevant Custodial Director.
 - g. Maternity Wear: may be worn by female officers during the term of their pregnancy whilst still performing uniform duties.
 - h. The occasions when special orders are to be worn are included with the orders of dress table in Chapter 10

Summer and Winter Periods

- 2.5 Summer dress is to be worn during the period from 1 October to 30 April and Winter dress worn between the period 1 May to 30 September and applies to ceremonial dress only.

Restrictions on Wearing Uniform

- 2.6 Uniform is not to be worn:
- a. At political meetings and/or demonstrations.
 - b. Where contempt is likely to be shown towards the uniform.
 - c. In hotels or clubs unless approved by the Commissioner or the Commissioner's delegate. Exceptions include Anzac Day, Remembrance Day, and other approved activities such as Mardi Gras parade.

Travelling to and from work – private vehicle

- 2.7 Officers must not wear exposed uniform when travelling to and/or from a work location in a private vehicle. Suitable civilian outer garment whilst travelling to and from duty must be worn.
- 2.8 Officers riding a motorcycle or a bicycle must not to wear exposed uniform when travelling to and/or from a work location. Suitable civilian outer garment whilst travelling to and from duty must be worn.

Travelling to and from work – public transport

- 2.9 Officers are not to wear any exposed uniform when travelling to and/or from a work location on public transport. Suitable civilian outer garment whilst travelling to and from duty must be worn.

Travelling to and from work – in uniform

- 2.10 Where Officers are required to travel to and/or from work in full visible uniform, they are to have prior approval from their Governor, General Manager, Superintendent or Manager of Security.

Travelling between work locations – in uniform

- 2.11 Governor, General Manager, Superintendent, Manager of Security, or authorised delegate may approve staff to wear CSNSW uniforms when travelling between work locations.

Leaving Correctional Centre during work time

- 2.12 Officers are not to wear exposed uniform when leaving a correctional centre during work time unless they have approval from the Governor, General Manager, Superintendent, Manager of Security, or authorised delegate. No item of clothing which could identify the wearer as a CSNSW member is to be visible to the public.

Inmate Funeral Escort/Compassionate Visits

- 2.13 Neat smart casual business attire may be worn by officers when on duty as prescribed by the Governor, General Manager, Superintendent, Manager of Security, or authorised delegate. Officers wearing the appropriate smart casual or business attire, on duty, shall present a neat, clean appearance, especially

when on escort duties (funeral, court etc.).

Staff Funeral/Compassionate Visits

- 2.14 As per protocol officer instructions.

The Academy

- 2.15 When attending BFCSA or any other location for training/courses, staff are to wear uniform of the day or neat business attire.
- 2.16 CSNSW trainees completing Primary Training are authorised to wear uniform whilst participating in training at BFCSA or any other training location. It is preferred that trainees do not wear any uniform when travelling to or from their training locations.
- 2.17 Trainees are not to wear uniform in public, exemptions may be granted by the Director BFCSA for participation in events where students are representing the Academy, such as ANZAC Day or CSNSW Remembrance Day.
- 2.18 Trainees are to comply with all other requirements of this policy including grooming.

Uniform Alterations

- 2.19 No alterations to the style of issued uniforms will be allowed without the permission of the Commissioner as advised by the Uniform Committee.

Retired Officers

- 2.20 Retired officers of CSNSW may wear Mess Dress to appropriate official functions. Retired officers are to contact the Commissioner and/or Protocol Officer for advice and approval to wear the Mess Dress to other functions.
- 2.21 The 'R' insignia is to be situated at the bottom of the board, below any rank insignia (Figure 1).



Figure 1

- 2.22 Former members of the CSNSW, both retired and resigned, are not permitted to wear

any other order of uniform.

Chapter 3

Appearance

General

- 3.1 Officers are reminded of their obligation to maintain a personal standard of appearance and grooming that reflects credit on themselves, their colleagues, and CSNSW in general. The intention of the dress manual is to ensure that a high standard of dress and grooming, consistent with that expected of a professional correctional organisation is maintained. While recognising the standards of society, traditional correctional standards have proved their value in fostering group identity, morale, and the notion of being role models for offenders.
- 3.2 CSNSW has an obligation in the interest of good order and security of prisons to insist on the observance of socially acceptable standards of appearance.
- 3.3 Facial hair grooming is to adhere to the following standards.
- a. The facial area is to be clean-shaven for the commencement of each shift except when wearing a beard or as defined when wearing a moustache or Van Dyke beard.
- Sideburns are:
- b. Not to extend lower than the centre of the ear canal.
 - c. Be squared-off in either a horizontal or diagonal line at the bottom edge.
 - d. Be evenly taper trimmed to blend with the hairstyle.
 - e. To be an even width, not greater than 4cm.
 - f. Not to extend onto the cheek area or be shaped to do so.

Beards and Moustaches

- 3.4 Van Dyke Beards are:
- a. Described as facial hair comprising a moustache and a goatee joined at the mouth.
 - b. Not to extend below the top lip as per moustache specifications.
 - c. The sides are to be trimmed parallel to within 6mm of the corners of the mouth and extend under the jawline to the first chin crease.
 - d. The lower extent of the goatee is to be trimmed in line with the first chin crease.
 - e. To be neatly trimmed and minimum whisker length of 6mm and a maximum not to exceed two (2) centimetres in length with the rest of the face clean shaven.
- 3.5 Officers with a beard or moustache or intending to grow or remove a beard or moustache:
- a. Should be aware that a beard or moustache may impede the effective seal of a gas mask/respirator and allow the ingress of gas from chemical munitions.
 - b. Must notify their Governor, General Manager, Superintendent, Manager of Security, or authorised delegate when changing their appearance.

- c. Proceed on recreation/extended leave for the time necessary to grow the beard and or moustache.
- d. Ensure beard and or moustache growth is neatly trimmed, prior to resuming duty.
- e. Must keep the beard neatly trimmed with a minimum whisker length of 6mm and a maximum length not to exceed two (2) centimetres in length and be tapered to blend with the hairstyle.
- f. Make necessary arrangements to obtain a new photograph and an identity card.
- g. Male Sikh officers need to ensure their facial hair does not impede the wearing of gas masks. Beards must be tucked/twisted underneath the chin area.
- h. Moustaches are to be neatly trimmed and are not to extend below the lower line of the top lip or the corners of the mouth. The whisker length is to be not less than 8mm, not greater than 20mm. Novelty styles, such as handlebar, pencil, or others are not permitted.
- i. The Governor, General Manager, Superintendent, Manager of Security, or authorised delegate may provide written approval for staff members to grow moustaches that do not comply with the above in support of charitable organisations **for a specific period.**

Cosmetics

- 3.6 Cosmetics are to be used conservatively. False eyelashes, heavy or brightly coloured eyeliner or eye shadow and excessive facial make-up are not permitted.
- 3.7 Lipstick that is worn whilst on duty must be a colour that is natural in appearance.

Fingernails

- 3.8 Fingernails are always to be kept clean and neatly trimmed. Nails are not to extend beyond the tip of the finger by more than 5mm.
- 3.9 Personnel may wear nail varnish which is colourless or natural (clear, opaque or standard/classic French tip is permitted). No other colours are to be worn. The same varnish is to be applied to all nails on both hands. Nail polish that becomes worn or chipped is to be removed or replaced.

Hairstyles - General

- 3.10 **Prohibited male officer hair styles include;** long hair tied back in a man bun, braided, single plait or in a method which secures the hair to the head (i.e. French braid, French Roll or in a bun etc) which is pinned up against the head, mohawk, faux mohawk, dreadlocks, rattails, mullets, cornrows, undercut, fade (medium, high, bald), quiff, pompadour, comb-over, slicked-back, stepped, layered foils, streaked, bleached, unnatural or extreme colours, combinations of colours or styles which have an uncombed **appearance are not permitted.**
- 3.11 Razored lines into the scalp such as tramlines, patterns or shapes are not permitted.
- 3.12 Male officers' hair on the head is to be kept neatly groomed at all times. (Figure 2)
- 3.13 The hair on the top of the head must be neatly groomed and not bulky.

