



PUBLIC SERVICE ASSOCIATION
OF NEW SOUTH WALES

General Secretary Stewart Little
President Kylie McKelvie
ABN 83 717 214 309

In reply please quote: AB:vv

13 July 2018

Tracey Hall
Sheriff of NSW, Office of the Sheriff
Courts & Tribunal Services, NSW Department of Justice
PO Box A4
Sydney South NSW 1235

By email: tracey.hall@justice.nsw.gov.au

Dear Ms Hall,

Direction to cover tattoos

We thank you for the opportunity to provide a formal response to the Direction to cover tattoos ('the direction').

We also thank you for putting the direction on hold pending the Uniform Committee considering PSA's submission in making its decision.

PSA in its 13 June 2018 letter to you sought to 5 July 2018 to provide our submission. We thank you for agreeing to our request. We apologise for the oversight and any inconvenience caused in not providing our submission by that date. PSA's submission is enclosed in Annexure A for the Uniform Committee's consideration.

The PSA has obtained member feedback on the direction. Our affected members provide their specific feedback to the direction in Annexure B and their survey responses in Annexure C.

We anticipate that the Office of the Sheriff of NSW and particular its Uniform Committee will give the PSA's and its members' feedback genuine consideration. We refer to cl. 65 of the *Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009*. That clause refers to the Consultation Arrangements Policy and Guidelines 1996. That requires the employer giving genuine consideration to matters raised by the employees and/or their representatives.

The PSA is willing to meet with yourself and the Uniform Committee to discuss this issue further.

Please feel free to contact me by email aboulton@psa.asn.au in relation to any part of this feedback, or to arrange a meeting. I will be on leave from Monday 16 July to Friday 27 July 2018. Please contact Evan Cole, Manager Justice on 9220 0906 or at ECole@psa.asn.au.

Yours faithfully,

A handwritten signature in blue ink, consisting of a large, stylized initial 'A' followed by a long, sweeping horizontal line that tapers to the right.

Andrew Boulton
for **STEWART LITTLE**
GENERAL SECRETARY

Annexure 'A'

PSA's response

We raise the following concerns to the direction.

1. The direction

The direction is in paragraph 3.22 of the Dress Manual, Office of the Sheriff of NSW, November 2017 Version 1.0 ('Dress Manual'). That prescribes:

Currently serving Sheriff's Officers are permitted to obtain tattoos so long as they are not visible whilst the staff member is on duty. Existing tattoos are to be covered by any suitable method such as wearing a flesh coloured 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.

Tattoos with sexually explicit or other offensive pictures or wording that could be deemed inappropriate or gang-related are not permitted, as they are not consistent with the organisation's values.

For religious or cultural reasons, some staff members may be required to obtain tattoos on the neck, face, ears or scalp areas. If so, staff members must formally nominate and identify with the relevant culture/religion in writing to the Regional Manager; and detail the culture's requirements with regard to tattoos.

An application is to be submitted, in writing, to the Regional Manager, and forwarded to the Sheriff for consideration. The application must include all of the specific design details/wording of the tattoo and must be submitted and approved before the tattoo is obtained.

The wording of the direction is similar to Tattoos in the draft Corrective Services NSW, Dress Manual ('draft Dress Manual'), 6 July 2018 enclosed as Attachment 1. The only difference is *wearing a flesh coloured tube bandage* to cover tattoos is not included in the draft Dress Manual. We note the draft Dress Manual has been in progress since 2016 and is not yet finalised.

2. Issues with the direction

Our members are particularly concerned in having to cover their permitted tattoos on their arms by *wearing a flesh coloured tube bandage, a long sleeve shirt, buttoning the shirt collar or utilising concealing make-up*. That is because performing court security and field enforcement all of these methods will become uncomfortable. In hot weather that will be exacerbated. A tie is required to be worn with a long sleeve shirt/blouse under paragraph 3.26 of the Dress Manual. A moisture wicking shirt is typically worn under a ballistic vest and being short sleeved will require a tube bandage to cover the arms below the sleeve. Wearing concealing makeup is likely to run and potentially being in breach of paragraph 3.9 of the Dress Manual, General Appearance and Grooming. It is also potentially a Work Health & Safety risk. It is uncertain what *covering tattoos on hands where possible should be covered by wearing gloves* means. Is it tattoos on hands can be covered by gloves?, or Wearing gloves would make some duties difficult to perform?

3. Other law enforcement agencies policies

The Dress Manual at paragraph 3.9, General Appearance and Grooming provides the intent of the Dress Manual at paragraph 3.9 is *to ensure a high*

standard of dress and grooming, consistent with....a professional law enforcement organisation is maintained without being unnecessarily restrictive.

We are not referring to Corrective Services NSW draft Dress Manual as it is not finalised and is likely to change.

