

# Corrective Services NSW Dress Manual

## Summary

Corrective Services New South Wales (CSNSW) delivers professional correctional services to reduce reoffending and enhance community safety. Correctional Officers should be disciplined and positive role models for inmates and the uniform should instil pride, enhance self-esteem, and project professionalism and responsibility to the community we serve.

CSNSW acknowledges that staff have diverse cultural, religious and gender identities and any amendments to this Dress Manual will be considered however the work, health and safety of all staff must be the priority.

The maintenance of high standards of dress, appearance and ethical behaviour is consistent with the Code of Ethics and Conduct and the Public Sector Core Values of Integrity, Trust, Service, and Accountability.

CSNSW is a proud public sector agency where the uniform, grooming and appearance of all staff, including sworn Correctional Officers, should be of the highest standards.

The wearing of the different Orders of Dress for different occasions signifies orders and discipline, historical customs and etiquette, and a long-standing proud tradition for all NSW Correctional Officers.

# CORRECTIVE SERVICES

## NSW DRESS MANUAL

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

2 January 2024

Issued by directive  
**Dr Anne Marie Martin**  
Acting Commissioner

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### **Distribution list:**

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## Scope

This section applies to all Correctional Officers and employees of CSNSW.

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# Dress Policy

## 1.1 General

CSNSW is committed to maintaining a positive and professional work environment. The dress and appearance of officers and all staff is important in portraying a corporate and professional image to inmates, the public and all stakeholders.

The CSNSW uniform is designed so that correctional officers and custodial industry officers can perform all their duties safely and efficiently. The uniform is intended to maintain inclusiveness and a feeling of belonging for employees and to enhance employees' personal pride and respect for each other.

All employees shall comply with this Dress Manual and the related *Custodial Operations Policy and Procedures (COPP) 21.1 Staff Dress and Grooming* and in accordance with *Part 16 of the Crimes (Administration of Sentences) Regulation 2014*.

Authorised Officers, as defined in the Definitions section of this Manual, and all Managers are responsible for setting the highest standards of dress, grooming and monitoring of compliance with all Dress Policies.

CSNSW is authorised to require its staff to comply with the Dress Manual. To ensure compliance with the Dress Manual, Managers or Authorised Officers are authorised to direct staff to comply with the provisions of the Dress Manual. Failure to comply with the Dress Manual, and/or failure to comply with directions by Managers or Authorised Officers concerning compliance with the Dress Manual, may result in disciplinary action being taken in accordance with CSNSW's policies and procedures.

## 1.2 Gender and Diversity

CSNSW is committed to equal employment and respects diversity and the rights of individuals to wear the uniform that most align with their gender.

Authorised Officers should ensure that uniformed officers who are transgender, gender diverse, intersex, or non-binary are supported and provided with the uniform that most aligns with their gender. For non-binary employees, provisions should be made by the relevant Authorised Officer to allow elements of the dress orders to be combined if needed. For employees in the process of affirming their gender, any new uniform items required must be ordered in a timely manner, in consultation with the employee. Authorised Officers should refer to the [DCJ Workplace Gender Transition Policy and Guide](#) for further advice.

## 1.3 Work, Health and Safety

Authorised Officers should consider work health and safety when managing requests from all employees to vary any part of this Dress Manual for religious and cultural reasons which are not already stipulated.

When employees look neat, well-groomed, and professional this will lead to a level of respect from inmates, colleagues, managers and other external stakeholders. Maintaining a well-groomed and professional appearance may avoid unwanted inmate attention. All staff who work directly with inmates should be aware that their appearance and behaviour may invite different forms of manipulation from inmates. Inmate manipulation is a significant risk for staff, and an untidy uniform and an unprofessional appearance may make officers a target. In this way, staff whose appearance is

not neat, well-groomed and professional may jeopardise the safety and security of the Correctional Centre environment.

In addition to this, hairstyles, piercings and body art and body modifications which do not comply with the Dress Manual expose officers and their colleagues to a risk of serious physical injury in the workplace.

Officers must also wear appropriately fitted uniform items of the correct size as tight-fitting uniforms which do not allow for the full range of movement for officers may present a WH&S risk.

## 1.4 Dress Orders

<b>Dress Order 1A</b>	Operational Dress – Custodial Officers
<b>Dress Order 1B</b>	Operational Dress – Correctional Industries Officers
<b>Dress Order 1C</b>	Operational Dress - Immediate Action Team
<b>Dress Order 2A</b>	Operational Dress - Security Operations Group
<b>Dress Order 2B</b>	Operational Dress - Field Training Officer
<b>Dress Order 2C</b>	Operational Dress – Alpha Team
<b>Dress Order 2D</b>	Operational Dress – Negotiation Team
<b>Dress Order 3A</b>	Service Dress – All ranks
<b>Dress Order 4A</b>	Ceremonial Dress – All ranks
<b>Dress Order 5A</b>	Mess Dress – MOS rank and above
<b>Dress Order 6A</b>	Operational Dress - Activities Officers

## 1.5 Uniform Issue

The initial issue of uniform for dress order 1A, 1B and 4A is provided by CSNSW Academy during primary training phase to Trainees.

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).
- Temporary employee (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 Correctional Industries officers is issued and costed by the officer’s CSI business unit.
- Honour Guard and band specific uniform items are costed to the Protocol Unit.

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.

## 1.6 Uniform alterations

No alterations to the style of issued uniforms will be allowed without the permission of the Commissioner as advised by the Uniform Committee. Employees should contact the CSNSW Uniform Committee via [csuniform@justice.nsw.gov.au](mailto:csuniform@justice.nsw.gov.au) to report any issues with the CSNSW uniform.

## 1.7 Returning of uniform items

At cessation of service, officers must return all uniform items with the CSNSW crest, rank insignia, and any keys/swipe cards to the store or work location or as directed and according to the [Cessation of Service Advice](#).

Applications can be made to the Governor by departing officers to retain one set of epaulettes and a hat badge if used for display purposes.

The below items are not to be approved for retention.

- a) Name badges
- b) Identification cards
- c) arms and appointments
- d) appointments belt, inner belt, and carriers
- e) issued CSNSW jacket
- f) specialist uniforms and equipment

## 1.8 Disposal and destruction of Uniform items

All uniform items, including unserviceable and condemned items, are to be disposed of according to the [DCJ Uniform Disposal & Destruction Strategy](#) where possible. Refer to *COPP 21.1 Staff Dress and Grooming* for instructions.

# Items of Uniform

## 1.9 Identification cards and card holder lanyards

All CSNSW employees must produce CSNSW identification card as a requirement of entry to a Correctional Centre or court complex and in accordance with *COPP 21.3 Identification cards and name badges*. Access cardholders should be either black or blue in colour.

During certain operations and special events, the Authorised Officer may allow employees to wear cardholders which have been created specifically for an event or worthwhile cause.

When attending ceremonial events, the access cardholder is not to be worn.

## 1.10 Key lanyards/Emergency Response Pouch/911 tool

The issued key lanyard, and the *Emergency Response Pouch* (ERP) are mandatory uniform items for Custodial staff and are a requirement in *COPP 21.1 Staff Dress and Grooming*. However, all CSNSW employees should be encouraged to wear a key lanyard and ERP and may be directed to do so by the Authorised Officer.

Authorised Officers and employees must comply with *COPP 15.1 Safe Work Practices* and ensure the contents of ERPs are maintained and available.