- 3.14 A clean shaven head, buzz-cut, crew-cut, close cropped hair, i.e. number one cut are permissible.
- 3.15 Taper trimmed from bare skin with the back, sides and above the ears blending with the hairstyle. The taper at the back is to commence above and parallel to the top of the shirt collar when buttoned.
- 3.16 Worn short enough so that when the hair is groomed and the headdress is removed, no hair touches the ears or collar or extends below the top of the eyebrows.
- 3.17 Cut and groomed so that the bulk of hair on top of the head is not greater than four (4) centimetres with the bulk decreasing gradually from the top and blending with the taper trimmed sides and back (bulk is defined as the distance that the mass of hair protrudes from the scalp as distinct from the hair length).
- 3.18 Hair on the neck, below and to the sides of the taper is to be kept trimmed/shaved, and styled so that it does not interfere with the proper wearing of any CSNSW headdress.
- 3.19 Hair colour must be of a natural appearance, no unnatural hair colouring is permitted. The only exception is during organised charitable events that have been approved by the authorised delegate.
- 3.20 Hairstyles must not interfere with the wearing of any form of service headdress or protective equipment.
- 3.21 Hair on the head is to be groomed so that it does not fall below the eyebrows.
- 3.22 No hair is to show forward on the forehead when a hat is worn.
- 3.23 **Prohibited female officer hair styles include:** mohawk, faux mohawk, dreadlocks, rattails, mullets, cornrows, undercut, fade (medium, high, bald), quiff, pompadour, comb-over, slicked-back, stepped, layered foils, streaked, bleached, unnatural or extreme colours, combinations of colours or styles which have an uncombed appearance are not permitted.
- 3.24 Female Officers Only - Long hair is to be secured in a nest bun at the back of the head below the hat (see Figure 2) or arranged so that the hair is secured under the hat. When worn, it should not be able to be grabbed easily and pulled.
- 3.25 Female Officers Only - Long ponytails and free-swinging plaits are not permitted. If the hair is braided in plaits, it is to be secured to the head and not extend past the bottom edge of the shirt collar.
- 3.26 Shorter hairstyles, small ponytails (female only) are acceptable if the hair at the back of the head does not extend past the bottom edge of the shirt collar.
- 3.27 Hair accessories such as combs, clips, hairnets, and scrunches may be used to secure the hair in a nest bun. They are to be dark blue, black or a colour which blends with the colour of the officer's hair. All items are to be of such a design so as not to present a risk to the officer's safety.
- 3.28 Hair on the head is to be:
- a. Must be tapered at the back, sides and above the ears blending with the hairstyle (see Figure 3).
 - b. Must be worn short enough so that when the hair is groomed, and headdress

is removed, no hair touches the ears or collar or extends below the top of the eyebrows.

- c. Is groomed so that the bulk of the hair on top of the head is not greater than 70mm with the bulk decreasing gradually from the top and blending with the taper trimmed sides and back. There is to be no visible line or cut at the point where the bulk of the hair is blended with the sides and back. (Bulk is defined as the distance that the mass of hair protrudes from the scalp when groomed as distinct from the length of hair).
- d. Styled in a manner which does not interfere with the wearing of any headdress or protective equipment; and
- e. The neck, below and to the sides of the taper, is to be maintained.

3.29 A clean-shaven head and single length crew-cut styles are permitted.

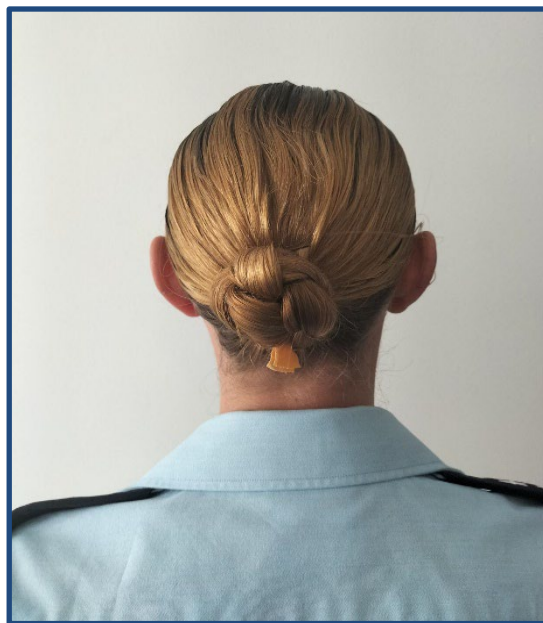


Figure 2



Figure 3

Wigs

- 3.30 Wigs and hair pieces are not to be worn, except for medical reasons or when used to cover baldness or disfigurements, and to be of a natural colour.
- 3.31 When a wig or hair piece is worn, it is to conform to the standard criteria for hairstyles and is not to interfere with safety equipment or compromise the officers' safety.

Shirt Alignment

- 3.32 Shirts and jackets are to be worn with the button or zipper line positioned centrally in front of the body. All buttons are to be secured except for the top button when not wearing a tie. Belt buckles are to be positioned in line with the buttons of the shirt or centrally in front of the body.

Ironing of Uniform

- 3.33 All uniforms are to be ironed free of wrinkles prior to the commencement of each shift.
- 3.34 Sleeves are to be ironed with a single crease running down the sleeve from the bottom middle of the badge, or ironed flat.
- 3.35 Cargo and dress trousers are to be ironed or dry-cleaned. A crease is to be ironed along the centre front and rear of the trouser legs for the full length or ironed flat.

Jewellery and Watches

- 3.36 CSNSW does not accept responsibility for the loss of, or damage to, jewellery worn on duty. The Governor, General Manager, Superintendent, Manager of Security, or authorised delegate may consider compensation for damage to watches, spectacles or other items which are used in the course of duty.
- 3.37 Whilst in uniform, engagement, wedding, and eternity rings may be worn. Engagement, wedding, and/or eternity rings are to be worn together on the same finger. Where there is a risk of injury, rings should be removed or taped.
- 3.38 Whilst on duty both male and female officers are **prohibited** from wearing nose rings, and other visible dermal and related piercings outlined in the body modification section. *NOTE: Hindu female officers ONLY may wear a nose stud (Nath) which is outlined in the body modification section.*
- 3.39 Male Officers **are not permitted** to wear ear jewellery of any type during on-duty hours, whether wearing uniform or civilian clothing, or when representing CSNSW at any function wearing uniform, sporting or civilian attire.
- 3.40 Female officers are permitted to wear one stud or sleeper (12mm) in the lobe of each ear with an orb no greater than 5mm in diameter whilst on duty.
- 3.41 Medical alert bracelets/necklaces may be worn by entitled officers provided they do not interfere with protective equipment or the officer's safety. These bracelets/necklaces are to be approved by the Governor, General Manager, Superintendent, Manager of Security, or authorised delegate.
- 3.42 Wrist watches may be worn. Watches and bands are to be of a conservative design and colour. No SMART WATCHES are to be worn with SIM or E-SIM capability.
- 3.43 Sikh kirpan can be worn with approval of the Governor, General Manager or Manager of Security and in accordance with protocol.

- 3.44 Iron steel bracelet has a religious significance for Sikh and Hindu people. It is one of the 5 Kara articles of faith, and it can be worn by observant Sikh and Hindu staff.
- 3.45 No other form of visible adornment is permitted.

Body art and modification standards

- 3.46 Body art and modification is the modifying, decorating changing or altering the appearance and/or form of the body through attachments to body piercing, tattooing, branding, cutting, insertion of implants and dental ornamentation.
- 3.47 While it is acknowledged that body art and modifications have become a more acceptable part of modern culture, the significance and sensitivity of the custodial function means that CSNSW employees must abide by the standards outlined in this Policy.

Prohibited body art and modification

- 3.48 Any form of body art or modification that is on the face, scalp, ears, neck, or hands of a CSNSW staff member and is of an offensive nature is prohibited under this Policy. For this policy, the prohibited areas of the neck and hands are anything visible beyond the fastened collar or buttoned cuff of a long sleeve shirt.
- 3.49 Staff members must nominate and identify with the relevant culture and detail the cultures requirements regarding tattoos. All body art will be evaluated on a case-by-case basis, but examples of prohibited body art include, but are not limited to:
- a. Those that are commonly associated with illegal gangs, criminal behaviour, and racism,
 - b. Graphic depictions of sexual actions or nudity,
 - c. Tattoos of slogans that amount to racial, ethno religious, homophobic, or sexual vilification; and
 - d. Tattoos in languages other than English depicting words or phrases that, when translated into English, a reasonable person would consider offensive.

Body Modification

- 3.50 Regardless of the location, employees are prohibited from having any form of body art and/or modification that:
- a. indicates the employee has an association:

With a person, group or organisation that is involved in (or perceived to be involved in) activity that is incompatible with activity conducted on behalf of the CSNSW. These associations create a conflict of interest between the individual's responsibility to the CSNSW and their personal relationships/private interests and/or
 - b. In terms of what constitutes offensive the same principles apply as would for an offensive picture, e-mail, or poster in the workplace, and/or implants which create abnormalities or dental ornamentation (exemptions to this are medical modifications such as reconstructive surgery).

- c. **Hindu female officers ONLY** may wear a nose stud (Nath). Requests are to be made to the Governor, General Manager, Superintendent, Manager of Security, or authorised delegate, who are to consider WHS matters as part of the approval process.

3.51 No other visible trinkets, or body piercing are to be worn. This includes the practice of placing a clear or skin coloured substitute such as fishing wire in the place of a piercing, this is applicable for all types of visible piercings including but not limited to eyebrow, nose, tongue, daith, lip, mouth, monroe, ear piercing other than those specified below, tunnels and dermals. Body piercing worn under clothing is strongly discouraged. If worn, consideration should be given to taping prior to commencement of a shift to prevent injury. The placement or affixing of ornaments on the enamel of teeth or nails is not permitted under any circumstances.

Exemptions under this Policy

3.52 The definition of body art and modification as defined under this policy is not intended to capture forms such as:

- Standard cosmetic tattoos (e.g. eyebrow tattoos)
- Standard cosmetic or medical modifications (e.g. augmentation for cosmetic or medical reasons)
- Standard ear piercing for female officers only as outlined in previous sections

Application of this Policy

3.53 Employees and recruits will be expected to comply with this policy and meet the required standards from the original date of approval by the Commissioner.