The NSW Police Force, Dress Policy, reviewed March 2017 at paragraphs 2.70 to 2.72 covers tattoos and enclosed as Attachment 2. That provides firstly, the NSW Police Force, Body Art and Modification Policy, January 2017 ('Body Art and Modification Policy') be complied with. Secondly, Service Dress 2D (shirt, tie and ribbons) or Service Dress 2E (shirt, tie with medals) requires covering tattoos on the arms with a long sleeve shirt.

The Service Dress for police officers attending court, for example as a witness is Service Dress 2D (shirt, tie and ribbons) or Service Dress 2F (leather jacket with ribbons) enclosed as Attachment 3. That is unless exceptions apply, for example plain clothes police officers or police officers attending a Children's Court. The Service Dress 2D and 2F requires covering tattoos on the arms with a long sleeve shirt.

The uniforms of general duties police officers is Working Dress 1A or 1B enclosed as Attachment 4. They both include short sleeved shirt/blouse with no tie.

The Body Art and Modification Policy enclosed as Attachment 6 prescribes locations where tattoos are prohibited being on the face, scalp, ears, neck or hands and must be covered whilst on duty. That is unless there are cultural or religious reasons for having them. The policy also prescribes tattoos that are prohibited and must be covered whilst on duty. Prohibited tattoos are defined by a reasonable person concluding: the police officer has association with a person, group or organisation that is involved in activity incompatible with the NSW Police Force; or the tattoos are offensive based on offensive pictures, emails, or posters in the workplace; or tattoos commonly associated with illegal gangs, racism, graphic sexual acts; or tattoos having racial or sexual slogans; and tattoos in languages other than English when translated would be offensive.

PSA contends in applying the Body Art and Modification Policy and the Dress Policy to Police officers performing duties whilst wearing Working Dress 1A or 1B are not required to cover their tattoos on their arms. That is, provided the tattoos are not prohibited tattoos, or the police officer has not been directed by his/her Commander or some other lawful direction pursuant to paragraph 2.72 of the Dress Policy. Photographs of police officers performing duties in Working Dress with visible tattoos on arms are enclosed as Attachment 5.

4. Reimbursement of items to cover permitted tattoos

Should the direction proceed that tattoos are to be covered on arms with flesh coloured tube bandage or with concealing make up, the PSA will be advising its members and pursuing recovery actions on their behalf for the cost of those

items. We refer you to sub-clause 46.3 of the *Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009*:

- 46.3 Uniform, etc. provided by the employee - Where the uniform, protective clothing or other specialised clothing is provided by the employee, the employee shall be reimbursed the cost of the uniform, protective clothing or other specialised clothing.

5. Safety of prolonged use of tube bandage

The prolonged use of tube bandage to cover tattoos on arms may be a medical risk. We strongly advise the Office of the Sheriff to seek such medical advice before implementing its use in a direction.

Annexure 'B'

In response to a PSA Bulletin, Sheriff's Officer – Tattoo Direction, 20 June 2018 affected members provided their feedback to the Tattoo Direction. A copy of the bulletin is enclosed as Attachment 7. The feedback from our members is below.

"I feel like I'm being treated differently, like there's something wrong with me [because of my tattoos]"

I find the Tattoo direction very out-dated considering it's a new Direction.

We are not a military organisation and our Officers, including myself, are a representation of the community we serve. Those of us that have visible Tattoos often have a better connection with court users due to our tattoos. I have had a number of conversations initiated because of my tattoo. Covering them in the way suggested will not only draw greater attention to the tattooed area it will make officers extremely uncomfortable.

I work in a location that has extremely high climates and using a long sleeve shirt in summer or covering both my arms with a flesh coloured sock will make it unbearable to do field duties in the summer. Expecting Officers to button up their shirts to their neck if they have visible tattoo on the neck will also add to discomfort and require them to wear a tie.

However, I totally agree that.. *"Tattoos with sexually explicit or other offensive pictures or wording that could be deemed inappropriate or gang-related are not permitted,.."* However I am unsure how *an existing officer should cover these. My Tattoo's are not explicit or offensive and I do not think they draw a negative opinion or create a poor image of our office or the Dept of Justice.*

In the future I may consider getting Tattoos with my children's names.

I believe we should be able to get and display tattoos. Provided the tattoos are NOT of a Sexual, Offensive, Discriminative or Racial Nature.

This direction should only be directed at new recruits' not existing officers. It should be put in the recruitment application so applicants can make a decision to apply or not.

This direction does not affect me. But there are a number of officers in the Department that have tats and have been employed for a number of years with no problems until this rule.

I was employed as a Sheriff's Officer in 2002 and had my tattoos when I joined. I have not added any since joining. They knew and could see them at the time I was employed.

I have worn short sleeve shirts to work and have never had an issue having visible tattoos.