911 tools must be issued and carried at all times by officers whose duties involve contact with inmates as per *COPP 5.3 Musters, let-go and lock-in*

## 1.11 Shirts and Blouses

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.

When wearing a long sleeve shirt/blouse, with or without an over garment, a tie should be worn however is not compulsory unless directed for specific duties.

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.

The decorative CSNSW buttons are to be fastened to pocket flaps on shirts and no button fasteners or rings should be visible. All shirt/blouse buttons are to be secured from the second button down. If wearing a tie all shirt buttons must be fastened.

Name badges, ribbon bars, and unit citations may be worn on long or short sleeve shirts and blouses with Operational Dress 1A.

**Long sleeve** shirt/blouse with tie, name badges, ribbon bars, and unit citations must be worn with Service Dress 3A.

**Long sleeve** shirt/blouse with tie, name badges, court mounted service medals, and unit citations must be worn with **summer** Ceremonial Dress 4A.





## **1.12 Ties, Tie-Tacs and Tie-Clips**

A tie should be worn when wearing a long sleeve shirt/blouse or an over garment. However, it is not compulsory unless directed by the Authorised Officer for specific duties or occasions (e.g., court appearances, escort duties or where staff members have direct contact with members of the public).

Only the issued 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.

## **1.13 Skirts**

Skirts issued by the uniform supplier may be worn by Commissioned Officers with dress order 4A Ceremonial Dress and dress order 5A Mess Dress only.

Skirts are to be clean, neat and ironed. The length of the Tunic skirt should be no shorter or longer than the crease at the back of the knee. The Mess Dress skirt is full length.

Skin colour stockings and issued shoes are to be worn with Tunic skirts and black colour stocking with the Mess Dress skirt.

## **1.14 Cargo pants and ceremonial pants**

Cargo pants are worn with operational dress. They are to be clean, neat, tidy, and should be ironed daily, either flat or with a central crease both front and back All pocket flaps are to be left out and fastened correctly.

Ceremonial pants are worn with Service dress order 3A and Ceremonial dress order 4A, or when attending court where uniform is required, or attending public forums such as recruitment events.

## **1.15 Drill shirts and drill trousers**

Cotton drill shirts and cotton drill trousers are only to be worn as operational dress uniform by Correctional Industries Officers engaged in dirty or adverse conditions or when work health and safety conditions apply. The wearing of these items of dress is to be approved by the Authorised Officer.

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. The name badge may be worn on the drill shirt. Ribbon bars and other authorised embellishments are not to be worn on the drill shirt.

## **1.16 Cargo shorts**

Cargo shorts are to be clean, neat, tidy, and ironed daily. A crease may be ironed along the centre front and rear of the short's legs for the full length.

Black socks and issued boots/shoes are to be worn with the cargo shorts. The socks are to be folded over, not scrunched down to the top of the boots.

Cargo shorts can be worn at all times for dress order 1A, except for CESU and MEU officers when performing duties in court or external escorts.

## **1.17 Belts**

The belt is to be in all trouser loops with the buckle centred. Velcro belts can be worn as part of an officer's operational dress.

## **1.18 Duty belts and appointments**

An approved Duty belt may be used for external hospital escorts where officers are required to wear appointments, such as a handcuff pouch, baton ring, extendable baton pouch and a handgun holster. Any other additions to the Duty belt should be approved by the Authorised Officer.

Officers attached to SOG, MEU and CESU are able to wear approved Duty belts and appointments with operational dress.

## **1.19 Load bearing vests**

IAT, SOG and Alpha may wear load bearing vests as operational dress. Other officers may wear load bearing vests when directed by an Authorised Officer. Only approved accessories, pouches and appointments may be attached to the vests.

All load bearing vests must display an identifying number and the officer's epaulette attached with the appropriate rank insignia in the designated location on all vests.

## **1.20 Footwear**

Footwear provides protection for all custodial officers against identifiable work health and safety issues in a Correctional work environment. All officers must wear footwear issued by the approved uniform provider. If the issued footwear is not appropriate due to a medical condition the procedures in *COPP 21.1 Staff Dress and Grooming* must be followed to ensure all risks to health and safety are managed.

If officers have been directed to wear civilian clothing while on duty for any reason, the officer may wear their own shoes however shoes must be clean, in good repair and suitable for the purpose of wearing civilian clothes while on duty, such as a court appearance or inmate funeral escort.

All issued shoes and boots, including those issued to SOG must be kept clean, in good condition and polished.

Officers permanently assigned to SOG are able to order specialist footwear costed within their yearly allocation of \$450 from the approved supplier only.

Steel capped safety boots for Correctional Industries Officers are to be purchased through the respective CSI business units or ordered on the Uniform Portal if available.

Issued boots or shoes may be worn with Ceremonial pants and must be highly polished.

## **1.21 Outer Garments**

Any outer garment that has shoulder rank flaps; the appropriate epaulette must be worn on both shoulders. Jumpers and general duties jackets may have the Name Badge attached however should not have Ribbon Bars or Unit Citations attached.

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.

## 1.22 Head Dress

Head dress is always to be worn while on duty except as specified below, or those areas where the Authorised Officer has permitted for head dress to be removed.

Head dress is to be worn squarely on the head and reshaping or distortion of uniform head dress is not permitted. All approved head dress is to be kept clean and if the head dress is worn, faded, soiled, ill-fitting or has lost the original shape it must be replaced.

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

- a) When in an office environment.
- b) When in a vehicle.
- c) When attending a religious service.
- d) When directed not to by an Authorised Officer.
- e) When performing duties inside a courtroom.

The current approved forms of Head dress are as follows;

### a. **Peak Hat**

Different style peak hats are;

- unisex peak hat for non-commissioned officers,
- and 2 different style peak hats for Commissioned officers,

Unisex peak hat is worn by Non-Commissioned Officers with Service Dress 3A, and Ceremonial Dress 4A.

Commissioned Officers may wear the relevant peak hat when wearing Service Dress 3A and Ceremonial Dress 4A. Commissioned Officers may also wear the peak hat as operational dress 1A but should also wear ceremonial pants.

Senior Commissioned Officers, of Superintendent rank and above, are to affix a gold-coloured hat badge to the Commissioned Officer peak hat.

### b. **Baseball Caps**

Baseball caps are only to be worn with operational dress order 1A, 1B, 1C, 2A, 2B, & 6A. Alpha uniform consists of a black coloured baseball cap worn with 2C.

Baseball caps are not to be worn to court or with Service Dress 3A or Ceremonial Dress 4A under any circumstances.

### c. **Boonie Hat**

Approved Boonie hats are only to be worn during daylight hours. Boonie hats may be worn with Operational Dress 1A, 1B, 1C, 2A, 2B and 6A Activities.

### d. **Beanie**

CSNSW issued cold weather beanie may be worn with Operational Dress 1A, 1B, 1C, 2A, 2B, 2C, 2D and 6A only and where appropriate in accordance with local protocols.

e. **Hijab**

A navy-coloured hijab may be worn by officers where there is a cultural or religious requirement for all orders of dress. The hijab is worn under the usual uniform head dress. The shoulder section of the hijab is to be tucked under the shirt.

f. **Turban**

Navy coloured turbans may be worn by officers where there is a cultural or religious requirement for all orders of dress. The turban is to have a CSNSW badge attached centrally, at the front of the turban. When officers are on duty but wearing civilian clothes hat badges are not to be worn.