Compliance standards for existing employees

a. **Prohibited body art and/or modification acquired after publication of this Policy**

Existing employees will be in breach of this policy for any prohibited body art or modification acquired after the original date of publication of this policy unless exceptional circumstances exist.

b. **Prohibited body art and /or modification must be removed or covered when on duty**

Existing employees must conceal all existing prohibited body art and modification while on duty / during work hours.

Existing tattoos where they contain the name and/or dates of birth or family members; with sexually explicit or other offensive pictures or wording that could be deemed inappropriate or are suspected of being gang-related, should be covered by any suitable method such as wearing a flesh colour tube bandage, a long sleeve shirt, buttoning the shirt collar or utilising concealing make up. Tattoos on hands where possible should be covered by wearing gloves.

An employee who is identified as having a prohibited form of body art and/or modification must enter into an agreement with their Governor, General Manager, Superintendent, Manager of Security, or authorised delegate Manager of Security or delegate as to the most appropriate manner of concealment while on duty. Consideration must be given to work, health and safety issues as part of any agreement reached.

c. Notification requirements

Employees must advise their Governor, General Manager, Superintendent, Manager of Security, or authorised delegate of any current body art and/or modification which may be a potential breach of this policy. An appropriate record of such notification should be made by the relevant manager.

d. Requirement to remove or cover all body art and/ or modification when attending formal events

Employees with body art and/or modification must comply with the CSNSW Dress Policy and relevant Dress Orders when attending formal events. Employees will also be required to remove any attachments to body piercing or other modification that is contrary to the Dress Policy.

A Governor, General Manager, Superintendent, Manager of Security or authorised delegate has the discretion to require an employee to conceal their body art or remove any attachment to body piercing or other modification if considered reasonable and necessary to ensure the maintenance of a professional corporate image by all employees.

Compliance standards CSNSW Trainees

a. Notification Requirements

Trainees will be required to advise the Custodial Training Unit of any body art and/or modification that may be prohibited under this Policy.

b. Professional suitability

Trainees will be in breach of this policy for any prohibited body art or modification and will be deemed not to meet professional suitability.

c. Right of review

Trainees who are advised that they do not meet professional suitability may request a review where appropriate and as outlined below:

- Professional Suitability Applicants: review by Manager of Security CSNSW Custodial Training Unit and referral, where applicable, to the Assistant Commissioner, Governance and Continuanance Improvement.

Personal Hygiene

- 3.54 It is the responsibility of everyone to maintain a high standard of personal hygiene. All personnel are to present for duty in a clean, hygienic manner and all effort is to be made to maintain hygiene throughout the shift.

Chapter 4

Items of Dress

General

- 4.1 All items of uniform are to be kept in a clean and serviceable condition. If a uniform item becomes damaged or unserviceable it is to be withdrawn from service and replaced.

Identification Documents and Lanyards

- 4.2 CSNSW personnel to wear identification documents (ID) as a requirement of entry. If personnel wear ID, it is to be suspended from a lanyard, retractable clip or other device or attached to the uniform by way of clip or pin. Only lanyards produced by the current uniform supplier – or other approved supplier that has the official DCJ, CSNSW logos or specific business unit details are to be worn.
- 4.3 During certain operations and special events, the Governor, General Manager, Superintendent, Manager of Security, or authorised delegate may authorise personnel to wear novelty type lanyards which have been created specifically for that event.
- 4.4 When attending ceremonial events, the ID lanyard is not to be worn.

Shirts/Blouses

- 4.5 Shirts/Blouses are to be clean, neat, tidy, and ironed daily. A crease in the sleeve of long or short sleeve shirts/blouses is to be ironed running lengthways on the outside centre of sleeve up to the bottom tip of the shoulder patch, or ironed flat.
- 4.6 When wearing a long sleeve shirt/blouse, with or without an over garment, a tie may be worn.
- 4.7 When wearing an open neck short sleeve shirt/blouse, officers are to ensure that undergarments are navy blue or black in colour with no visible logo.
- 4.8 Shirt pocket flaps are to be left out and all buttons fastened correctly. The silver metal CSNSW buttons are for fastening pocket flaps only. Buttons are to be secured from the inside of the pocket with issue button rings and are not to be visible. All shirt/blouse buttons are to be fastened from the second button down. When wearing a tie, all buttons are to be fastened.

Ties

- 4.9 A tie may be worn when wearing a long sleeve shirt/blouse or an over garment. However, it is not compulsory unless directed by the Governor, General Manager, Superintendent, Manager of Security or delegate for specific duties or occasions (e.g., court appearances, escort duties or where staff members have direct contact with members of the public).
- 4.10 A tie-tac or tie clip may be worn with a necktie. It is to be positioned on the tie centreline and level with the third button, from the top, on the shirt/blouse.
- 4.11 A bow tie can be worn by female officers in lieu of a necktie for operational dress or mess dress only. Neck ties are to be worn with ceremonial orders of dress.

Cargo Trousers/Slacks

- 4.12 Cargo trousers are worn with summer and winter operational dress. They are to be clean, neat, tidy, and ironed daily
- 4.13 All pocket flaps are to be left out and fastened correctly. Pockets are not to contain items that are large enough to cause the pocket not to be fastened correctly.
- 4.14 Polyester/Wool slacks are worn with ceremonial and service dress or when attending public forums such as court, recruiting stands or, where the uniform is required to be worn.

Skirts

- 4.15 Skirts are to be clean, neat, tidy, and ironed daily. The length should be no shorter or longer than the crease at the back of the knee.
- 4.16 Skin colour pantyhose and issued shoes are to be worn with skirts.

Drill Shirts / Trousers

- 4.17 Drill shirts and drill trousers are only to be worn as working dress uniform by officers engaged in duty where dirty or adverse conditions are expected. The wearing of these items of dress is to be approved by the Governor, General Manager, Superintendent, Manager of Security, or authorised delegate.
- 4.18 Long sleeve drill shirts must only be worn with the sleeves down and buttoned at the wrist. The sleeves are not to be rolled up at all. Only the name badge is to be worn on the shirt. Ribbon bars and other authorised embellishments are not to be worn on the drill shirt.

Cargo Shorts

- 4.19 Cargo shorts are to be clean, neat, tidy, and ironed daily. A crease is to be ironed along the centre front and rear of the short's legs for the full length.
- 4.20 Black socks and issued boots/shoes are to be worn with the cargo shorts. The socks are to be rolled over, not "scrunched" down to, the top of the boots. Black ankle socks may be worn with issued shoes.

Belts

- 4.21 The belt is to be in all trouser loops with the buckle centred. Velcro belts can also be worn as part of an officer's operational dress.
- 4.22 A "Duty Rig" would normally consist of an outer belt with buckle, 4 keepers, a handcuff pouch, baton ring or extendable baton pouch and a handgun holster. Other approved accoutrements can be worn as directed by the Governor, General Manager or Manager of Security.

Footwear

- 4.23 Issued boots are to be brushed polished to a minimum standard. Boots or shoes worn with the ceremonial dress are to be highly polished or patent leather.
- 4.24 The Honour Guard and band are authorised to wear black patent leather ankle boots or shoes when on ceremonial duties only. Patent leather boots/shoes are purchased through the Protocol Officer.

- 4.25 Members of Specialised Units are authorised to wear the issued Magnum Spider or equivalent boots when on duty.
- 4.26 Steel capped safety boots for overseers are to be purchased through the respective CSI business units.
- 4.27 Issued boots or shoes may be worn with polyester/wool trousers and must be highly polished.
- 4.28 Officers who have medical conditions that prevent them wearing standard issue footwear are to provide a medical certificate from a Podiatrist/Orthopaedic Surgeon to the Governor, General Manager, Superintendent, Manager of Security, or authorised delegate.
- 4.29 NOTE: Officers submitting medical exemptions to the wearing of footwear will be referred to the HR-Adviser, who will make a referral to the Government Medical Officer for a further review of medical condition impacting ability to wear departmental supplied footwear.

Outer Garments

- 4.30 All outer garments and shirts/blouses must carry the CSNSW crest and wear appropriate rank insignia. The exceptions being the woollen vest or other garment that does not have sleeves.
- 4.31 Zippered outer garments are to be worn zipped up to at least the level of the tie-tac or third shirt button, counting down from the top button.

Plain Clothed Escorts

- 4.32 Plain clothed escorts must wear smart casual attire or other as directed by the Governor, General Manager, Superintendent, Manager of Security, or authorised delegate.
- 4.33 Where possible/practicable officers must conceal weapons under jackets/outer garments.
- 4.34 Jeans, shorts, t-shirts, polo shirts, running shoes or similar items are generally not permitted to be worn on escort particularly when attending court during escort duties.

Activities Officers

- 4.35 The Governor, General Manager, Superintendent, Manager of Security, or authorised delegate is to ensure that staff whose rotations include the Activities Officer are suitably dressed in CSNSW supplied uniform which includes:
 - a. Tracksuit trousers and jacket
 - b. Polo-neck tee shirt
 - c. Sports shorts
 - d. Baseball cap
 - e. Broad-brim hat
- 4.36 Appointed Activities Officers are also permitted to purchase joggers to a maximum of \$100 in any 12-month period; reimbursement for the purchase of joggers can be made through the relevant Finance and Administration Manager.