None of my tattoos could be deemed as offensive.

No client or work mate has ever said they were offended by them.

A lot of our clients are tattooed, this includes legal reps, police, local court staff and other courts users.

If this Directive is implemented does that mean ALL employees of the Sheriff's Office (Court Officers and Clerical Staff) are going to have to cover up.
I have spoken to Police and Corrective Officers about this and the only directive they have are no tattoos on the hands, neck or face.

I disagree with this direction.
I have been in the Public Service for over thirty years and have had tattoos my whole career. It is a bit rude now to say you cannot have a tattoo visible.
I have no offensive or religious tattoos on me. This Policy is not in alignment with the Police policy. I also have difficulty in wearing long sleeve shirts.

I'm one of the unlucky ones that are affected by the Tattoo Directive. Firstly, as existing employees we should not be disadvantaged by forcing us to cover our tattoos after employing us with them. I served in the Royal Australian Navy, one of, if not the most professional outfits in this country. I could have my tattoos exposed with out any issues as long as they are not offensive. How are members of Defence and the Police allowed to have them visible, yet we can't. It seems somewhat discriminatory as we are all public servants yet this is being forced upon a minority? In red, below you can see that tattoos on hands are where possible to be covered. Yet directly above it says existing tattoos are to be covered. This seems to contradict each other? In blue, below my understanding from the RM is that for existing tattoos if they had a cultural significance you could apply to be exempted. However, this states that only tattoos you would like to get on face neck etc can be applied for? This seems like a policy that has been drafted and executed without proper feedback or consultation. If this had been the policy before I joined then I would have never accepted the offer. There are plenty of other NSW Government departments that don't have this policy including Local Court staff.

3.22 Tattoos

Currently serving Sheriff's Officers are permitted to obtain tattoos so long as they are not visible whilst the staff member is on duty. Existing tattoos are to be covered by any suitable method such as wearing a flesh coloured 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. Tattoos with sexually explicit or other offensive pictures or wording that could be deemed inappropriate or gang-related are not permitted, as they are not consistent with the organisation's values. For religious or cultural reasons, some staff members may be required to obtain tattoos on the neck, face, ears or scalp areas. If so, staff members must formally nominate and identify with the relevant culture/religion in writing to the Regional Manager; and detail the culture's requirements with regard to tattoos. An application is to be submitted, in writing, to the Regional Manager, and forwarded to the Sheriff for consideration. The application must include all of the specific design details/wording of the tattoo and must be submitted and approved before the tattoo is obtained. Dress Manual – Office of the Sheriff of NSW Version 1.0 – November 2017

I have also served my country in the Defence Force and have done many ceremonial parades in front of high ranking Officers with my tattoos being visible.

I feel this policy has impacted greatly on me as I'm the only officer at my centre who has to wear long sleeve shirts. I'm asked daily by solicitors, members of the Police Force and Corrective Services why I'm the only officer at the scanners wearing a long sleeve shirt. When I explain the tattoo policy members from the Police and Corrective services say that they don't have a policy like that. They can't believe that an organisation under the same umbrella as them is enforcing such a policy. I regularly see a staff member from Juvenile Justice who has

both sleeves covered in tattoos and is working with children and one of his tattoos is of a knuckle duster.

I have found that my tattoos have helped break the ice when talking to clients who are upset about the court system. I find talking to them about tattoos is a way to find common ground to start a conversation with a person who hates people in a blue uniform. I have had these tattoos for a long time and it has never been an issue before this year. I thought that a person was drawn attention to management for the job they do and their work practices, and not for a pattern that is on their arm.

Annexure 'C'

In response to a PSA Bulletin, Sheriff's Officer – Tattoo Direction, 29 March 2018 affected members responded to a survey about the Tattoo Direction. A copy of the bulletin is enclosed as Attachment 8. The survey questions and results from our members are below.

Question 1

Are you affected by the Tattoo Directive?

26 responded Yes

Question 2

If you answered YES to question 1.

How long have you been employed as a Sheriff's Officer?

Response

10+ years = 17

5-10 years = 2

3-5 years = 3

1-2 years = 4

Question 3

Have you been directed to cover your visible tattoos?

Response

No = 13

Yes = 13

Question 4

If you answered YES to question 3.

Would you have applied to be a Sheriff's Officer if you knew the Tattoo Directive existed?