Unisex Baseball cap



Unisex Service Dress



Female Hijab



Male Turban



Female Commissioned Officer hat



Male Commissioned Officer Hat

## 1.23 Epaulettes – Hardboard & Soft Epaulettes

Soft epaulettes with the appropriate rank insignia are to be worn on all uniforms, including long sleeve shirts. Soft epaulettes should not be worn on Tunics or Mess Dress jackets.

Hardboard epaulettes are **only worn** on outer garments for Ceremonial and Mess Dress.

When wearing Service Dress 3A, Senior Executive officers of PSSE Band 1, PSSE Band 2 and PSSE Band 3 may wear raised soft embroidered bullion epaulettes.

Officers temporarily appointed to higher duties from the talent pool who have satisfied Government Sector Employment (GSE) comparative assessment process, may wear the rank insignia of the higher position.

Soft plain epaulettes are to be worn by all casual and trainee officers.

## 1.24 Gorgets

Gorgets are worn on the lapels of the Commissioned Officer's tunic when wearing Ceremonial Dress 4A. Three variations are approved and worn by Commissioned Officers as set out below. Note the position of the metal balls on the Commissioned Officer and the acorns on the Senior Commissioned Officer. Also note the central positioning of the metal parts of the Gorget on the black cloth patch. Assistant Commissioner's, Deputy Commissioner's and the Commissioner may have the Gorget sewn onto the lapels.



Commissioned Officer



Senior Commissioned Officer



Assistant Commissioner, Deputy Commissioner and Commissioner

## 1.25 Aiguillettes

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

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. Image supplied below.



# Appearance and Grooming

## 1.26 Appearance

Officers must always maintain a high standard of grooming and hygiene.

CSNSW insists on maintaining the high professional standards of appearance for a public sector agency and for a law enforcement organisation. Clean, professional, and well-groomed officers will inspire positive interactions with inmates, their families and stakeholders.

CSNSW encourages staff to express their individual identities and appreciates the diversity of its work force. The overriding concern of CSNSW in relation to the standards of grooming expected of its staff will always be ensuring the safety of staff in the workplace, consistent with CSNSW's WHS obligations. This involves ensuring that uniform and grooming standards minimise the risks associated with working in a custodial environment.

## 1.27 Facial Hair

The facial area is to be clean-shaven for the commencement of each shift except if wearing a moustache or Short Boxed Beard.

Officers should be aware that all facial hair, including sideburns, that lie along the sealing area of a gas mask or breathing apparatus, may interfere and impede the effective seal of the mask which may allow contaminants, such as chemical munitions or toxic gases and smoke from a fire to enter the mask.

### Sideburns are:

- a) Not to extend lower than the centre of the ear canal.
- b) Be squared-off in either a horizontal or diagonal line at the bottom edge.
- c) Be evenly taper trimmed to blend with the hairstyle.
- d) To be an even width, not greater than 40mm
- e) Not to extend onto the cheek area or be shaped to do so.

### Beards and Moustache

- f) Ensure beard and or moustache growth is neatly trimmed, prior to resuming duty.
- g) Must keep the beard neatly trimmed at all times with a minimum whisker length of 6mm and a maximum length of 20mm and be tapered to blend with the hairstyle.
- h) If appearance has changed significantly due to growing or removing facial hair officers should make necessary arrangements to obtain a new photograph and an identity card.
- i) Officers who have longer beards for religious reasons must tuck/twist their beard underneath the chin area.
- j) Moustaches are to be neatly trimmed of a length not less than 6mm, not greater than 20mm and are not to extend beyond the region of the mouth, chin, and top lip. Novelty styles, such as

handlebar, pencil, or others are not permitted.

- k) The Authorised Officer 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.



Moustache



Short box beard

## 1.28 Cosmetics

Cosmetics are to be used sparingly; false eyelashes must be natural looking. Heavy or brightly coloured eyeliner or eye shadow and excessive facial make-up are not permitted. Lipstick must be a colour that is natural in appearance.

## 1.29 Fingernails

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.

Nail varnish is to be colourless or natural in colour (French tip is permitted). The same colour varnish is to be applied to all nails on both hands. Nail varnish that becomes worn or chipped is to be removed or replaced. The attaching of ornaments to the fingernails is not permitted.

## 1.30 Sunglasses

Sunglasses may be worn while on duty when outdoors and during hours of daylight. Wrap around and/or side panels are permitted. Sunglasses are not to be worn, dangled, or suspended from other parts of the body, uniform or on top of the head.

## 1.31 Contact Lenses

Contact lenses may be worn while on duty and must be a natural colour and follow the natural shape of the iris.

## 1.32 Hairstyles

***Officers' hair and style must always be clean, neat, and well groomed.***

Long hair is to be neatly secured to the head in a nest bun at the back of the head below the hat or arranged so that the hair is secured under the hat. A hair bun should not be able to be grabbed easily and pulled, placing an officer at risk of harm.

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. A small ponytail is acceptable if it cannot be grabbed easily and used to control the officer in an assault.

The hair must be styled in a manner which does not interfere with the wearing of any head dress or protective equipment, and no hair is to show on the forehead when a hat is worn.

Shorter hairstyles, such as a clean-shaven head, buzz cut, crew cuts or styled undercuts and small ponytails are acceptable if the hair at the back of the head does not extend past the bottom edge of the shirt collar.

Hair accessories such as combs, clips, hairnets, and scrunches may be used to secure the hair in a nest bun. All accessories 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.

***Prohibited hair styles for all officers include:***

- a) extreme or radical hairstyles such as mohawks, dreadlocks, rattails, mullets, radical razor line cuts such as tram lines,
- b) hairstyles where the hair is cut or shaved into patterns or shapes, and
- c) hairstyles where the hair is coloured with colour(s) of an unnatural appearance (e.g. pink, purple, green, etc.). The only exception to the prohibition on extreme colours is during organised charitable events that have been approved by the Authorised Officer.



### **1.33 Wigs**

Wigs and hair pieces are not to be worn, except when authorised by a medical practitioner or when used to cover baldness or disfigurements and are to be of a natural colour. A wig or hair piece is to conform to the standard criteria for hairstyles and is not to interfere with safety equipment or compromise the officers' safety.

## 1.34 Jewellery and Watches

CSNSW does not accept responsibility for the loss of, or damage to, jewellery and watches worn on duty.

Whilst in uniform, engagement, wedding, and eternity rings may be worn and are to be worn together on the same finger. Where there is a risk of injury, rings should be removed or taped.

Whilst on duty, all officers are prohibited from wearing jewellery in any facial or oral piercings (e.g. nose rings, septum rings, lip rings, eyebrow rings, tongue rings etc.). The wearing of clear plastic piercing retainers in facial and oral piercings is also prohibited whilst on duty.

Female officers of the Hindu religion ONLY may wear a nose stud (Nath). Requests are to be made to the Authorised Officer who should consider WHS matters as part of the approval process. When on duty, the Nath stud worn by the officer must have an orb of no more than 5mm in diameter.

Officers are permitted to wear **one stud** with an orb no greater than 5mm in diameter, **or one sleeper** (maximum 12mm diameter) in the lobe of **one or both ears** whilst on duty. Where there is a risk of injury, earrings should be removed or taped.

Medical alert bracelets or necklaces may be worn by officers provided they do not interfere with protective equipment or the officer's safety. These bracelets/necklaces are to be approved by the Authorised Officer.

Wrist watches are permitted to be worn by all CSNSW employees. Watches and watch bands should be plain and are not to be brightly coloured. Smart watches with mobile phone capability (ESIM) are not permitted to be worn by all CSNSW employees beyond a Correctional Centre security screening point or in any location where mobile phone use is restricted or prohibited. The associated **COPP 16.16 Mobile phones and other devices** should be adhered to.