Immediate Action Team

- 4.37 The Governor, General Manager, Superintendent, Manager of Security, or authorised delegate is to ensure that staff whose rotations include the Immediate Action Team are suitably dressed in CSNSW supplied uniform. Clothing to be worn by the Immediate Action Team includes:
- a. Shirt, short or long sleeve, Blue Marle
 - b. Trousers, Bloused HRG – Navy
 - c. Baseball cap
 - d. Approved carrier vest
 - e. Pullover
 - f. Alpine Jacket
 - g. Undershirt, short or long sleeve, Blue Marle (not approved/trialling only)
 - h. Boots

Minimum Security Centres / Camps

- 4.38 The Governor, General Manager, Superintendent, Manager of Security, or authorised delegate is to ensure that staff are suitably dressed in CSNSW supplied uniform. Clothing to be worn only if endorsed by relevant Custodial Director includes:
- a. Tracksuit trousers and jacket
 - b. Polo-neck tee shirt
 - c. Sports shorts
 - d. Baseball cap
 - e. Broad-brim hat

Medical Escort Unit

- 4.39 The Manager of Security medical escort unit may at times require custodial staff to wear polo shirts. Approval to wear and purchase the polo shirt must first be obtained from the Custodial Director, with the cost of the polo shirts coming from the officer's \$450 annual entitlement.

Maternity Uniform

- 4.40 The Governor, General Manager, Superintendent, Manager of Security, or authorised delegate is to ensure that staff are suitably dressed in CSNSW supplied uniform. Clothing worn by pregnant officers may include:
- a. Shirt, short sleeve, blue marle, maternity.
 - b. Pant, navy, maternity.

Sunglasses

- 4.41 Sunglasses may be worn outdoors whilst on duty as follows:
- a. Prescribed tinted or photo-chromatic spectacles may be worn at any time in

accordance with the prescription. The frames are to be metal (gold, silver, or bronze) or plastic (black or brown tones).

- b. Non-prescribed sunglasses may be worn when eye protection is necessary. Sunglasses are to conform to the design requirements of prescribed sunglasses. Wrap around and/or side panels are permitted.
- c. Sunglasses are to be worn covering the eyes only.

Contact Lenses

4.42 Contact lenses may be worn whilst on duty as follows:

- a. Prescribed contact lenses matching the staff members' natural colour and shape of the iris may be worn at any time in accordance with the prescription.
- b. No other colours may be worn whilst on duty.

Head dress

4.43 The current approved forms of head dress are as follows:

- a. Peak Hat.
- b. Soft broad brimmed hat (aka Boonie hat).
- c. Baseball cap with blue/gold embroidered checked border.
- d. Alpine Beanie (as directed by their Governor, General Manager, Superintendent, Manager of Security, or authorised delegate).
- e. Hijab (female Officers of the Muslim faith).

Senior Commissioned Officers (Superintendent and above) may affix a gold-coloured metal hat badge to their head dress.

Reshaping or distortion of uniform head dress is not permitted.

- f. Navy Blue Turban (male Officers of the Sikh faith). If for religious or cultural reasons, some staff members may be required to obtain other forms of head dress, approval is to be sought in writing, from the Governor, General Manager, Superintendent, Manager of Security or authorised delegate and then forwarded to the Assistant Commissioner, Custodial Corrections for consideration.

Officers of the Sikh religion may wear turbans of navy blue colour. A silver coloured metal hat badge is to be affixed to the front of the turban in a similar position to other forms of uniform head dress.

- g. Hijab – with velcro attachment. A service cap can be worn over the hijab as required.

4.44 Head dress is always to be worn while on duty except as specified below, or those areas where the Governor, General Manager or Manager of Security has authorised for head dress to be removed. Head dress is to be worn squarely on the head

4.45 Headdress, other than the Turban or Hijab, is not to be worn in the following circumstances:

- i. When in an office environment.

- ii. When in a vehicle.
- iii. When attending a church service.
- iv. Within restaurants, cafeterias, eateries, al-fresco, and clubs.
- v. When directed not to.

a. Peak Hat

- i. Non-commissioned officer may only wear a peak hat with the Service Dress and Ceremonial Dress.
- ii. Commissioned Officers may wear a peak hat with the Operational Dress, Service Dress and Ceremonial Dress.
- iii. The peak hat is always to be kept clean. When the peak hat becomes faded or soiled it is to be withdrawn from service and replaced.

b. Broad-Brimmed Hats

- i. Approved broad-brimmed styled hats are only to be worn during daylight hours. Broad brimmed hats may only be worn with Operational Dress Orders 1A and 1B. The shape and construction of the hat is not to be modified in any way.
- ii. When the hat becomes faded, soiled or out of shape it is to be withdrawn from service and replaced.

c. Baseball Caps

- i. Baseball caps are only to be worn with Operational Dress Order 1A. Baseball caps are not to be worn to court or with Service Dress under any circumstances.
- ii. The Baseball cap is always to be kept clean. When the baseball cap becomes frayed, faded, or soiled it is to be withdrawn from service and replaced.

d. Alpine Beanie

- i. CSNSW issued cold weather beanie is only to be worn in designated/defined cold weather climate areas and when appropriate in accordance with local protocols.
- ii. When beanies become faded or soiled, they are to be withdrawn from service and replaced.

e. Hijab

- i. The hijab may be worn by female members of the Muslim religion. They are to be navy in colour. When on duty, the hijab is worn under the usual headdress (i.e. female antron/cloth cap or female hat). The shoulder section of the hijab is to be tucked under the shirt.

f. Turbans

- i. Turbans may be worn by members of the Sikh religion. They are to be navy in colour. When on duty, the turban is to be worn with CSNSW cap badge as required.

Gorgets

- 4.46 Gorgets are worn on the lapels of the Commissioned Officer's tunic. Four variations are approved and worn by Officers as set out below. Note the position of the metal balls on the Commissioned Officer style and the acorns on the Senior Commissioned Officer Style. Also note the central positioning of the metal parts of the gorgets on the black cloth patch. Assistant Commissioner and Commissioner may have the gorgets sewn onto the lapels.



Figure 4

Commissioned Officers (NB: metal ball at the top)



Figure 5

Senior Commissioned Officer

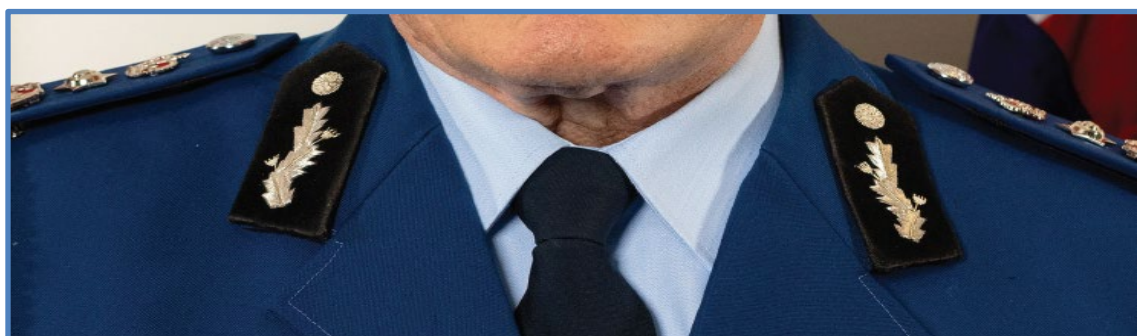


Figure 6

Assistant Commissioner/Commissioner

Aiguillettes

- 4.47 The wearing of aiguillettes is restricted to certain positions within CSNSW. Aiguillettes may be worn on certain ceremonial occasions by officers employed in the following duties:
- a. Commissioner
 - b. Protocol Officer
- 4.48 When worn, the aiguillette is to be attached to the right shoulder (left shoulder for the Protocol Officer) of the tunic, jacket, or shirt, underneath the hardboard or epaulette; approximately 20mm from the shoulder seam. When wearing a tunic, the loop of the aiguillette from which the tags are suspended is to be fastened to a hook or button sewn under the lapel of the tunic so that no part of the aiguillette is obscured, and the tags fall in line with the inner seam of the appropriate breast pocket. When worn on a shirt the loop is to be attached or adjacent to the second button from the collar. (Figure 7)
- 4.49 The position of the aiguillette and tags on the female officer uniform is to be on the same alignment as for male officer uniform.



Figure 7

Chapter 5

Authorised Embellishments

General

- 5.1 This chapter provides the policy on entitlement and the wearing of all items of uniform embellishments and accoutrements. Uniform embellishments not mentioned in this manual are not permitted to be worn on CSNSW uniforms. All other non-CSNSW embellishments require written authorisation from the Protocol Officer before being worn on the CSNSW uniform.
- 5.2 All uniformed officers rank insignia is to be worn on the epaulette. The placement of commissioned officer rank insignia is regulated by the configuration of crown, state emblem, lion's head, and stars. No insignia is to be placed above the crown in any configuration.