Response

Yes = 7

No = 19

CORRECTIVE SERVICES NSW

DRESS MANUAL

Corrective Services, New South Wales
Level 6
Henry Deane Building
20 Lee Street
Sydney, 2000

12 July 2018

Issued by directive
Peter Severin
Commissioner

Distribution list:

Commissioner
Assistant Commissioner Security and Intelligence
Assistant Commissioner Custodial Corrections
Assistant Commissioner Community Corrections
Assistant Commissioner Strategic Policy and Planning
Assistant Commissioner Offender Management & Policy
Assistant Commissioner Governance & Continuous Improvement
All General Managers/Officers in Charge
Protocol Unit/Human Resources Intranet Page
Brush Farm Corrective Services Academy
Library (4)
File

315 Female Officers

- Hair on the head is to be:
 - Kept neat and tidy at all times,
 - Groomed so that it does not fall below the eyebrows or extend below the lower edge of the buttoned shirt, and
 - Styled so that it does not interfere with the proper wearing of any CSNSW headdress. Radical styles are prohibited. Such styles include step haircuts, Mohawks or styles which have an uncombed appearance.
- a. Hair colouring is not to be extreme. A relatively natural appearance is to be maintained.
- b. Long hair is to be tied back in a bun, worn 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 to be pinned up against the head and is not to extend below the top of the collar.
- c. Cosmetics are to be conservative in colour and style. False eye lashes, heavy eyeliner and excessive facial make-up are not to be worn.
- d. Fingernails are not to extend more than five (5) millimetres past the thumb/finger tips. Only clear or natural coloured nail varnish or French polish is permitted. No other colours are to be worn.
- e. Whilst on duty, female officers are permitted to wear jewellery such as:
- Wrist watches;
 - Eternity; and
 - Wedding and/or engagement rings

Only a single ring of each type is to be worn on the middle, ring and/or little finger of the left or right hand. Where there is a risk of injury, rings should be removed or taped.

- f. Officers are not permitted wear:
- Necklaces
 - Bracelets
 - Earrings and/or studs.

316 Tattoos

CSNSW staff members are permitted to obtain tattoos so long as they are not visible whilst the staff member is on duty. Existing tattoos should be covered by any suitable method such as wearing a long sleeve shirt, buttoning the shirt collar or utilising concealing make-up. Tattoo's on hands where possible should be covered by wearing gloves.

Tattoos with sexually explicit or other offensive pictures or wording that could be deemed inappropriate or gang related are not permitted.

For religious or cultural reasons, some staff members may be required to obtain tattoos on the neck, face, ears or scalp areas. Proposed designs can be forwarded for consideration by the uniform committee before the tattoo is obtained, should clarification be needed. An application is to be submitted, in writing, to the General Manager, and

Comment [JB3]: Should the following items also be added including electronic devices that connect to WI-FI, or Camera Watches of any description.

Comment [JB4]: Concern of how this can be adequately monitored given the increase in Officers with tattoos.

forwarded to the Assistant Commissioner, Custodial Corrections for consideration. The application must include all of the specific design details/wording of the tattoo and must be submitted and approved before the tattoo is obtained.

Standards of Dress

317 General

- a. Only issued uniform items are to be worn except specialised footwear authorised as per the footwear assessment procedures (see para 324).
- b. All Commissioned Officers are responsible for checking the dress and grooming of officers and ensuring that any tendency towards careless or slovenly appearance is corrected at once. All damaged uniform items, through fair wear and tear, should be replaced as soon as practicable.
- c. No alterations to the style of issued uniforms will be allowed without the permission of the Commissioner as advised by the Uniform Committee.
- d. While on duty, officers are to wear their appointed rank insignia. Officers are not to wear the higher rank insignia if "acting up" on a day to day basis.
- e. The key lanyard is to be fastened to the belt. Keys issued for duty are to be attached to the lanyard and secured to a key clip or placed in a pocket.
- f. It is compulsory to wear the Emergency Response Pouch at all times whilst on duty.

318 Head Dress

- a. The current approved forms of head dress are as follows:
 - i) Peak Cap;
 - ii) Broad Brim, Fur Felt Hat;
 - iii) Baseball cap with blue/gold embroidered checked border;
 - iv) Navy Blue Turban
- b. 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 General Manager, and forwarded to the Assistant Commissioner, Custodial Operations for consideration.
- c. Head dress is to be worn at all times while on duty except as specified below, or those areas where the General Manager/Superintendent has authorised for head dress to be removed. Head dress is to be worn squarely on the head.
- d. Reshaping or distortion of uniform head dress is not permitted. This applies particularly to Akubra hats.
- e. Officers of the Sikh religion and ethnicity 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.
- f. Superintendents/General Managers and above may affix a gold coloured hat badge to their head dress.
- g. Headdress is not to be worn in the following circumstances:
 - When in an office environment;
 - When in a vehicle;

Comment [JB5]: And approval of religious headwear.



NSW Police Force

New South Wales Police Force

Dress Policy

Office of the Commissioner
Sydney NSW 2000

February 2016

Authorised and issued by my command.

A handwritten signature in black ink, appearing to read 'A.P. Scipione', is written over the printed name and title.