A Sikh kirpan is a religious symbol and may be worn with approval of the Authorised Officer. While on duty, officers wearing a kirpan must comply with **COPP 21.4 Kirpans**.

An Iron/steel bracelet holds religious significance for Sikh and Hindu people as one of the 5 Kara articles of faith. Observant Sikh and Hindu staff are permitted to wear an iron/steel bracelet.

## 1.35 Body Art and Body Modification - Definition

Body Art and Body Modification is the intentional modifying, decorating, changing or altering of the appearance and/or form of the body by tattooing, branding, or cutting the skin, inserting implants or dermal piercings, stretching/gauging the earlobes or other piercings, or applying dental and fingernail ornamentation.

For the purposes of this Dress Manual, when determining what constitutes "offensive", the same standards apply to other images in the workplace. That is, Body Art and Body Modification will be considered "offensive" if a reasonable person would find the image or word(s) offensive if they appeared on a picture, e-mail, or poster in the workplace, or if it contains images, language, or themes which are inconsistent with CSNSW's values or DCJ's Code of Ethical Conduct.

### **1.36 Prohibited Body Art and Body Modification**

Any form of Body Art or Body Modification that is on the **face, scalp, ears, neck, or hands** of a CSNSW staff member is prohibited. The prohibited areas of the neck and hands are anything that would be visible beyond a fastened collar or buttoned cuff of a long sleeve shirt.

All tattoos, regardless of the location, must be covered when attending formal events, and whenever wearing Service Dress 3A , Ceremonial Dress 4A and Mess Dress 5A.

Regardless of the location, tattoos are prohibited if they are deemed by the Authorised Officer to be offensive or are not consistent with the values of CSNSW (see clause 1.35 regarding application of what constitutes 'offensive' in relation to tattoos). Offensive tattoos or tattoos that are not consistent with the values of CSNSW must be completely covered whenever the officer is on duty or wearing CSNSW uniform in accordance with this Dress Manual.

Body Art and Body Modification including the placement or fixing of ornaments on the enamel of the teeth and/or on nails is not permitted.

As an employer, CSNSW is required to take all reasonable steps to ensure the safety of its staff. Some forms of Body Art and Body Modification, such as facial dermal piercings and/or dermal anchors, stretched piercings, skin implants, and dental ornamentation can create an increased risk of personal injury depending on the location and style of the Body Art or Body Modification. For this reason, Body Art and Body Modification which is not subject to an exemption in section 1.37 or 1.38 is prohibited.

### **1.37 Exemptions to prohibition on Body Art and Body Modification**

CSNSW acknowledges that tattoos on the **face, scalp, ears, neck or hands** (which are prohibited under clause 1.36 (Prohibited Body Art and Body Modification)) may form part of the traditional cultural or religious practices of staff of culturally and linguistically diverse backgrounds.

To request an exemption from clause 1.36 (Prohibited Body Art and Modification), existing staff with a tattoo on the **face, scalp, ears, neck or hands** must report the tattoo to the Authorised Officer and provide the Authorised Officer with information on the connection between the tattoo and their traditional religious or cultural practices, to allow the Authorised Officer to make a determination on the proposed exemption.

Other exemptions to the prohibition on Body Art and Body Modification set out in section 1.36 include:

- a) Standard cosmetic tattoos. Eyebrow tattoos are acceptable provided the tattoos follow the natural arch line of the eyebrows and is of a natural colour and appearance. Lip tattoos are acceptable provided they do not look unnatural and do not change the natural shape of the lips.
- b) Standard cosmetic or medical modifications (e.g., augmentation for cosmetic or medical reasons).
- c) Standard ear piercings in one or both ears as outlined in Jewellery and Watches section 1.34

### **1.38 Body Art - Compliance standards for existing employees**

Existing employees who have prohibited Body Art and/or Body Modifications must advise the Authorised Officer and enter into an agreement as to the most appropriate manner of concealment while on duty.

Consideration must be given to WHS issues as part of any agreement reached concerning prohibited Body Art and/or Body Modification between the Authorised Officer and the existing employee. An

appropriate record of the notification and agreement should be made by the Authorised Officer and placed on the officer's P file.

Authorised Officers have the discretion to require an employee to conceal Body Art or Body Modification if it is considered reasonable for the Authorised Officer to do so, having regard to the nature, location, prominence and appearance of existing Body Art/Body Modification on prohibited areas of the body, and the impact of the Body Art/Body Modification on maintaining an image that is consistent with upholding the organisational vision and values of CSNSW.

For safety purposes, CSNSW strongly recommends that employees consider covering any tattoos which include identifying information about their families and friends (e.g. names, images, and/or dates of birth).

Regardless of the location, **all tattoos** must be covered when attending formal events, or when wearing Service Dress 3A, Ceremonial Dress 4A and Mess Dress 5A.

### **Compliance standards, professional suitability and right of review for CSNSW Trainees**

Trainees must comply with the relevant clauses related to Body Art and Body Modification and report any Body Art or Body Modification located on the **face, scalp, ears, neck** or **hands** to the Custodial Training Unit to determine the appropriate concealment method on these prohibited areas. All visible Body Art or Body Modification on other areas of the body must comply with this Dress Manual.

Tattoos identified as having cultural and religious significance to the Trainee will be considered for appropriateness by the Custodial Training Unit as per the relevant section of this Dress Manual.

Trainees will be in breach of this policy for any prohibited Body Art or Body Modification and will be deemed not to meet professional suitability. Trainees who are advised that they do not meet professional suitability may request a review where appropriate and as outlined below:

- a) Review by Manager of Security, CSNSW Custodial Training Unit and referral, where applicable, to the Assistant Commissioner, Delivery, Performance & Culture.

# Wearing the Uniform

## 1.39 General

This chapter explains:

- a) Authority to wear uniform.
- b) The occasions when uniform is to be worn.

Custodial officers should wear the appropriate order of dress when on duty according to their role, rank, position, occasion, or duties unless directed otherwise by the Authorised Officer. Authorised Officers may approve for civilian attire to be worn for duties such as inmate external escorts.

Senior Executive Service staff (PSSE Band 1, PSSE Band 2, PSSE Band 3) may use their discretion to wear uniform or business attire, dependent on the occasion and specific role held.

## 1.40 Winter and Summer

The wearing of summer or winter uniform items applies to when wearing Ceremonial Dress 4A only. Summer Ceremonial Dress is to be worn during the period from 1 October to 30 April and winter Ceremonial Dress is to be worn 1 May to 30 September or as specified by the Protocol Officer. Refer to Orders of Dress in Clause 1.74 for items of uniform for summer and winter.

## 1.41 Restrictions on wearing uniform

Uniform is not to be worn:

- a) At political meetings and/or demonstrations.
- b) At events or occasions where contempt is likely to be shown towards the uniform.
- c) In licensed premises unless approved by the Commissioner or the Commissioner's delegate.

## 1.42 Travelling while in uniform

All employees, other than staff travelling in inmate escort vehicles or CSI vehicles, must cover the uniform and remove any item of uniform, such as a key lanyard or ERP, which could identify them as custodial officers or employees of CSNSW when travelling to and from work, regardless of whether in a private vehicle, motorcycle or public transport.

If required to travel in full visible uniform, there must be prior approval from an Authorised Officer.