Arm Band – Mourning

- 5.3 An arm band, made of black crepe 8 cm wide, is to be worn by all senior officers (Superintendent and above) and all members of the Honour Guard and Band when attending the funeral of retired or serving CSNSW staff members. At memorial services such as those held on ANZAC day and CSNSW Remembrance Day, only the catafalque party is to wear a black arm band.
- 5.4 The position of the mourning arm band is to be midway between shoulder and elbow of the left arm. The mourning arm band may also take the form of a brassard which is attached to the left epaulette and secured around the upper arm.
- 5.5 A staff member in private morning may wear a mourning brassard in ceremonial, service, or operational dress, when not on parade and with the approval of the member's Governor/ Superintendent. The Mourning Brassard may be worn from the day of death until the day of the funeral. Mourning Brassards are kept by the Protocol Officer and at Regional Offices.

Army Combat, Infantry Combat, Operational Service, Return from Active Service Badge

- 5.6 Army Combat, Infantry Combat, Operational Service and Return from Active Service Badges are permitted to be worn by eligible officers on the left breast, centrally, 1cm above medals or medal ribbons. The ACB, ICB, OSB and the RASB are not worn on pullovers, general duties jackets or raincoat.

Lapel, Mess Dress

- 5.7 Lapel badges are worn on the lapels of the Mess Jacket. Silver lapel badges are worn by Commissioned officers up to and including Manager of Security. Gold lapel badges are worn by staff of Superintendent's rank and above. Lapel badges are positioned centrally on the lapel and 22cm down from the shoulder seam. (Fig 8)



Figure 8

Name Badges

- 5.8 Type 1 pattern name badge is always to be worn on service, ceremonial, and mess orders of dress. A Type 1 or Type 2 name badge is always to be worn on general duties, whilst on duty.
- 5.9 For uniformed staff members, the name badge is worn centrally on the right breast 3mm above the pocket flap. When wearing any garment without breast pockets, the name badge is worn centrally on the right breast with the top of the badge 21 cm below the top centre of the shoulder. This applies to non-uniformed staff also. Name badges are **NOT** to be worn on ties or neck lanyards.
- 5.10 The approved name badge is described as black in colour with a silver border 80mm wide and 30mm high. The CSNSW crest is 20mm high and placed 5mm in from the left edge and centred within the height of the badge. The engraved lettering is to be no more than 8mm high and centred between the right-hand side edges of the crest and name badge.
- 5.11 All staff members are entitled to two name badges, Type 1 and/or Type 2, as shown below.
- 5.12 All staff members may choose between magnetic, brooch and clutch pin style of fixtures. (Figure 9)
- 5.13 Badges may include.
- Type 1 – First Name and Surname with metal insignia
 - Type 2 – Surname only with metal insignia
 - All staff members may choose between magnetic, brooch and clutch pin style of fixtures.

- 5.14 Other name badges that include the rank and or title of the CSNSW staff member can only be approved by the relevant Director level and above.



Figure 9

CSNSW Badge – Tie-tac or Tie Clip

- 5.15 All correctional officers are to wear the authorised, issued tie-tac on the necktie. It is to be positioned centrally on the tie in line with the third button from the top of the shirt/blouse.

Epaulette – Hardboard

- 5.16 Hardboard Epaulettes are worn with the following orders of dress:
- Service Dress, Winter
 - Ceremonial Dress; and
 - Mess Dress

Epaulette – Soft

- 5.17 Soft Epaulettes are worn with the following orders of dress:
- Operational Dress; and
 - Service Dress, Summer

Rank Insignia - General

- 5.18 Rank insignia is always to be worn except on the wet weather apparel.

Rank Insignia

- 5.19 When wearing service dress, commissioned officers are to wear either the soft fabric or soft raised bullion rank slides. The metal hardboard rank slides are to be worn only as directed in Dress Orders. Blue Cloth Hardboards are always to be worn on Mess Dress.
- 5.20 Soft fabric rank slides are to be worn on all uniforms. They are not worn on ceremonial jackets, tunics, and Mess Dress.

- 5.21 The rank slides are always to be kept clean and serviceable. If the rank slides become faded or unserviceable, they are to be withdrawn from service and replaced. When wearing a tunic or Mess Dress the hardboard rank slides are to be worn.

Rank Insignia and Name Badge whilst relieving in a higher position

- 5.22 When temporarily appointed to higher duties because of the GSE compliant Comparative Assessment Process, officers may wear the rank insignia of the higher position.

Ribbon Bars

- 5.23 Ribbon bars associated with decorations, medals or commendations are to be mounted in a row, the most senior award on the right as worn (or on the left as viewed by others), and other awards following in order of precedence. The ribbon bar is to be central to the pocket with the bottom of ribbons to sit flush with the pocket. Females are to wear their ribbon bars between the second and third button central on the left side of the chest. If the wearer has more than four ribbons (three for Females), a new row is to be started with the highest award mounted centrally above the first row.
- 5.24 Awards that fall under the Australian Honours and Awards system are worn on the left side of the wearer's chest. CSNSW awards are to be worn on the left side of the chest when in uniform only.
- 5.25 Other State and Territory awards recognised by the CSNSW comprising decorations, commendations, medals, and citations, are worn on the right side of the wearer's chest.
- 5.26 Ribbon bars are not to be worn on the utility jacket, overalls, jumper, sleeveless vest, drill shirt and wet weather jacket or on civilian clothing.

Corporate & Charity Sponsorship – CSNSW Uniform Items

- 5.27 The only item of support to a corporately approved group or charity permitted for wearing on the CSNSW uniform is to be a small ribbon or pin. This ribbon or pin in the colour or style dictated by the organisation being supported is to be worn above the name badge.
- 5.28 The CSNSW uniform is not to be changed in style, colour, or appearance to support such organisation.
- 5.29 All requests to wear a Corporate &/or Charity Sponsorship ribbon or pin is to be submitted via the chain of command through the Secretariat of CSNSW Uniform Committee for comment.

Chapter 6

Special Occasions

Ceremonial Occasion

- 6.1 Service dress is to be worn by **ALL** sworn officers on all ceremonial occasions. This includes parades, funerals, investiture and award ceremonies, ANZAC Day, and National Remembrance Day, unless approval for alternate dress has been given by an authorised delegate.

Attending Court

- 6.2 If an executive officer is representing the department at court, service dress is to be worn. All other officers are to wear operational uniform or smart business attire as directed by the legal team.
- 6.3 CSNSW Employees Non-Operational Role performing duty in plain clothes are to attend court in appropriate business attire or as above in 6.2.
- 6.4 Non-Custodial staff members are to wear appropriate business attire.

Chapter 7

Wearing of Awards

General

- 7.1 Members of CSNSW are permitted to wear awards that form part of the Australian Honours and Awards system or the CSNSW awards system only. Approval must be sought for Members of CSNSW to wear awards from other awards systems including international, through the Protocol Officer and if required Australian Honours and Awards Directorate.
- 7.2 The Order of Wearing for Australian Awards and Medals is located at the Australian government website.
- 7.3 CSNSW members are not to wear awards that are not approved or not issued to them. For further advice on wearing all awards, contact the Protocol Officer.

Honours and Awards

- 7.4 All CSNSW employees are eligible for all CSNSW awards and a range of Australian Honours and Awards namely, the various Orders of Australia and the Public Service Medal. Custodial and Industries Officers are eligible for the awarding of the National Medal.
- 7.5 Emblems of unit awards:
 - a. Emblems of unit awards are to be worn on the right side, above the pocket of the shirt, tunic, or leather jacket. Emblems are not to be worn on jackets, other than the ceremonial jacket, or pullovers or wet weather gear.
 - b. Where a state award from another service is worn; the emblem is worn 3mm above the Name Badge which is also worn 3mm above the medal or ribbon bar.
 - c. Further advice can be sought from the Protocol Officer.
- 7.6 Orders, Decorations and Medals
 - a. Except for neck decorations, Unit Citations, Commissioner's Unit Commendations and CSNSW Commendations, members who have been presented with and are entitled to wear decorations, ribbon bars and medals, from the Australian Honours and Awards System or CSNSW, are to wear them above the left-hand breast pocket. Medals are to be court mounted.
 - b. Medals awarded from other state services are to be worn above the right-hand breast pocket.
 - c. Medals awarded for service with a foreign nation can only be worn after approval is given from the Australian Honours and Awards Directorate in Canberra. Officers can seek advice on this matter from the Protocol Officer.
 - d. Advice on the order of precedence and mounting of medals can be sought from the Protocol Officer.
- 7.7 Figure 10 below details the positioning of the name badge and awards on the right side of the shirt.



Figure 10

Australian Honours and Corrective Services NSW

- 7.8 Figure 11 below details the positioning of the ribbon bar and full-size medals on the left side of the shirt, jacket, or tunic.

