

Custodial Operations Policy and Procedures

21.1 Staff Dress and Grooming

Policy summary

All correctional officers are required to maintain an acceptable standard of dress and grooming while on duty. This policy document contains information on;

- Occupational specific dress
- Jewellery Limitations
- Headwear
- Grooming

The *CSNSW Dress Manual* provides further detail on recommended dress standards

Management of Public Correctional Centres Service Specifications

Outcome	Professionalism and Accountability
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Scope

This policy applies to all commissioned and non-commissioned correctional officers employed by Corrective Services NSW.

Related Documents

Crimes (Administration of Sentences) Act 1999

Crimes (Administration of Sentences) Regulation 2014

Management of Public Correctional Centre Outcome Specifications

CSNSW Dress Policy

Related Custodial Operations Policy and Procedures

Nil

Forms and Annexures

CSNSW Dress policy

[Hyperlink](#)

Definitions

COPP	Custodial Operations Policy and Procedures
JH&FMHN	Justice Health & Forensic Mental Health Network
WHS	Work Health & Safety

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1 Policy

1.1 Dress Requirements

Correctional officers are to wear uniform when on duty except in special circumstances. Uniform consists of:

- general duty winter or summer uniforms
- ceremonial uniform for events such as funerals, parades and state occasions
- dress uniform for formal dinners
- special purpose uniform worn by staff engaged in duties involving vehicles, industries, catering, medical activities, specialised units such as the Security Operations Group, and/or duties with specific Work Health & Safety requirements

The Governor or authorised officer is to ensure that all correctional officers working at their location are fully aware of the provisions of the Dress Manual and adhere to the specified standards of dress, appearance and grooming.

Civilian clothing (including maternity clothing for female staff) can only be worn when on duty with the approval of the Governor or authorised officer. If civilian clothing is approved for duty, correctional officers must comply with the dress standards set out in the CSNSW Dress Manual available on the intranet.

Custodial staff, both commissioned and non-commissioned, are to wear uniform at all times when engaged in work-related duties (e.g. recruitment, marketing, public relations, attending courses at the Brush Farm Corrective Services Academy) away from their customary workplace unless prior approval has been granted to wear civilian clothing.

In addition to the standards of dress, appearance and grooming for male and female correctional officers set out in the Dress Manual, the following are to be considered minimum requirements for dress in the appropriate circumstances.

1.1.1 Plain Clothes Escorts

Male Officers - Neat trousers, shirt with collar, tie, shoes.

Female Officer - Skirt or slacks, blouse/top, stockings/hose, shoes.

Armed Officers must conceal weapons either under jackets or in ankle holsters.

In general, smart casual clothing is to be worn. Jeans, t-shirts, polo shirts, running shoes and similar items are not to be worn whilst on escort duty.

1.1.2 T-shirts and undergarments

T-shirts or undergarments are not to be visible when wearing summer uniform.

1.1.3 Wearing of Akubra Hats

Akubra style hats may be worn in both winter and summer except on official or ceremonial occasions when caps only are to be worn.

1.1.4 Approved CSNSW Headwear

The list of approved CSNSW headwear is as follows:

- CSNSW peak cap or baseball cap
- CSNSW broad brim hat
- Turban
- Hijab

1.1.5 Standard of Grooming – Male Officers

Hair is to be neat and tidy at all times and must not extend below the shirt collar; the bulk or length of the hair is not to interfere with the normal wearing of service headdress.

Sideburns, if worn, are not to be thick and bushy, but neatly trimmed and are not to extend below the ear lobe.

Moustaches are to be neatly trimmed, and are not to extend past the corner of the mouth.

Officers intending to grow a beard:

- must give a written notice to their Governor or authorised officer
- should proceed on recreation leave for the time necessary to grow the beard
- should have a minimum of 3 weeks growth prior to resuming duty
- are permitted only a full-face in the King George V style (refer CSNSW dress Manual)
- should make the necessary arrangements to obtain a new photograph and an identity card

Officers intending to remove a beard:

- must not do so without notifying their Governor or authorised officer
- must make further arrangements to obtain a new photograph and an identification card

When on duty, officers are permitted to wear jewellery such as:

- wrist watches
- signet rings
- wedding rings and/or engagement rings
- one earring (stud or sleeper) in the lobe of each ear where the orb of the stud is no greater than 5mm in diameter

Officers are **not permitted** to wear:

- necklaces
- bracelets

CSNSW accepts no responsibility for the loss and/or damage of jewellery items worn by them whilst on duty.

1.1.6 Standard of Grooming – Female officers

Hair is to be neat and tidy at all times and is not to extend below the collar at the back. If the hair is below the collar it is to be worn up.

Only clear-colour nail polish is to be worn.

Officers with pierced ears are permitted to wear one earring (stud or sleeper) in the lobe of each ear and that the orb of the stud is no greater than 5mm in diameter.

CSNSW accepts no responsibility for the loss and/or damage of jewellery items worn by them whilst on duty.

1.1.7 Restrictions on wearing uniform

Uniform is not to be worn in the following circumstances:

- at political meetings and/or demonstrations
- where contempt is likely to be shown towards the uniform
- in hotels and clubs (except on special occasions e.g. Anzac Day)

1.1.8 Dress and Grooming – Work, Health & Safety requirements

The Governor or authorised officer is to ensure that the standards of dress and grooming of their staff complies with Work, Health and Safety legislation (WHS) for particular industries or maintenance activities within their facilities. Particular attention should be given to the Personal Protective Equipment worn by staff engaged in activities such as industries, catering, transport, building/ground maintenance, medical/clinic procedures and specialised units like the Security Operations Group to ensure that they conform with all WHS regulations and requirements.

Any concerns or requests regarding WHS issues should be raised with the local WHS representative at that location.

1.1.9 Clothing worn by Activities officers

The Governor or authorised officer is to ensure that permanent Activities Officers are suitably dressed in CSNSW supplied uniform. Clothing to be worn by Activities Officers includes:

- Tracksuit trousers and jacket
- Polo-neck tee shirt
- Sports shorts
- Baseball cap
- Broad-brim hat

Permanent Activities Officers are also permitted to purchase joggers to a maximum of \$100. Re-imbursement for the purchase of joggers can be made through the Finance and Administration Manager.

2 Document history

Version	Date	Reason for Amendment
1.0		Initial publication (<i>Replaces section 22 of the superseded Operations Procedures Manual</i>)