Officers are not to wear exposed uniform if temporarily leaving a correctional centre for an approved scheduled meal break unless they have approval from the Authorised Officer.

## 1.43 Inmate Funeral Escort/Compassionate Visits

Authorised Officers may approve for appropriate civilian clothing to be worn by officers conducting funeral and compassionate visits. Officers should ensure they are carrying their issued Identification card when wearing civilian clothing while on duty.

Officers working on plain clothed escorts must wear smart casual attire or other as directed by the Authorised Officer. Where possible/practicable weapons should be concealed under jackets/outer garments.

Jeans, shorts, t-shirts, polo shirts, running shoes or similar items are not permitted to be worn on escort.

#### **1.44 CSNSW Academy**

When attending CSNSW Academy or any other location for training/courses, staff are to wear Operational Dress 1A or neat business attire.

Trainees must adhere to Clause 1.42 of this Dress Manual when travelling to and from CSNSW Academy and when travelling between different training locations.

Trainees are not to wear uniform in public, exemptions may be granted by the Director CSNSW Academy for participation in events where Trainees are representing the Academy, such as ANZAC Day or CSNSW Remembrance Day.

Trainees are to comply with all other requirements of this policy including grooming and appearance.

#### **1.45 Staff Funerals or Compassionate visits**

All Officers are to wear the uniform as per the Protocol Officers instructions for all employee funeral services.

Authorised Officers may approve for staff to wear uniform for compassionate visits related to employees.

#### **1.46 Retired Officers**

The only dress order permitted to be worn by retired officers is Mess Dress 5A, and this can only be worn at CSNSW official functions.

Retired officers are to contact the Protocol Officer for approval to wear the Mess Dress to other functions.

The 'R' insignia is to be situated at the bottom of the Hardboard epaulette, below any rank insignia worn by a retired officer.

#### **1.47 Attending Court and Coronial Inquests**

All Officers are to wear Service Dress 3A when representing CSNSW at Court, or smart business attire as directed by the legal team.

All Officers must wear suitable business attire if attending Coronial Inquests unless directed to wear uniform by the DCJ legal team, then Service Dress 3A should be worn.

For the avoidance of doubt, reference to Court includes tribunals such as the NSW Civil and Administrative Tribunal, and Commissions including the Industrial Relations Commission. Business attire is defined as a business suit and tie, or equivalent.

#### **1.48 Plain Clothes Escorts**

Officers working on plain clothed escorts must wear smart casual attire or as directed by the Authorised Officer. Where possible/practicable officers must conceal weapons under jackets/outer garments.

Jeans, shorts, t-shirts, polo shirts, running shoes or similar items are not permitted to be worn on escort particularly when attending court during escort duties.

### **1.49 Maternity Uniform**

The Authorised Officer is to ensure that pregnant officers can order the maternity uniform when required. Pregnant officers should wear the issued maternity blouse and slacks and the issued footwear when on duty. Civilian clothing may only be worn with approval of the Authorised Officer.

### **1.50 Medical Escort Unit**

The Manager of Security Medical Escort Unit may at times require custodial staff to wear the approved issued polo shirts. Approval to wear and purchase the polo shirt must first be obtained from the relevant Custodial Assistant Commissioner, with the cost of the polo shirts coming from the officer's \$450 annual entitlement. MEU officers performing duties at external escorts must not wear cargo shorts.

### **1.51 Court Escort Security Unit**

The Authorised Officer is to ensure that CESU officers are provided with the approved uniform as per Operational Dress 1A. CESU who are performing court duties must only wear long cargo pants. CESU officers required to carry appointments for escort duties can wear a duty belt with appointments with Operational Dress 1A.

### **1.52 Immediate Action Team**

The Authorised Officer is to ensure that staff whose rotations include the Immediate Action Team are suitably dressed in dress order 1C and as provided by the CSNSW uniform supplier.

Clothing to be worn by the Immediate Action Team includes:

- a) IAT undershirt, may only be worn with the approved load bearing vest and not as regular uniform,
- b) Short or long sleeve shirt, blue marle
- c) Trousers, Bloused HRG – Navy
- d) Baseball cap or Boonie hat
- e) Approved load bearing carrier vest with an identifying number attached
- f) Jumper, CSNSW, v-neck, or round neck, navy
- g) Approved issued Jacket
- h) Boots

### **1.53 Security Operations Group**

Officers attached to SOG may wear either dress orders 2A, 2B, 2C or 2D depending on the duties and role being performed. General Manager SOG and Manager of Security SOG, have the discretionary powers to amend the order of dress where necessary.

### **1.54 Activities Officers**

The Authorised Officer is to ensure that staff whose rotations include the Activities Officer are suitably dressed in dress order 6A which includes below items supplied from approved supplier:

- a) Tracksuit trousers and jacket

- b) Polo shirt
- c) Sports shorts
- d) Baseball cap or Boonie hat

Appointed Activities Officers are 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.

## **1.55 Minimum security centres & camps**

The Authorised Officer is to ensure that officers are provided with the approved uniform for minimum security centres or Operational Dress 1A. All proposals for clothing must be endorsed by the relevant Assistant Commissioner and can include:

- a) Tracksuit trousers and jacket
- b) Polo shirt
- c) Sports shorts
- d) Baseball cap or Boonie hat



# Wearing of awards and other authorised embellishments

## 1.56 Honours and Awards

Officers can wear awards that form part of the Australian Honours and Awards system or the CSNSW awards system only. The wearing of other awards systems including state and international, must be approved by the CSNSW Protocol Unit.

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.

### *Emblems of unit awards:*

- a) Emblems of unit awards (including Commissioners Citations) are to be worn on the right side, above the pocket of the shirt, tunic, or ceremonial jacket. Emblems are not to be worn on jackets, other than the Ceremonial jacket and Tunic.
- b) Where an Emblem 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.

### *Orders, decorations and medals*

- a) Neck decorations are only to be worn with Ceremonial dress 4A.
- b) Medals awarded from other state and territory services recognised by CSNSW are to be worn above the right-hand breast pocket.
- c) Advice on the order of precedence and mounting of medals can be sought from the Protocol Officer.

## 1.57 Ribbon Bars

Ribbon bars are only to be worn on the left chest on uniform shirts issued for

- **Operational Dress 1A and,1B, and**
- **Service Dress 4A on the long sleeve shirt.**

The ribbon bar is not to be worn on the operational jackets, Mess jacket, Tunic jacket, overalls, jumpers, sleeveless vest, wet weather jacket or on the Correctional Industries Officer drill shirt or civilian clothing.

Ribbon bars for 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. When wearing a blouse without buttons the ribbon bars is to be worn between the second and third button, central on the left side of the chest. As per National protocols, 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.



## 1.58 Service medals and awards

Australian Honours, Awards and CSNSW service medals are to be worn on the left chest. If wearing more than one Service medal they must be court mounted flat. If the officer has six or more medals, they are to be court mounted so that they overlap.

Full sized Service medals should only be worn with Ceremonial Dress 4A as advised by the Protocol Officer.



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

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, 10mm above medals or medal ribbons. The ACB, ICB, OSB and the RASB are not worn on jumpers, operational jackets or raincoat.

## 1.60 Name Badges

All employees are entitled to Type 1 and/or Type 2 Name Badge and maybe worn on shirts, blouses, jumpers, and general duties jackets.

Approved Name Badge styles are as follows;

- a) **Type 1** – First name and surname with metal insignia
- b) **Type 2** – Surname only with metal insignia

Type 1 or Type 2 Name Badge maybe worn on Operational Dress 1A,1B, and Activities 6A while on duty.