A.P. SCIPIONE, APM
Commissioner
New South Wales Police Force

Shirt Alignment

2.69 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.

Tattoos and Skin Modifications (Body Art)

2.70 The NSW Police Force Body Art and Modification Policy is to be referred to and complied with.

2.71 When wearing dress order 2D or 2E, any officer with body art or modification that extends beyond the lower hem of the sleeve of a short sleeve shirt or blouse, must wear a long sleeve shirt, with the sleeves down and cuffs buttoned.

2.72 Officers may be required to comply with the directions in paragraph 2.71 regardless of the dress order being worn, when directed by their Commander or other lawful direction.

Wigs

2.73 Wigs and hair pieces are not to be worn, except for medical reasons or when used to cover baldness or disfigurements.

2.74 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.

Chapter 3

Special Occasions

Ceremonial Occasion

3.1 Service dress is to be worn by **ALL** sworn police on all ceremonial occasions. This includes attestation parades, funerals, investiture and award ceremonies, ANZAC Day and National Police Remembrance Day. The correct dress order will be advised by the organiser of the event. The LBV is not to be worn on any ceremonial occasion.

Attending Court

3.2 Only Dress Order 2D or 2F is to be worn by all uniformed police when attending court, regardless of the level of court attending. It is up to the individual officer as to which dress order they wear.

3.3 Cargo pants, baseball caps, utility jackets, jumpers or sleeveless vests are not to be worn to any court.

3.4 Police performing duty in plain clothes are to attend court in appropriate business attire or full uniform. A lounge suit for male officers and the equivalent for female officers is the minimum standard.

3.5 Police attending a Children's Court are not to wear their uniform. Police are to wear appropriate business attire. A lounge suit for male officers and the equivalent for female officers is the minimum standard.

3.6 Officers attending court in uniform are to wear their arms and appointments. Officers may choose to wear either their appointments belt (with all appointments attached) or the LBV. Police Officers are to be guided by local protocols in relation to the wearing of arms and appointments in court, but are to ensure they are stored safely and securely.

3.7 Unsworn Personnel who have not been issued with service dress uniform (eg. FSG, technicians, etc.) are to attend court in appropriate business attire. A lounge suit for males and the equivalent for females is the minimum standard.

Attending Government House

3.8 When attending Government House, the highest standards of dress, grooming and presentation are required.

3.9 Arms and appointments are not to be worn inside Government House, either as a recipient or as a guest. If appointments are taken to Government House, possibly due to travelling there in a marked police vehicle, they are to be secured at the Security Box before entering Government House for the ceremony. Only the inner uniform belt is to be worn for the ceremony. The LBV is not to be worn to Government House.

Dress Order 2D – Service Dress (shirt, tie and ribbons)

Items of Dress
Cap, Male, Antron/Hat, Female, Antron
Shirt/blouse, short or long sleeves (1) (2)
Tie (2) (3) (6)
Nameplate
Rank insignia, soft fabric, junior navy (4)
Trousers/Slacks
Belt, inner, basket weave
Arms and appointments (on belt or LBV) (5)
Socks, black
Shoes/Boots, black
Ribbon bars associated with orders, decorations and medals
Approved Badges under paragraph 2.203

Notes:

1. Long sleeves are to be worn down and buttoned at the cuff.
 2. Females to wear the female blouse and female tie.
 3. Tie pins/tie clips are NOT to be worn.
 4. Commissioned officers to wear metal hardboard rank slides on ceremonial occasion only.
 5. LBV is not to be worn, if directed.
 6. All ranks.
- **NO** type of jacket, tunic or jumper to be worn.

Dress Order 2D



Dress Order 2E – Service Dress (shirt, tie with medals)

Items of Dress
Cap, Male, Antron/Hat, Female, Antron
Shirt/blouse, short or long sleeves (1) (2)
Tie (2) (3)
Nameplate
Rank insignia, soft fabric, junior navy (4)
Trousers/Slacks
Belt, inner, basket weave
Arms and appointments on belt
Socks, black
Shoes/Boots, black
Full size orders, decorations and medals
Approved Badges under paragraph 2.203

Notes:

1. Long sleeves to be worn down and buttoned.
 2. Females to wear the female blouse and tie.
 3. Tie pins/tie clips are NOT to be worn.
 4. Commissioned officers to wear metal hardboard rank slides.
- **NO** type of jacket, tunic or jumper to be worn.
 - **NO** LBV.



Dress Order 2F – Service Dress (leather jacket with ribbons)

Items of Dress
Cap, Male, Antron/Hat, Female, Antron
Shirt/blouse, short or long sleeves (1)
Tie (1)
Leather Jacket (3)
Nameplate
Rank insignia, soft leather (2)
Trousers/Slacks
Belt, inner, basket weave
Arms and appointments (on belt or LBV) (4)
Socks, black
Shoes/Boots, black
Ribbon bars associated with orders, decorations and medals
Approved Badges under paragraph 2.203

Notes:

1. Females to wear the female blouse and tie.
2. Commissioned officers to wear leather hardboard rank slides.
3. Jacket to be zipped up.
4. LBV is not to be worn, if directed.