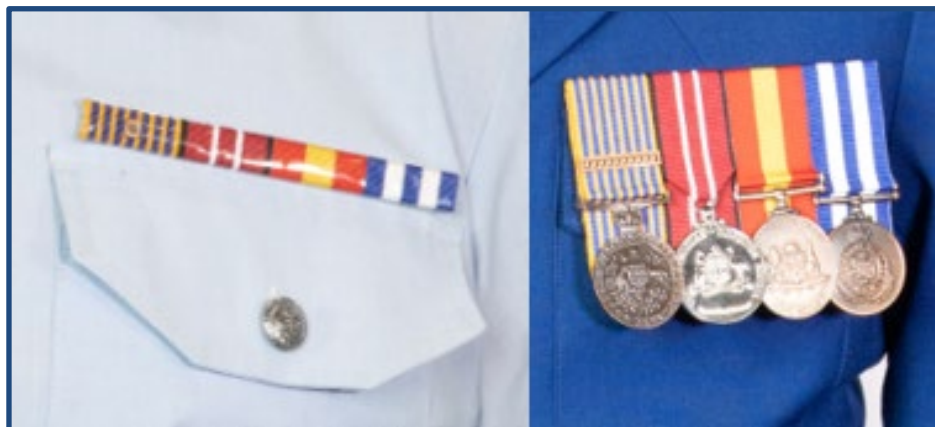


Figure 11

Chapter 8

Uniform/Clothing Committee

General

- 8.1 The Commissioner is advised by the CSNSW Uniform Committee which consists of:
- a. Chairperson; General Manager, Custodial Corrections, Project Management Office or delegate,
 - b. Protocol Officer; Vice Chairperson
 - c. One (1) representative from each of the following:
 - i. Human Resources Business Partner – Strategic Human Resources
 - ii. DCJ Procurement Representative
 - iii. Corrective Services Industries (appointed by AC CI&C)
 - iv. Security & Intelligence (appointed by AC S&I)
 - v. State Senior Executive Advisor Group-PSA
 - vi. State Commissioned Officers Vocational Branch (COVB)
 - vii. State Prison Officers Vocational Branch (POVB)
 - viii. State Delegate from NCDC - PSA
- 8.2 The Committee has the following terms of reference:
- a. Receive, examine, and consider proposals to alter the custodial/industries uniform and ancillary/safety apparel on issue to CSNSW staff members,
 - b. Assess proposed new items / enhancements to the custodial/industries officer uniform and instigate trials to satisfy all aspects of appropriateness (suitability, safety, and duty of care responsibility),
 - c. Formalised recommendations to the CSNSW Executive Committee for Uniform Committee endorsed proposals, to items of the custodial and corrections industry officers (CSI overseers) uniform and ancillary apparel,
 - d. Approval variations to existing specifications where the enhancements reflect improved safety standards i.e. Personal Protective Equipment,
 - e. Maintain the Dress and Grooming Policy and submit recommendations/ amendments to the Executive Committee for endorsement and publication,
 - f. Monitor, evaluation and liaise with the holders of the uniform Contract holder currently Australian Defence Apparel (ADA) to ensure service levels are maintained and that customer complaints are identified and rectified,
 - g. Approve minor changes to uniform/apparel after consultations with relevant stakeholders, where the changes maintain the integrity of safety, security and operational requirements and remain in budget
 - h. The committee will meet as a minimum quarterly to review, assess and determine uniform related matters

- i. Out of session matters will be considered by the chair and relevant representatives from the Committee if urgent matters arise
- j. Establish quorum voting numbers to progress matters from the Committee to the CSNSW Executive Committee
- k. Tenure on the Committee will correlate with the tenure in the positions identified as members of the Committee unless otherwise advised by the **Assistant Commissioner – Custodial Corrections**
- l. Research other jurisdictional policies in relation to sensitive/cultural matters
- m. Recommend write off, of discontinued items where there is clear understanding that the discontinued items cannot be used elsewhere
- n. Consider non-custodial staff apparel issues at the request of stakeholders
- o. Maintain Committee records in EDRMS
- p. Ensure that any safety apparel/apparatus complies with any relevant code of practice/industry standard
- q. Liaise with stakeholders on matters that have a security or operational impact

Trial Uniform Items

- 8.3 Staff may be invited to take part in wearer trials of CSNSW uniform items for a period set by the Uniform Committee. Staff will be required to provide feedback via surveys which will be used in determining whether the new style is to be implemented. At the completion of the trial, staff are to wash and return the items to Protocol Officer at BFCSA. If the uniform is implemented, staff members will have the items returned to them for use at no charge.

Proposals to vary CSNSW Clothing Items

- 8.4 Any proposal in relation to the above is to be made in a submission to the committee. The originators are to consult with all known interested parties and relevant comments should form a part of submission. Cost assessments where known should also be included as should sample products/items, where they are available. See attached sample submission template.
- 8.5 No comment should be made to any supplier or potential supplier/ manufacturer to use or undertake trials of their products without the formal consideration and approval of this action by the uniform/clothing committee, notwithstanding clothing maybe offered “free of charge” for this purpose. This action could place CSNSW in breach of its “duty of care” responsibility where the items fail to meet the manufacturer’s stated suitability outcomes.
- 8.6 Any proposed changes should conform with the following principles:
 - a. The proposal should ensure that all requirements under Workplace Safety Legislation have been considered and met.
 - b. Functional Simplicity: Item should be functional, simple and of neat and tidy appearance.
 - c. Climactically Suitable: The item should be suited to the climate it is to be worn or used in.
 - d. Style: The item should consider socially acceptable fashion trends in other services and within the civilian community.

- e. Quality: The item should meet or exceed the appropriate Australian standards utilizing the best available quality of material, fitting and finish,
- f. Australian Content: the item is to meet the State Government's standard on Australian content.
- g. Uniformity: The item is to be uniform in its design to be as seamlessly as possible, integrated with the current apparel.
- h. Economy: Expense to the public and the individual should be kept to acceptable limits.
- i. Standardisation: The requirements for appropriate inter-service Standardisation should be considered.

8.7 A written submission (suggested template below) is to be submitted initially to the requesting officers Governor/ General Manager/ Superintendent/ Manager of Security for consideration. Endorsed submissions are to be emailed to the Chair or delegate, CSNSW Uniform Committee who will triage the request to be tabled at the next Uniform Committee meeting.



Corrective Services NSW

SUBMISSION TO COMMISSIONER

File No:
Author's Name:
Author's Title:
Business Unit:
Contact No:

SUBJECT

A Submission seeks approval or endorsement of a proposed course of action.

State here what the Submission is about.

BACKGROUND

Summarise the background, limiting it to a few paragraphs

CURRENT POSITION/COMMENTS

State the current position – where is the issue up to, what is happening with it.

You can:

- Use bullet points
- So it may be easily read
- And understood

RECOMMENDATION

The recommendation should clearly explain what the Commissioner is being asked to do, for example,

It is recommended that the Commissioner:

- endorse.....
- approve

<Branch Head Name>
<Branch Head Title>
<Date>

<Assistant Commissioner Name>
<Assistant Commissioner Title>
<Date>

Commissioner

Chapter 9

Return of Uniform Items

Personnel leaving Corrective Services NSW

- 9.1 Personnel who resign or who are dismissed from CSNSW are to return all uniform items.
- 9.2 Personnel who retire for age or medical reasons are to return all unworn uniform and government property. When an officer wants to retain parts of their uniform a request is to be made in writing to their Governor, General Manager, Superintendent, Manager of Security, or authorised delegate.
- 9.3 Personnel are not to approve the retention of:
 - a. Name badges
 - b. ID cards
 - c. arms and appointments
 - d. appointments belt, inner belt, and carriers
 - e. utility jacket
 - f. specialist uniforms and equipment
 - g. wet weather gear.
- 9.4 The above equipment is to be withdrawn from the officer. Worn and unworn items are to be returned to stores at their work location.
- 9.5 Governor, General Manager, Superintendent, Manager of Security, or authorised delegate may authorise the retention of a set of rank slides and one badge, if these items are being used for display purposes. The remaining badges are to be returned with the equipment listed in paragraph 9.3 above.
- 9.6 On termination of employment, uniformed officers must return to the store or work location all uniform items with the CSNSW crest and rank insignia and any keys/swipe cards in accordance with the cessation of employment advice.

Unserviceable or Condemned Items

- 9.7 All unserviceable or condemned uniform items are to be returned to stores for disposal as per above and replaced.

Chapter 10

Dress Orders

General

- 10.1 All orders of dress are stipulated in this chapter and are identified by the title. There are little or no options available for each order of dress to avoid confusion and uncertainty.
- 10.2 Unless stated otherwise, orders of dress apply to both male and female officers.
- 10.3 The Dress Orders are:
 - a. Table 1 – *Dress Order 1A* - Operational Dress – Custodial
 - b. Table 2 – *Dress Order 1B* - Operational Dress – CSI and Inmate Work Programs
 - c. Table 3 – *Dress Order 2A* - Service Dress – Commissioned Officers
 - d. Table 4 – *Dress Order 2B* - Service Dress - Non-Commissioned Officers
 - e. Table 5 – *Dress Order 3A* - Ceremonial Dress
 - f. Table 6 – *Dress Order 3B* - Mess Dress
 - g. Table 7 – *Dress Order 3C* - Honour Guard and Band Uniform and Accessories
 - h. Table 8 – *Dress Order 3D*- Immediate Action Team
 - i. Table 9 – *Dress Order 3E*- Activities Officers
 - j. Table 10 – *Dress Order 3F* – Maternity Dress - Custodial