Type 1 Name Badge is **always** to be worn on Service Dress 3A and Ceremonial Dress 4A.

Name Badges are not required to be worn on Mess Dress 5A.

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.

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.

Only the approved styles of Name Badges may be worn while on duty. The approved Name Badge worn by officers up to Manager of Security rank is described as black in colour with a silver border and silver CSNSW crest. The Name Badge for Superintendent rank and above is black in colour with a gold border and gold CSNSW crest.

## 1.61 Lapel Mess Dress

Lapel badges are worn on the lapels of the Mess Jacket when wearing Mess Dress 6A. 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



## 1.62 Corporate & charity sponsorship – pins and ribbons

All requests to wear a corporate &/or charity ribbon or pin is to be submitted via the chain of command through to the Protocol Unit. Approval will only be considered for small ribbons or pins. The approved ribbon or pin in the colour or style dictated by the organisation is to be worn above the Name Badge.

The approved CSNSW Peer Support Officer (PSO) pin is allowed to be worn on all shirts, blouses, jumpers and jackets by trained and current PSO's and should be positioned on the right breast of the uniform shirt/blouse above the Name Badge and any awards.

# CSNSW Uniform Committee

## 1.63 Membership of Committee

The Commissioner is advised by the CSNSW Uniform Committee which consists of:

- a) Chairperson; General Manager, Security & Custody, Project Management Office or delegate,
- b) Protocol Officer
- c) **One (1) representative from each of the following:**
  - i. Senior Contract Administrator, DCJ Procurement
  - ii. Senior Human Resources Advisor – WH&S
  - iii. Security Operations Group (SOG)
  - iv. Female Senior Commissioned Officer
  - v. Corrective Services Industries (appointed by AC Workforce & Education)
  - vi. Senior Executive Advisory Group (SEAG)
  - vii. Commissioned Officers Vocational Branch (COVB)
  - viii. Prison Officers Vocational Branch (POVB)
  - ix. Delegate from NCDC – PSA

Representative from the contracted uniform supplier may be invited to Committee meetings when deemed necessary.

## 1.64 Purpose and scope of CSNSW Uniform Committee

The purpose of the CSNSW Uniform Committee is to ensure the uniform and ancillary/safety apparel on issue to CSNSW staff members is fit for purpose and aligns with Workplace, Health and Safety (WHS) guidelines.

The Committee must have Terms of Reference which reflect the purpose and scope as follows;

- Receive, examine, and consider proposals to alter the custodial/industries officer uniform and ancillary/safety apparel on issue to CSNSW staff members to meet the required quality standards.
- Receive, examine, and consider proposals from the Specialist Uniform Sub-Committee of specialist uniforms or wearable items that have tactical purpose, such as, items reviewed by State Armoury, Firearms & Tactical Safety Committee, or IAT to be managed by this Committee.
- 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).
- Formalise recommendations to the Senior Executives for Uniform Committee endorsed proposals, to items of the correctional/overseer uniform and ancillary apparel.

- Determine, review, and assess new items, including the commencement and outcomes of wearer trials.
- Approve variations to existing specifications where the enhancements reflect improved safety standards i.e., Personal Protective Equipment.
- Maintain the dress and grooming policies and submit recommendations/amendments to the Senior Executive for endorsement and publication.
- Monitor, evaluate and liaise with the holders of the Total Apparel Management contract to ensure service levels are maintained and that customer complaints are identified and rectified.
- Approve minor changes to uniform/apparel after consultation with relevant stakeholders, where the changes maintain the integrity of safety, security and operational requirements and remain in budget.
- Maintain oversight of the Specialist Uniform Sub-Committee.

## **1.65 Governance and Authority**

The Deputy Commissioner, Security & Custody maintains authority of the Uniform Committee

Meeting minutes will be distributed to all Committee members, regardless of attendance at each meeting, in a reasonable time after the meeting.

A quorum for a meeting of the Committee is six members.

## **1.66 Trial Uniform Items**

Any employee may be invited to take part in wearer trials of CSNSW clothing for a period set by the Uniform Committee.

Employees 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, employees are to wash and return the items unless directed otherwise.

## **1.67 Proposals to vary CSNSW approved uniform and clothing**

A written submission is to be submitted initially to the Authorised Officer by the chain of command to the relevant Assistant Commissioner for consideration. Endorsed submissions are to be submitted to the Chair or delegate of the CSNSW Uniform Committee who will triage the request to be tabled at the next Uniform Committee meeting. Refer to Section 1.73 Corporate Clothing Proposal for more information.

# Non-Custodial Personnel

## 1.68 General

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.

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.

In some circumstances the relevant Assistant Commissioner or Deputy Commissioner may approve the issue of corporate clothing to certain classifications of duty performed by non-custodial personnel for purposes such as:

- promoting a professional and positive corporate image to the community
- 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.
- creating a corporate identity at public forums.
- Other reasons as approved by the relevant Assistant Commissioner/Deputy Commissioner.

## 1.69 Dress Standards

Non-Custodial personnel are to maintain a professional standard of dress that is appropriate to the duties of their position and the clothing should be neat, clean, and pressed.

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.

In determining the specific dress requirements for unsworn officers within a Centre or business unit, an Authorised Officer should consider whether their duties include the following:

- Customer service, e.g.: the role of a general administrative support officer at a Centre involves regular contact with members of the public and inmates.
- Representation at interagency meetings or community forums,
- Attendance at court or tribunals, e.g. The Federal Court, Industrial Relations Commission or Administrative Decisions Tribunal.
- Other external activities that involve contact with the community, government officials and public or private sector agencies.

Non-Custodial personnel are required to wear business attire when representing CSNSW at official meetings, functions or when attending Court. The minimum standard for business attire at official meetings or functions consists of trousers with a button-up shirt and tie, or equivalent attire. When attending Court, the minimum standard for business attire is a business suit and tie or equivalent attire.

The Authorised Officer 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.

## **1.70 Grooming and Appearance**

Non-Custodial personnel and volunteers are to maintain a professional standard of grooming and appearance in the workplace and are to be neat, clean, and tidy always.

Body modifications and body piercing, other than conservative earrings, that are visible will not be acceptable in any circumstances where the duties of the unsworn officer involve customer service or where an Authorised Officer considers there is a WH&S issue.

## **1.71 Name Badge and Long Service Awards**

Consistent with the CSNSW's commitment to responsive and meaningful customer service to both external and internal customers, all non-custodial personnel should wear a CSNSW Name Badge.

On ceremonial occasions, the appropriate long service awards may be worn by non-custodial personnel on the right/left chest area on either a shirt, blouse, dress or dress jacket.

## **1.72 Clothing – Specific Provisions**

Discretion is available to the Authorised Officer to waive dress requirements for non-custodial personnel in circumstances considered appropriate and/or necessary such as:

- a) An officer is pregnant and maternity wear is not available,
- b) Cultural reasons; or
- c) Special occasions, e.g., attending a Christmas party or charity awareness days such as Jeans for Genes Day.

Personnel are not to remain in clothing that may identify them as CSNSW employees while travelling between home and to work. An over garment must be worn over any item of identifying clothing as defined within this policy.

## **1.73 Corporate Clothing Proposal**

All submissions for clothing are to be made by way of a written submission through the chain of command to the relevant Assistant Commissioner or Deputy Commissioner for signature before referral to the Uniform Committee. The submission is to outline the business case for such a proposal and include:

- Specific reasons for the proposal including any WH&S issues if relevant,
- Implementation costs; and
- Funding source.