Dress Order 1A - Working Dress (cargo pants) (1)

Items of Dress
Cap, Baseball / Hat, Broad Brimmed
Shirt/blouse, short or long sleeved (4)
Pants, Cargo
Nameplate
Rank insignia, fabric, junior navy
Belt, inner, basket weave
Socks, black
Boots, approved GP, black
Arms and appointments (on belt or LBV) (5)
Ribbon bars associated with orders, decorations and medals
Approved Badges under paragraph 2.203
Jacket, leather or utility (3)
Jumper/sleeveless vest (2) (3)
Wet weather apparel (3)
Reflective vest (poncho style only) (3)
Beanie (if in approved area)

Notes:

1. Not worn by commissioned officers or personnel on restricted duties.
2. Not worn outdoors except as an undergarment to a jacket or LBV.
3. Optional – worn as required.
4. Long sleeves must be worn down and buttoned.
5. Worn at all times whilst wearing cargo pants (unless excused by Commander for a specific duty).



Dress Order 1B - Working Dress (cargos shorts) (1)

Items of Dress
Cap, Baseball / Hat, Broad Brimmed
Shirt/blouse, short sleeved only
Shorts, Cargo (2)
Nameplate
Rank insignia, fabric, junior navy
Belt, inner, basket weave
Socks, 6 inch black
Boots, approved 6 inch, black
Arms and appointments (on belt or LBV)
Ribbon bars associated with orders, decorations and medals
Approved Badges under paragraph 2.203
Wet weather apparel (3)
Reflective vest (poncho style only) (3)
Beanie (if in approved area)

Notes:

1. Not worn by commissioned officers or personnel on restricted duties.
 2. Refer to paragraph 2.169 – 2.174.
 3. Optional – worn as required.
- **Leather Jacket, Utility Jacket, jumper or sleeveless vest are not to be worn. Officers will be required to return to Dress Order 1A, if an overgarment is required.**

5











**New South Wales
Police Force**

Body Art and Modification Policy

HR Policy / Human Resources Command

Essential Summary

In order to promote a professional and positive image to the community all NSW Police Force (NSWPF) employees have a duty to maintain appropriate standards of dress, grooming and conduct. Likewise all police recruits seeking employment with NSWPF will be expected to reflect and uphold the organisational image and values.

This policy outlines the standards expected of NSWPF employees and police recruits in relation to body art and modification, to ensure the professionalism and / or image of NSWPF is not brought into disrepute.

Document Control Sheet

Document Properties

Title	Body Art and Modification Policy
Subject	Body Art and Modification standards that must be met by employees and police recruits
Command responsible	Human Resources Command
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Available to	Unrestricted - All NSW Police Force employees
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Modification History

Version #	Version approval date	Author/Role	Summary of changes
1.0	November 2013	HR Policy	Original document.
2.0	January 2017	HR Policy	Update policy template Definition of hand and neck clarified Inclusion of offensive tattoos in languages other than English in examples of prohibited tattoos

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1. Introduction

Body art and modification standards have been established by the NSW Police Force (NSWPF) to maintain a professional image that is consistent with the:

- *Code of Conduct and Ethics;*
- *Statement of Values;*
- *Customer Service Charter; and*
- *NSW Police Force Dress Policy.*

The NSWPF Police Recruitment Branch seeks to attract and recruit high quality individuals who represent the community in terms of gender, cultural and linguistic diversity and Aboriginality. As part of the recruitment process professional suitability applicants will be expected to meet the body art and modification standards outlined in this Policy.

Some employees and police recruits may already have tattoos or other forms of body art as defined within this Policy. Nevertheless the NSWPF expects that the nature, location, prominence and appearance of existing body art is such that it would not bring the professionalism and/or image of NSWPF into disrepute.

In the application of this Policy consideration will be given to work health and safety, cultural and/or ethno religious issues where appropriate in accordance with relevant Anti-Discrimination and Work, Health and Safety legislation.

2. Scope

This Policy applies to all NSWPF employees and police recruits. As part of professional suitability police recruits will need to satisfy the body art and modification standards outlined in this Policy.

3. Definitions

Employee	Police officers, administrative officers (this includes temporary employees), Special Constables (Security) and Special Constables (police band) who are employed under the <i>Police Act 1990</i>
Police recruit	Professional suitability applicants, Re-employment and Professional Mobility applicants, and students enrolled in the Constables Education Programme.
Body art and modification	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

4. Body art and modification standards

While it is acknowledged that body art and modifications have become a more acceptable part of modern culture, the significance and sensitivity of the policing function means that NSWPF employees must abide by the standards outlined in this Policy.