Dress Order 1A – Operational Dress – Custodial

Items of Dress
Hat, Broad Brim
Beanie, CSNSW
Baseball Cap, CSNSW (Commissioned and Non-Commissioned Officers)
Peak Hat (Commissioned Officer with badge)
Blouse, Short Sleeve, Blue Marle (Female, Summer)
Blouse, Long Sleeve, Blue Marle (Female, Winter)
Shirt, Short Sleeve, Blue Marle (Male, Summer)
Shirt, Long Sleeve, Blue Marle (Male, Winter)
Rings, Button, CSNSW
Button, CSNSW, Small
Epulette, Navy Blue, Rank Slide (1pr Appointed Rank Only)
Service Ribbons (not worn on jumper or jacket)
Tie, CSNSW, Female (bow)
Tie, CSNSW, Male (Optional for females)
Tie, CSNSW, Male, Long (Optional)
Pullover, CSNSW, V-Neck, Navy
Pullover, CSNSW, Round-Neck, Navy (Option to V-Neck)
Belt, Basket Weave General Duties or Inner Velcro, Belt & Buckle
Lanyard, CSNSW
Pouch, Emergency Response, Black
Shorts, Cargo, Men's Navy (Option to Cargo Trousers)
Shorts, Cargo, Women's Navy (Option to Cargo Slacks)
Trousers, Cargo, Navy
Socks, Black, Winter & Greasy Wool
Boot, Lace Up (Ankle Boot)
Shoe, Lace Up (Optional)
Jacket, CSNSW Alpine Jacket
Jacket, Rain, Navy (Inclement Weather)
Trouser, Rain, Navy (Inclement Weather)

Notes:

1. Rank insignia is to be worn on all shirts and outer garments.
2. The Commissioner and authorised delegates have the discretionary powers to amend operational dress for their Centre to take account of prevailing weather conditions.

Dress Order 1A – Operational Dress – Custodial – Photograph



Figure 12

Dress Order 1B – Operational Dress - CSI& Inmate Work Programs

Items of Dress
Cap, Baseball/Hat,
Broad Brimmed
Peak Hat (Commissioned Officer only)
Epaulette, Navy Blue, Rank Slide (1 pr Appointed Rank Only)
Shirt, Short Sleeve, Drill Navy (Overseer Only)
Shirt, Long Sleeve, Drill Navy (Overseer Only)
Pullover, CSNSW V-Neck, Navy
Pullover, CSNSW Round Neck, Navy
Jacket, CNSW, General Duties (Refer to Alpine Jacket)
Belt, Basket Weave or Inner Velcro, Belt & Buckle
Lanyard, CSNSW
Pouch, Emergency Response, Black
Trouser, Drill CSNSW, Navy (Overseers Only)
Socks Black, Winter
Socks, Black Greasy Wool
Boots, Steel Toe Cap, Black (CSI Business Unit to purchase)
Jacket, CSNSW Alpine Jacket

Notes:

- a. Rank insignia is to be worn on all shirts and outer garments
- b. The Commissioner and authorised delegates have the discretionary powers to amend operational dress for their Centre to take account of prevailing weather conditions.

Dress Order 1B - Operational Dress - CSI & Inmate Work Programs – Photograph



Figure 13

Dress Order 2A – Service Dress – Commissioned Officers

Items of Dress
Cap, Peak, Commissioned Officer, Male (Assistant Superintendent to Manager of Security)
Cap, Peak, Commissioned Officer, Female (Assistant Superintendent to Manager of Security)
Cap, Peak, Senior Commissioned Officer, Male (Governor/General Manager/Supt. to Assistant Commissioner)
Cap, Peak, Senior Commissioned Officer, Female (Governor/General Manager/Supt. to Assistant Commissioner)
Badge, Cap, CSNSW, Silver (Up to Deputy Superintendent)
Badge, Cap, CSNSW, Gold (Superintendent to above)
Epaulette, Navy Blue, Rank Slide (1pr Appointed Rank only)
Service Ribbons (Not to be worn on jumper or jacket)
Blouse, Short Sleeve, Blue Marle (Female, Summer)
Blouse, Long Sleeve, Blue Marle (Female, Winter)
Shirt, Short Sleeve, Blue Marle (Male, Summer)
Shirt, Long Sleeve, Blue Marle (Male, Winter)
Rings, Button, CSNSW (Pkt of 12)
Button, CSNSW, Small (2 required for pocket flaps)
Tie, CSNSW, Female (bow)
Tie, CNSW, Male (Optional for female)
Tie, CSNSW, Male, Long
Pullover, CSNSW, V-Neck Navy
Pullover, CSNSW, Round Neck, Navy (Option to V-Neck)
Ceremonial Jacket, CSNSW
Belt, Basket Weave, Belt & Buckle
Lanyard, CSNSW (worn only in Correctional Facility)
Pouch, Emergency (worn only in Correctional Facility)
Trousers, CSNSW, Blue
Trousers, CSNSW, Slacks, Blue (Female Only)
Skirt, CSNSW, Navy (Female Only)
Socks, Black, Winter
Socks, Black, Greasy Wool
Boot, Lace up, (General Duties) Ankle Boot
Shoe, Lace up, General Duties (Optional)
Jacket, Rain, Navy (Inclement Weather)
Trouser, Rain, Navy (Inclement Weather)
Patent Leather Shoe

Notes:

- a. Rank insignia is to be worn on all shirts and outer garments
- b. The Commissioner and authorised delegates have the discretionary powers to amend Service dress for their Centre to take account of prevailing weather conditions.



Figure 14

Dress Order 2B – Service Dress – Non-Commissioned Officers

Items of Dress
Cap, Peak, Non-Commissioned Officer - Unisex
Badge, Cap, CSNSW, Silver
Epaulette, Navy Blue, Rank Slide (1pr Appointed Rank only)
Service Ribbons (Not to be worn on jumper or jacket)
Blouse, Short Sleeve, Blue Marle (Female, Summer)
Blouse, Long Sleeve, Blue Marle (Female, Winter)
Shirt, Short Sleeve, Blue Marle (Male, Summer)
Shirt, Long Sleeve, Blue Marle (Male, Winter)
Rings, Button, CSNSW (Pkt of 12)
Button, CSNSW, Small (2 required for pocket flaps)
Tie, CSNSW, Female (bow)
Tie, CNSW, Male (Optional for female)
Tie, CSNSW, Male, Long
Pullover, CSNSW, V-Neck Navy
Pullover, CSNSW, Round Neck, Navy (Option to V-Neck)
Ceremonial Jacket (Male & Female)
Belt, Basket Weave, Belt & Buckle
Lanyard, CSNSW (worn only in Correctional Facility)
Pouch, Emergency (worn only in Correctional Facility)
Trousers, CSNSW, Blue
Slacks CSNSW, Blue (Female Only)
Socks, Black, Winter
Socks, Black, Greasy Wool
Boot, Lace up, (General Duties) Ankle Boot
Shoe, Lace up, General Duties (Optional)
Jacket, Rain, Navy (Inclement Weather)
Trouser, Rain, Navy (Inclement Weather)
Patent Leather Shoes

Notes:

- a. Rank insignia is to be worn on all shirts and outer garments
- b. The Commissioner and authorised delegates have the discretionary powers to amend Servicel dress for their Centre to take account of prevailing weather conditions.

Dress Order 3A – Ceremonial Dress

Items of Dress
Cap, Peak, Non-Commissioned Officer, Unisex
Cap, Peak, Commissioned Officer, Male (Assistant Superintendent to Manager of Security)
Cap, Peak, Commissioned Officer, Female (Assistant Superintendent to Manager of Security)
Cap, Peak, Senior Commissioned Officer, Male (Superintendent/GM to AC)
Cap, Peak, Senior Commissioned Officer, Female (Superintendent/GM to AC)
Badge, Cap, CSNSW, Silver (Up to Deputy Superintendent)
Badge, Cap, CSNSW, Gold (Superintendent and above)
Epaulette, Hard Board, Navy Blue with Rank Insignia (1pr, appointed rank only)
Medals, Full Size, Court Mounted
Blouse, Long Sleeve, Blue Marle (Female, Winter)
Shirt, Long Sleeve, Blue Marle (Male, Winter)
Rings, Button, CSNSW (Pkt of 12)
Button, CSNSW, Small (2 each for tunic & Shirt pocket flaps)
Button, CSNSW, Large (4 for tunic front)
Button, CSNSW, Screw Type (2 for hard board rank)
Tie, CSNSW, Female (bow)
Tie, CSNSW, Male
Tie, CSNSW, Male, Long
Ceremonial Jacket (Male & Female Officers)
Tunic, CSNSW, Blue (Commissioned Officers)
Gorget, Velvet, Black (With appropriate Gorget Bar)
Belt, Basket Weave, Belt & Basket
Trouser, CSNSW, Blue
Slacks, CSNSW, Blue (Female Only)
Socks, Black Winter
Socks, Black, Greasy Wool
Boot, Lace up (Ankle boot)
Shoe, Lace up (Optional)
Patent Leather Shoes

Notes:

1. Rank insignia is to be worn on all shirts and outer garments.
2. Females may wear slacks, or trousers.

Dress Order 3A – Ceremonial Dress – Photograph



Figure 15

Dress Order 3B – Mess Dress

Items of Dress
Dinner Shirt Formal (no black buttons), Long Sleeve
Tie, Bow, Black
Cufflinks, CSNSW, Silver (Assistant Superintendent to Manager of Security)
Cufflinks, CSNSW, Gold (Superintendent and above)
Button, CSNSW, Screw Type (2 for hard board rank)
Epaulette, Hard Board, Navy Blue with Rank Insignia (1 pr, appointed rank only)
Badge, Retired Officers (Worn by RCOA Members)
Jacket, CSNSW, Mess (Made to Measure)
Medals, Miniature, Court Mounted
Buttons
Jigger chain
Badge, Lapel, CSNSW, Silver (Assistant Superintendent to Manager of Security)
Badge, Lapel, CSNSW, Gold (Superintendent and above)
Cummerbund, Black
Trousers, CSNSW, Mess Dress (Made to measure)
Socks, Black, Greasy Wool
Shoe, Lace up, Black (Officer's Expense)

Notes:

1. White braces may be worn if required.
2. Normal dress requirements apply for female officers regarding earrings and jewellery.
3. Superintendents and above to wear gold cufflinks and lapel badges.
4. Non-serving members of the RCOA are to wear "R" badge below the rank insignia, signifying a "retired" officer.