# Dress Orders

## 1.74 Orders of Dress

The full list of uniform items for each Dress Order and images are listed on the below page numbers.

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## Dress Order 1A – Operational Dress – Custodial Officers

Items of Dress
CSNSW Baseball hat
Peak Hat (Commissioned Officer only if wearing ceremonial pants) optional
Hijab or Turban
**Boonie hat or Beanie, according to local protocols
Shirt/blouse, short sleeve or long sleeve), blue marle
Blouse, maternity, SS, blue marle
Buttons, decorative on marle shirt pockets flaps
Epulette, soft only
Service Ribbon Bar, worn on marle shirts and blouse only
Long or issued bow tie, CSNSW, optional
Tie-Tac, silver for up to MOS, gold for above Superintendent, optional
Jumper, CSNSW, v-neck, or round neck, navy
Belt, basket weave general duties or inner velcro, belt & buckle
**Duty belt with approved appointments for external escorts
Key lanyard issued CSNSW
Emergency response pouch
911 tool pouch if working in contact with inmates
Trousers, cargo
**Shorts, cargo
Ceremonial trousers/slacks (Commissioned officer only with peak hat) optional
Socks, black
Boots or shoes issued from supplier
Jacket, approved CSNSW issued
Jacket, rain, navy (Inclement Weather)
Trouser, rain, navy (Inclement Weather)
Type 1 or 2 Name Badge, optional

### Notes:

1. The Commissioner and authorised delegates have the discretionary powers to amend operational dress for their Centre to take account of prevailing weather conditions.
2. Boonie hat or Beanie headdress is allowed according to local Authorised Officers.
3. \*\*CESU and MEU officers may wear approved Duty Belt and appointments as regular operational uniform. Other general duties officers may wear duty belt when on external inmate escorts and required to carry appointments.
4. Cargo short not to be worn by CESU officers or MEU if court duties or external escorts.
5. Ties worn with long sleeve shirts/blouses/jumpers are optional or according to local protocols.

## Dress Order 1B – Operational Dress – Correctional Industries Officers

Items of Dress	
CSNSW Baseball hat	
Peak Hat (Commissioned Officer only if wearing ceremonial pants) optional	
Hijab or Turban	
**Boonie hat or Beanie, according to local protocols	
Pants, drill, cotton	
Shirt, drill, cotton	
Shirt/blouse, short sleeve (SS) or long sleeve (LS), blue marle	
Blouse, maternity, SS, blue marle (female)	
Buttons, decorative on marle shirt pockets flaps	
Epaulette, soft only	
Service Ribbon Bar; worn on marle shirts/blouse only	
**Bow tie, CSNSW, female	
**Tie, CSNSW, male or female	
Tie-Tac, silver for up to MOS, gold for above Superintendent, optional	
Jumper, CSNSW, v-neck, or round neck, navy	
Belt, basket weave general duties or inner velcro, belt & buckle	
Key lanyard issued CSNSW	
Emergency response pouch	
911 tool pouch if working in contact with inmates	
Trousers, cargo	
**Shorts, cargo	
Ceremonial trousers/slacks (Commissioned officer only with peak hat) optional	
Socks, black	
Boots or shoes issued from supplier	
Jacket, approved CSNSW issued	
Jacket, rain, navy (Inclement Weather)	
Trouser, rain, navy (Inclement Weather)	
Type 1 or 2 Name Badge, optional	

### Notes:

1. Epaulettes are to be worn on all shirts and outer garments
2. The Authorised Office has the discretionary powers to amend operational dress for their Centre to take account of prevailing weather conditions.
3. Cargo shorts should be only worn by Corrections Industry officers when doesn't impact WH&S

## Dress Order 1C - Immediate Action Team

Items of Dress	
CSNSW Baseball hat	
Hijab or Turban, must not interfere with gas masks or protective equipment	
Shirt, short or long sleeve, blue marle	
Under vest shirt, short sleeve or long sleeve	
Trousers, bloused, HRG - navy	
Load bearing Vest, CSNSW, dark navy	
Soft velcro identifying number placed on load bearing vest	
Belt, buckle or velcro	
Duty belt with approved appointments	
Jumper, CSNSW, v-neck, or round neck, navy	
Approved CSNSW issued Jacket	
Jacket, rain, navy (Inclement Weather)	
Trouser, rain, navy (Inclement Weather)	
Socks, black	
Boots	

### Notes:

1. Epaulettes are to be worn on all shirts and outer garments
2. Governors and authorised delegates have the discretionary powers to amend this order of dress for their Centre to take account of prevailing weather conditions.
3. Boonie or Beanie headdress is allowed according to local Authorised Officers.

## Dress Order 2A – Operational Dress – SOG

Items of Dress
CSNSW Baseball hat
Peak Hat (Commissioned Officer with badge)
Turban or Hijab cannot interfere with gas masks or protective equipment.
Shirt or Blouse , blue marle
SOG under shirt, short or long sleeve
Glove, search, black leather - black
Epaulette, soft SOG epaulette and velcro rank patch
Jumper, CSNSW, v-neck, or round neck, navy
Approved tactical load bearing vest
Soft, velcro identifying number, placed on load bearing vest
Belt, basket weave general duties or inner velcro, belt & buckle
Pouch, Emergency Response, Black
Cargo Trousers, SESG – dark navy
Socks, black
Boot, supplied CSNSW
Approved CSNSW issued Jacket
Wet Weather Set – navy

### Notes:

1. Epaulettes are to be worn on all shirts and outer garments
2. General Manager SOG and Manager of Security SOG, have the discretionary powers to amend this order of dress where necessary.
3. Broadbrimmed or Beanie headdress maybe allowed where appropriate.

## Dress Order 2B – Field Training Officers

Items of Dress
Trousers, bloused male HRG - Navy
Shirt or Blouse, blue marle
Rings, Button, CSNSW
Duty Belt and approved appointments
Button, CSNSW, Small
Epaulette, soft,
CSNSW Baseball hat
Hat, Boonie hat
Hijab or Turban
Belt, buckle or velcro
Jumper, CSNSW, v-neck, or round neck, navy
Approved CSNSW issued Jacket
Raincoat
Boots

### Notes:

1. Epaulettes are to be worn on all shirts and outer garments
2. 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 2C – Operational Dress – Alpha Team

Items of Dress
Black issued Tactical Pants
Black issued Tactical Shirt
Black issued Cap
Black issued Jacket
Black Boot Lace Up
Armoured Vest
Armoured Helmet
Black Duty Belt & Appointments

### Notes:

1. Epaulettes are 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 2D – Operational Dress – Negotiation Team

Items of Dress
Cotton Canvas Pant
Regular Jean
Unisex Grey Polo Shirt
Lace up Boot - Coyote
Duty Belt issued- Kangaroo
Jacket issued- Moss

### Notes:

1. 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 3A – Service Dress – All ranks

Items of Dress
Cap, Peak, Non-Commissioned Officer - unisex
Cap, Peak, Commissioned Officer
Hijab or Turban
Badge, Cap, CSNSW, silver up to MOS, gold for Superintendent and above
Epaulette, soft on long sleeve shirts for all ranks
Service ribbons bars
Type 1 Name Badge, mandatory
Shirt or blouse, long sleeve only, blue marle
Button rings, CSNSW, two required for pocket flaps on shirt
Tie, CSNSW, female (bow)
Tie, CSNSW, long, male or female
Tie-Tac, silver for up to MOS, gold for above Superintendent, optional
Belt, basket weave, belt & buckle
Ceremonial Trousers/slacks, CSNSW, blue
Lanyard, CSNSW (worn only when inside Correctional facility)
Emergency Response Pouch (worn only when inside Correctional facility)
Socks, black
Boot, lace up, ankle boot, clean and polished
Shoe, lace up, clean and polished
Patent leather shoe, clean and highly polished

### Notes:

1. Epaulettes are to be worn on all shirts and outer garments
2. Dress will be dependent on seasons, i.e., summer and winter
3. The Commissioner and authorised delegates have the discretionary powers to amend Service dress for their Centre to take account of prevailing weather conditions.