4.1 Prohibited body art and modification

4.1.1 Prohibited locations

Any form of body art or modification that is on the face, scalp, ears, neck or hands of an employee or police recruit is prohibited under this Policy. For the purpose of this Policy, the prohibited areas of the neck and hands are considered to be anything visible beyond the fastened collar or buttoned cuff of a long sleeve shirt.

Regard will be given to cultural and/or ethno religious issues where appropriate in accordance with Anti-Discrimination legislation.

4.1.2 Prohibited forms of body art and modification

Regardless of the location employees are prohibited from having any form of body art and / or modification that:

- (a) a reasonable person would conclude 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 NSW Police Force. These associations create a conflict of interest between the individual's responsibility to the NSW Police Force and their personal relationships/private interests.” ([Procedures to Manage Declarable Associations](#)), and/or
- (b) a reasonable person would consider offensive. 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
- (c) implants which create abnormalities or dental ornamentation (exemptions to this are medical modifications such as reconstructive surgery).

All body art will be evaluated on a case-by-case basis but examples of prohibited body art include, but are not limited to:

- those that are commonly associated with illegal gangs, criminal behaviour and racism;
- graphic depictions of sexual actions or nudity;
- tattoos of slogans that amount to racial, ethno religious, homophobic or sexual vilification; and

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- tattoos in languages other than English depicting words or phrases that, when translated into English, a reasonable person would consider offensive.

4.2 Exemptions under this Policy

4.2.1 General

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.

4.2.2 Employees performing covert duties

Employees performing covert duties may be permitted to display their body art and/or modification or wear additional jewellery with the express consent of their Commander if it is considered appropriate during police operations. However, any such consent granted to an employee performing covert duties is limited to the duration of the covert operation and as such consent granted by NSWPF may be withdrawn at any time.

5. Application of this Policy

Employees and police recruits will be expected to comply with this Policy and meet the required standards from 29 November 2013, the original date of publication.

5.1 Compliance standards for existing employees

5.1.1 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.

5.1.2 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.

An employee who is identified as having a prohibited form of body art and/or modification must enter into an agreement with their Commander/Manager 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.

5.1.3 Notification requirements

Employees must advise their Commander/Manager 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 Commander/Manager.

5.1.4 Right of review

The following review process applies with respect to the following:

Prohibited body art and/or modification

In circumstances where an employee wishes to challenge any determination by their Commander or Manager that they have body art and/or modification that is prohibited, they are able to seek a review by their Region Commander or equivalent.

Exceptional circumstances

Consideration of exceptional circumstances referred to under section 5.1.1 of this Policy will in the first instance be determined by the General Manager Workforce Relations and Strategy with an escalation to the Commander Human Resources where appropriate.

5.2 Requirement to remove or cover all body art and/or modification when attending formal police events

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

A Commander or Manager 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.

5.3 Compliance standards for police recruits

5.3.1 Notification requirements

Police recruits will be required to advise the recruitment branch of any body art and / or modification that may be prohibited under this Policy.

5.3.2 Professional suitability

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

5.3.3 Right of review

Police recruits 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 the Manager NSW Police Force Recruitment Branch and referral, where applicable, to the Professional Suitability Review Committee
- Students of the Constable Education Program (CEP): Review by the Commander NSW Police Force Academy and appeal, where applicable, to the Student Professional Suitability Review Committee.

6. Responsibilities

6.1 Commanders and Managers

Are responsible for:

- appropriately recording any notifications made under paragraph 5.1.3 of this Policy
- ensuring that employees are made aware of this Policy and required standards that must be met.
- reinforcement of this Policy with employees as necessary.

6.2 Employees

Are responsible for:

- familiarising themselves with this Policy, and
- complying with required standards

An employee who fails to comply with this Policy or meet the required standards may be subject to managerial and/or disciplinary action.

6.3 Police Recruits

Are responsible for:

- familiarising themselves with this Policy, and
- complying with required standards

A police recruit who fails to comply with this Policy or meet the required standards will not meet professional suitability.

7. Further information

Advice and Contacts

For advice on application of this Policy for the professional suitability of a police recruit contact: Police Recruitment Branch on 8835 9877 or eaglenet: 29877.

For advice on conduct issues arising from breaches of this Policy contact: Professional Standards Command on 9355 8370 or eaglenet: 48370

References

[Code of Conduct and Ethics \(Standards of Professional Conduct Booklet\)](#)

[Professional Suitability Policy & Procedures](#)

[NSW Police Force Dress Policy and Dress Orders](#)

[Respectful Workplace Behaviours Guidelines](#)

[Email and Internet Guidelines](#)

[Personal Use of Social Media Policy and Guidelines](#)

[Official Use of Social Media Policy](#)

[Work Health & Safety Act 2011](#)

[Anti Discrimination Act 1977](#)

Sheriff's Officers – Tattoo Direction

Update on the NSW Sheriff's direction to cover visible tattoos.

