

Custodial Operations Policy and Procedures

21.3 Identification badges

Policy summary

All Corrective Services NSW (CSNSW) personnel are required to wear their identification badge while on duty.

Appropriate identification badges are provided for:

- Uniformed Personnel
- Non-Custodial Personnel
- Security & Intelligence Personnel

Visitors attending correctional centres and other CSNSW premises on official business are to be issued with and instructed to wear clearly labelled visitor identification.

Management of Public Correctional Centres Service Specifications

<i>Outcome</i>	Professionalism and Accountability
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Scope

This policy affects CSNSW correctional centres and custodial officers who work within these facilities.

Related Documents

Crimes (Administration of Sentences) Act 1999

Crimes (Administration of Sentences) Regulation 2014

Management of Public Correctional Centre Outcome Specifications

Related Custodial Operations Policy and Procedures

Nil

Forms and Annexures

Nil

[Hyperlink](#)

Definitions

COPP	Custodial Operations Policy and Procedures
OIC	Officer in Charge

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1 Identification badges

All CSNSW personnel are required to wear their identification badges at all times while on duty. Visitors on official business attending correctional centres and other CSNSW premises are to be issued with clearly labelled visitor identification that must be returned before the visitor leaves CSNSW premises.

Identification cards are to be issued to temporary staff and contractors only for the current period of their engagement with CSNSW. Access to CSNSW buildings, transport and other facilities for temporary staff and contractors is to cease at the close of business on the last day of their engagement, and their identification cards must be returned to their CSNSW supervisor.

The Governor or Officer in Charge (OIC) of the work location are to ensure that all staff at their facilities wear an identification badge at all times while on duty. The Governor and OICs are also to ensure that identification cards for temporary staff, and contractors, and visitor identification are provided and worn.

1.1 Uniformed personnel

All uniformed personnel, other than Security and Intelligence personnel, are to be issued with two types of identification badges.

- Type 1 will display CSNSW emblem, given name, and surname
- Type 2 will display CSNSW emblem and surname only

Uniformed officers may elect to wear either form of the badge while working in a correctional centre. With the exception of Security and Intelligence personnel, uniformed officers not working in a correctional centre should wear Type 1 identification badge.

1.2 Non-Custodial personnel

All non-custodial personnel are to be issued with a single identification badge, which will display given name, surname and CSNSW emblem.

Non-custodial personnel working with inmates in a correctional centre who prefer to wear an identification badge that only displays their first initial and surname can be provided with this form of badge on request. This badge will also display the CSNSW emblem.

1.3 Security & Intelligence personnel

All Security and Intelligence staff must be issued with an identification badge that displays surname only.

In any response situation where Security and Intelligence staff are required to wear a mask, helmet or riot gear which obscures their identification badge, the equipment they are wearing must display a prominent and distinguishable identification number.

The Assistant Commissioner, Security and Intelligence, must maintain a register of equipment issued on a permanent basis to each officer showing the identification number of the equipment and the name of the officer to whom the equipment has been issued.

Where emergency response equipment is issued to staff members to deal with a specific situation, a record is to be maintained of the identification number of the equipment, the date of issue and return, and the name of the officer to whom the equipment was issued.

2 Document information

Version	Date	Reason for Amendment
1.0		Initial publication (<i>Replaces section 22.15 of the superseded Operations Procedures Manual</i>)