## Dress Order 4A – Ceremonial Dress – All ranks

Items of Dress
Cap, Peak, Non-Commissioned Officer, unisex, all year
Cap, Peak, Commissioned Officer, (Assistant Superintendent to Manager of Security), all year
Hijab or Turban, all year
Badge, Cap, CSNSW, silver up to MOS, gold for Superintendent and above
Epaulette, hardboard, for Commissioned Officers, attached to Tunic in <b>winter</b>
Epaulette, soft, Non-commissioned Officers, attached to Ceremonial Jacket in <b>winter</b> or shirt in <b>summer</b>
Medals, full size, court mounted, all year
Type 1 Name Badge, mandatory, all year
Shirt/blouse, long sleeve, blue marle, Commissioned and Non-commissioned in <b>summer</b>
Button, CSNSW, small, 2 each for tunic, Commissioned Officers in <b>winter</b>
Button, CSNSW, large, 4 for male Tunic, Commissioned Officers, in <b>winter</b>
Tie, CSNSW, long, all year
Tie-Tac, silver for up to MOS, gold for above Superintendent, optional, all year
Ceremonial Jacket, up to SCO rank, <b>winter</b> only
Tunic, CSNSW, blue, Commissioned officers, made to measure, <b>winter</b> only
Skirt, CSNSW, blue, Commissioned officers, made to measure, <b>winter</b> only
Gorget, velvet, black, with Gorget bar for Commissioned, <b>winter</b> only, Senior Executive all year
Belt, basket weave, belt & basket
Ceremonial Trousers/slacks
Socks, black
Boot, lace up, ankle boot, clean and polished
Shoe, lace up, clean and polished
Patent leather shoe, clean and highly polished

### Notes:

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



## Dress Order 5A – Mess Dress – Commissioned Officers and Retired Officers

Items of Dress
Dinner Shirt, white, formal (no black buttons), long sleeve
Tie, bow, black
Cufflinks, CSNSW, silver, Manager of Security
Cufflinks, CSNSW, gold, Superintendent and above
Button, CSNSW, Screw Type, 2 for hard board epaulette.
Epaulette, hard board, navy blue with appropriate rank insignia
Badge, Retired Officers (Worn by RCOA Members)
Jacket, CSNSW, Mess (Made to Measure)
Medals, miniature, Court mounted
Buttons
Jigger chain
Badge, lapel, CSNSW, silver, Manager of Security
Badge, lapel, CSNSW, gold, Superintendent and above
Cummerbund, black
Trousers, CSNSW, Mess Dress (Made to measure)
Skirt, CSNSW, Mess Dress, (Made to measure)
Socks, black
Patent leather shoe, clean and highly polished

### Notes:

1. White braces may be worn if required.
2. Superintendents and above to wear gold cufflinks and lapel badges.
3. Non-serving members of the RCOA are to wear “R” badge below the rank insignia, signifying a “retired” officer.

## Dress Order 6A - Activities Officers

Items of Dress
Tracksuit pants, CSNSW issued
Tracksuit jacket, CSNSW issued
Polo shirt, CSNSW issued
Sports shorts, issued
CSNSW Baseball hat
Hijab or Turban
Boonie hat, CSNSW issued
Socks, sports
Running shoes
Type 1 or 2 Name Badge, optional

### Notes:

1. Epaulettes are to be worn on all shirts and outer garments
2. 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 1A Operational Custodial Officers



## Dress Order 1B Operational Correctional Industries Officers



## Dress Order 1C Immediate Action Team



## Dress Order 2A Security Operations Group



## Dress Order 3A Service Dress - all ranks



## Dress Order 4A Ceremonial Dress - all ranks

### Note:

- Images are of winter Ceremonial Dress.
- Summer Ceremonial Dress is same as 3A, except full size court mounted medals must be worn.







**Dress Order 5A Mess Dress**

**Dress Order 6A Activities**



# Quick links

*[Custodial Operations Policy and Procedures 21.1 Staff Dress and Grooming](#)*

*[Custodial Operations Policy and Procedure 21.4 Kirpans](#)*

*[Custodial Operations Policy and Procedures 15.1 Safe Work Practices](#)*

*[Crimes \(Administration of Sentences\) Regulation 2014](#)*

*[Work Health and Safety Act 2011](#)*

*[Public Sector Employment and Management Act 2002](#)*

*[DCJ Workplace Gender Transition Policy](#)*

*[DCJ Workplace Gender Transition Guide](#)*

*[The Workplace Gender Affirmation Checklist](#)*

*[Cessation of Service Advice](#)*

*[Emergency Response Pouch](#)*

*[Factsheet – DCJ Uniform Disposal and destruction](#)*

*[Authority to carry Kirpan in a CSNSW place of Detention](#)*

# Definitions

Authorised Officer	Governor, General Manager, Superintendents, Manager of Security or other authorised officer
COPP	Custodial Operations Policy and Procedures
CSI	Corrective Services Industries
CSNSW	Corrective Services NSW
Drill shirts/trousers	100% cotton material shirts and trousers
Blue Marle	Colour of material
RCOA	Retired Commissioned Officers Association
SOG	State Operations Group
FTO	Field Training Officers
CESU	Court Escort Security Unit
WH&S	Work Health & Safety
MOS	Manager Of Security
EDRMS	Electronic Document and Records Management System s
SES	Senior Executive Service
IAT	Immediate Action Team
MEU	Medical Escort Unit
DCJ	Department of Communities and Justice
OSU	Operational Scheduling Unit
ERP	Emergency Response Pouch

# Document information

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**Business centre:** Custodial Operations

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**Approver:** Acting Commissioner Dr Anne Marie Martin

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**Date of effect:** 2 January 2024

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**EDRMS  
container:**

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<b>Version</b>	<b>Date</b>	<b>Reason for amendment</b>
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**2.0**

**Dec  
2023**

- Dress Manual v2.0 includes many formatting updates, updated images and improvements on design and formatting.
  - Dress Manual v2.0 includes the removal of dress and grooming requirements based on gender.
  - Changes to the Dress Orders, including the addition of IAT and SOG.
  - Added Clause 1.2 Gender and Diversity
  - Added WH&S instruction throughout Manual
  - Added Clause 1.10 Key lanyards/Emergency Response Pouch/911 tool
  - Added Clause 1.19 Load bearing vests
  - Amendments to Clause 1.27 Facial Hair
  - Amendments to Clause 1.32 Hairstyles
  - Amendments to Clause 1.34 Jewellery and Watches
  - Amendments to Clauses 1.35, 36, 37 & 38 Body Art and Body Modification.
  - Reworded all clauses within chapter “Wearing of Uniform”
  - Addition of table “ Occasions - Quick Guide” on page 25
  - Amendments to Clause 1.60 Name Badges
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