Dress Order 3B – Mess Dress - Photograph



Figure 16

Dress Order 3C - Honour Guard and Band Uniform and Accessories

Items of Dress
Long-sleeve shirt with CSNSW Patch/Band Patch
Tunic with Honour Guard CSNSW Patch/Band Patch
Hard Board Rank Slides
Silver Lions Head Badge
Honour Guard Name Plate
Lanyard (Honour Guard)
Patent Leather Shoes

Dress Order 3C - Honour Guard and Band Uniform and Accessories– Photograph



Figure 17

Dress Order 3D - Immediate Action Team

Items of Dress
Shirt, Short Sleeve, Blue Marle
Shirt, Long Sleeve, Blue Marle
Trousers, Bloused Male HRG - Navy
CSNSW Baseball Cap
Belt (buckle or Velcro)
Approved carrier vest
Pullover
Alpine Jacket Duty
Raincoat
Undershirt (short/long)
Boots

Notes:

- a. Rank insignia is to be worn on all shirts and out garments
- b. Governors and authorised delegates have the discretionary powers to amend this order of dress for their Centre to take account of prevailing weather conditions.

Dress Order 3D - Immediate Action Team – Photograph



Figure 18

Dress Order 3E - Activities Officers

Items of Dress
Tracksuit Trousers and Jacket
Polo-neck tee shirt
Sports shorts
Baseball cap
Broad-him hat
Running shoes

Notes:

- a. Rank insignia is to be worn on all shirts and out garments
- b. Governors and authorised delegates have the discretionary powers to amend this order of dress for their Centre to take account of prevailing weather conditions.

Dress Order 3E - Activities Officers – Photograph



Figure 19

Dress Order 3F – Maternity Dress - Custodial

Items of Dress
Hat, Broad Brim
Beanie, CSNSW
Baseball Cap, CSNSW (Commissioned and Non-Commissioned Officers)
Peak Hat (Commissioned Officer with badge)
Blouse, Short Sleeve, Maternity
Epaulette, Navy Blue, Rank Slide (1pr Appointed Rank Only)
Service Ribbons (not worn on jumper or jacket)
Tie, CSNSW, Female (bow)
Tie, CSNSW, Male (Optional for females)
Pullover, CSNSW, V-Neck, Navy
Pullover, CSNSW, Round-Neck, Navy (Option to V-Neck)
Belt, Basket Weave General Duties or Inner Velcro, Belt & Buckle
Lanyard, CSNSW
Pouch, Emergency Response, Black
Slacks, Maternity
Socks, Black, Winter & Greasy Wool
Boot, Lace Up (Ankle Boot)
Shoe, Lace Up (Optional)
Jacket, CSNSW Alpine Jacket
Jacket, Rain, Navy (Inclement Weather)
Trouser, Rain, Navy (Inclement Weather)

PART 2

Non-Custodial Personnel

General

- 1.1 To promote a professional and positive corporate image to the community, non-custodial personnel and volunteers have a responsibility to ensure that they maintain appropriate standards of dress, grooming and conduct.
- 1.2 Non-Custodial personnel while on duty and volunteers in their role with CSNSW are always expected to take pride in their presentation and be neat, clean, and tidy. Generally, non-custodial personnel will be expected to maintain a conservative appearance consistent with community expectations, and where appropriate cultural and religious standards.
- 1.3 In some circumstances the relevant Assistant Commissioner may approve the issue of corporate clothing to certain classifications of duty performed by non-custodial personnel for purposes such as:
 - a. promoting a professional and positive corporate image to the community
 - b. promoting a safe workplace by providing protective clothing to employees who may be exposed to certain risks associated with the duties performed and/or their work environment
 - c. creating a corporate identity at public forums.
 - d. Other reasons as approved by the relevant Assistant Commissioner.

Dress Standards

- 1.4 Non-Custodial personnel are to maintain a reasonable standard of dress that is appropriate to the duties of their position and the clothing should be neat, clean, and pressed.
- 1.5 Items of clothing that do not meet CSNSW dress standards include, but are not limited to, tracksuits, football jumpers, midriff tops, torn jeans, thongs and ugg boots. These items are not to be worn whilst at work.
- 1.6 In determining the specific dress requirements for unsworn officers within a Centre or business unit, a Governor, General Manager, Superintendent, Manager of Security, or authorised delegate should consider whether their duties include the following:
 - a. Customer service, e.g.: the role of a general administrative support officer at a Centre involves regular contact with members of the public.
Representation at interagency meetings or community forums,
 - b. Attendance at court or tribunals, e.g. The Federal Court, Industrial Relations Commission or Administrative Decisions Tribunal.
 - c. Other external activities that involve contact with the community, government officials and public or private sector agencies.
- 1.7 Non-Custodial personnel are required to wear business attire when representing the CSNSW at official meetings, functions or when attending court. Trousers, shirt and tie for males and the equivalent for females are the minimum standard. Business

jacket and tie for males and the equivalent for females are required for court.

- 1.8 A Governor, General Manager, Superintendent, Manager of Security, or authorised delegate has the discretion to relax the dress standards of non-custodial personnel where appropriate, e.g. attending a Christmas party or charity awareness days such as Jeans for Genes Day,

Grooming standards

- 1.9 Non-Custodial personnel and volunteers are to maintain a reasonable standard of grooming and personal presentation in the workplace and are to be neat, clean, and tidy always.
- 1.10 Generally, non-custodial personnel are required to maintain a conservative appearance consistent with community expectations, and where appropriate cultural standards.
- 1.11 Body piercing that is visible will not be acceptable in circumstances where the duties of the unsworn officer involve customer service or where a Governor General Manager, Superintendent, Manager of Security, or authorised delegate considers there is a WH&S issue.

Name badges and long service awards

- 1.12 Consistent with the CSNSW's commitment to responsive and meaningful customer service to both external and internal customers, all personnel are to wear a CSNSW name badge.
- 1.13 On ceremonial occasions, the appropriate long service awards may be worn by non-custodial personnel. The long service award may be worn on an officer's shirt or dress jacket.

Corporate clothing - specific provisions

- 1.14 When corporate clothing is worn, it must be worn in accordance with the performance of their official duties. It is to be neat, clean, and tidy always and is not to be altered or modified in any way.
- 1.15 Discretion is available to Governor, General Manager, Superintendent, Manager of Security, or authorised delegate to waive such requirement in circumstances considered appropriate and/or necessary such as:
- An officer is pregnant and maternity wear is not available,
 - Cultural reasons; or
 - Special occasions, e.g. attending a Christmas party or charity awareness days such as Jeans for Genes Day.
- 1.16 Personnel wearing corporate clothing are reminded that they are clearly identifiable to members of the public as employees of the CSNSW and as such are required to maintain appropriate standards of dress, personal grooming and always conduct.
- 1.17 Corporate clothing insignia/identification is not to be displayed when visiting a bar or club during working hours; an over garment must be worn in such circumstances. Official functions at clubs such as training days are an exception.
- 1.18 Personnel are not to remain in corporate clothing for a longer period than is necessary for the officer to travel from their home to work and return at the end

of the working day. An over garment must be worn over any item of corporate clothing as defined within this policy.

- 1.19 Non-custodial staff must meet the cost of repairing, or when necessary, replacement of damaged items, except when the damage occurs during duty or normal wear and tear.
- 1.20 Non-custodial staff will be required to meet the cost of any items of corporate clothing ordered that is above the approved allocation, if issued.

Corporate Clothing Proposals

- 1.21 All proposals for new corporate clothing and/or amendment to existing corporate clothing is to be made by way of a written submission through the chain of command to the relevant Assistant Commissioner for signature before referral to the Uniform Committee. The submission is to outline the business case for such a proposal and include:
 - a. Specific reasons for the proposal including any WH&S issues if relevant,
 - b. Implementation costs; and
 - c. Funding source.
- 1.22 Once a submission has been received it will be listed for consideration by the Uniform Committee who may.
 - a. Recommends to the Commissioner that the proposal to issue corporate clothing or make changes to existing clothing be approved
 - b. Determine that information provided in the submission is insufficient and as such seek further information; or
 - c. Advises the business unit that the proposal has not been supported.

Purchasing and Supply

- 1.23 Corporate clothing is available for non-custodial staff, but it is not compulsory. The cost of corporate clothing is to be met by the requesting staff member.
- 1.24 Purchasing and supply of corporate clothing must be in accordance with existing procedures.