The Tattoo Direction is:

- » Halted until the Uniform Committee makes a decision based on PSA's submission.
- » The PSA has until 5 July 2018 to provide a submission based on members' feedback.

A bulletin was sent to members on 29 March 2018 about the direction to cover visible tattoos on their arms by either wearing a long sleeve shirt, or a skin coloured stocking. That bulletin can be found [HERE](#). We requested members to complete a survey about the direction to cover visible tattoos. We thank the many members who responded to that survey. That survey found the vast majority of affected members have been Sheriff's Officers for more than 10 years. Also members who became Sheriff's Officers in the last two years would not have joined if they knew about the directive.

The PSA raised with the NSW Sheriff the lack of consultation with your union about the tattoo direction in the Dress Manual. At the Joint Consultative Committee on Thursday 7 June 2018 the NSW Sheriff stated that the Tattoo Direction is halted until the Uniform Committee makes a decision based on a submission to be provided by the PSA. The NSW Sheriff gave us until 21 June 2018 to provide the submission, but subsequently extended that to 5 July 2018.

How does the Tattoo Direction affect you?

The PSA is seeking members affected by the Tattoo Direction to provide their comments.

The requirements of the direction is in paragraph 3.22 of the Dress Manual, Office of the Sheriff of NSW, Version 1.0 November 2017 found on Page 2 of Bulletin dated 23 March 2018 found [HERE](#).

We need your comments by **Monday, 2 July 2018**. We will put your comments, the results of your survey, and how other Tattoo policies apply like the NSW Police Force policy into our submission.

Please email your comments to: aboulton@psa.asn.au with the Subject - Comments on the Tattoo Direction.

Further updates

Your union will continue to update members on matters affecting Sheriff's Officers by visiting workplaces.

If you would like to arrange a meeting at your workplace please email Kirra Jackson kjackson@psa.asn.au.

As always the PSA welcomes member's feedback. Should you have any questions or comments please contact your delegate firstly and if required the PSA.

Your PSA/SOV BAG Delegates are:

Eddie Lia – Campbelltown Court
Daniel De La Paz – Penrith Court
Stephen Hancock – Burwood Court
Tony Morawsky – Mt Druitt
Andrew Pierce – Parramatta
Glen Elliot-Rudder – Wagga Wagga
Jason Woollett – Liverpool Court

Your PSA staff:

Andrew Boulton – PSA Industrial Officer
Kirra Jackson – PSA Organiser

What can you do?

- » Give a copy of this bulletin to your colleagues.
- » Print this bulletin and put it up on your notice board.
- » Ask a colleague to join the PSA.
- » Get involved as your Area Contact



Sheriff's Officers – Tattoo Directive

The bulletin Joint Consultative Committee, Thursday, 8 March 2018 briefly covered the Tattoo Directive. That bulletin can be found [HERE](#).

The PSA is seeking members affected by the Tattoo Directive to complete the survey below. The directive requires covering visible tattoos with long-sleeve shirts (requiring a tie), or with skin-coloured bandage.

Knowing the number of members affected by the directive will assist the PSA to determine how to pursue the matter and what should be pursued, for example, should the tattoo requirement be emphasised in job advertisements?

Survey – Sheriff's Officers

The link (found [HERE](#)) is a survey for Sheriff's Officers to respond to four questions with Yes or No and a short comment. We would like your response by Friday 6 April 2018.

Further updates

Your union will continue to update members on matters affecting Sheriff's Officers by visiting workplaces.

If you would like to arrange a meeting at your workplace please email Bart McKenzie bmckenzie@psa.asn.au.

As always the PSA welcomes members' feedback. Should you have any questions or comments please contact your delegate firstly and if required the PSA.

Your PSA/SOVBAG Delegates are:

Eddie Lia – Campbelltown Court
Daniel De La Paz – Penrith Court
Stephen Hancock – Burwood Court
Tony Morawsky – Mt Druitt
Andrew Pierce – Parramatta
Glen Elliot-Rudder – Wagga Wagga
Jason Woollett – Liverpool Court

Your PSA staff:

Andrew Boulton - PSA Industrial Officer
Bart McKenzie - PSA Senior Organiser

What can you do?

- » Give a copy of this bulletin to your colleagues.
- » Print this bulletin and put it up on your notice board.
- » Ask a colleague to join the PSA.
- » Get involved as your Area Contact
- » Not a member join online - <https://membership.psa.asn.au/register>
- » Members can update their details at - <http://psa.asn.au/update-your-details/>

