COPP 1.4 Uniforms, Dress Standards, and Appearance

Prison

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| Principles As referenced in the [Guiding Principles for Corrections in Australia, 2018](http://justus/intranet/department/standards/Pages/ops-standards.aspx):  1.2.1 Correctional services foster diversity in the workforce.  1.2.7 Staff are managed within a consistent framework with appropriate support to enhance work practices.  2.3.4 Policies and procedures establish clear expectations for service delivery and are readily available to relevant staff, prisoners/offenders, and the public, unless security is compromised.  2.4.1 Ethical behaviour, professionalism, accountability, and transparency are demonstrated by all staff.  3.1.1 Correctional practices identify, minimise, and manage any risks to staff, the community, visitors, prisoners, and offenders. |

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# Scope

This Commissioner’s Operating Policy and Procedure (COPP) applies to all Prison Officers employed at public prisons administered by the Department of Justice (the Department).

# Policy

The Department is committed to creating and upholding a productive and professional work environment and considers the dress and appearance of its employees to be important in portraying a corporate and professional image to all stakeholders.

The Department acknowledges employees have diverse cultural, religious and gender identities.

Uniformed officers working in Corrective Services shall be provided with a uniform and protective clothing based on the nature and responsibilities of their position ensuring that health and safety standards are maintained.

Uniformed officers form part of a disciplined service and as such shall be required to present themselves in a professional manner and be suitably attired for their specific work activities and environment.

All uniformed officers shall comply with the standards of dress and appearance outlined in this COPP and in accordance with Part II of the *Prisons Regulations 1982*.

It is the responsibility of all managers and supervisors to monitor and uphold the standards of dress and appearance detailed in this COPP. Senior Prison Administrators are responsible for setting the highest standards of dress and to maintain those standards vigorously.

# Responsibilities

## Uniform Committee

### The uniform committee is responsible for monitoring and reviewing the quality, supply, and distribution of uniforms for uniformed officers, including the approval of any minor changes, in accordance with the Uniform Committee Terms of Reference.

## Executive responsibilities

### The Assistant Commissioners Adult Male Prisons, Women and Young People and Security and Response Service are responsible for:

1. approving uniform issue to public service staff temporarily acting in a uniformed Senior Prison Administrator role, in accordance with [section 5.2](#_Senior_Prison_Administrator), taking into consideration the duration of the acting period.

### Deputy Commissioners are responsible for:

1. approving changes to the uniform for uniformed officers
2. approving an alternative uniform, if required, for uniformed officers
3. approving work locations within prisons, where the insignia of rank is not required to be worn
4. all new or variations to uniforms that do not conform to existing contractual arrangements and/or are not within existing budget allocations.

### The Commissioner Corrective Services is responsible for:

1. designating the dress and insignia of office or rank to be worn by an Officer as their uniform[[1]](#footnote-1).
2. approving changes to the Senior Prison Administrator standard uniform**.**

# Order of Dress

## Category of uniform

### The orders of dress worn by uniformed officers include the following:

1. uniform of the day – worn by uniformed officers when engaging in their day to day activities unless the ceremonial uniform is ordered or approved to be worn
2. ceremonial uniform – worn by uniformed officers for all ceremonial and State occasions eg graduations, funerals for serving uniformed officers, court attendance, medal presentations, and other functions or events as ordered by the Deputy Commissioner or Commissioner, Corrective Services

### The style and configuration of the uniform of the day and ceremonial uniform varies for uniformed officers and is to be worn:

1. in accordance with a uniformed officer’s rank or position
2. as approved for a specific occasion.

## Categories of Uniformed Officer

### A comparative table of orders of dress for each category of uniformed officers is included in [Appendix A: Order of Dress](#_Appendix_A:_Order).

### Following initial issue upon employment, the below uniformed officers, shall be provided the uniform set out in [Appendix B: Standard Uniform Issue](#_Appendix_B_–):

1. Prison Officer
2. Senior Officer
3. Principal Officer.

### Vocational Support Officers shall be provided the uniform set out in [Appendix C: Vocational/Industry Support Officers Uniform Issue](#_Appendix_C_–).

### Work Camp Officers shall be provided the uniform set out in [Appendix D: Work Camp Officers Uniform Issue](#_Appendix_D:_Work).

### Uniformed officers working in a specialist area, shall be provided the uniform set out in [Appendix E: Specialist Uniform Issue](#_Appendix_E_–).

### Senior Prison Administrators shall be provided the uniform set out in [Appendix F: Senior Prison Administrator Issue.](#_Appendix_F:_Senior)

### All uniformed officers shall maintain one standard uniform, at a minimum, at all times.

## Events and ceremonies

### Uniformed officers attending ceremonies including ANZAC and Remembrance Day shall wear ceremonial uniform unless directed otherwise.

### Uniformed officers attending ceremonies and marches in uniform whilst off duty are deemed on duty for the purpose of this COPP and dress standards shall apply accordingly.

### Uniformed officers shall wear their ceremonial uniform when attending court in an official capacity relating to their work or role.

### Senior Executive Staff and Senior Prison Administrators shall wear a gorget with their tunic.

### A uniform shall not be worn to court where a uniformed officer is:

1. summoned in a private capacity or otherwise appears for a party other than the prosecution, unless approved by their Superintendent
2. appearing as the defendant
3. attending in support to the defendant.

### Uniformed officers attending court on rostered days off or leave are deemed to be on duty for the purpose of this COPP and dress standards shall apply accordingly.

### Unless directed otherwise, uniformed officers shall wear ceremonial uniform when attending the funeral of a serving uniformed officer.

### Medals and ribbons may be worn in accordance with this COPP unless otherwise directed.

### Identification cards, lanyards, pouches and other items of equipment or accoutrements shall not be worn.

### In the event of inclement weather, black umbrellas are acceptable. Raincoats shall not be worn.

### Headwear (with the exception of the hijab, patka or turban) shall not be worn by uniformed officers undertaking the duties of a pallbearer.

### Sunglasses shall not be worn when ‘lining the route’ or participating in the ‘Honour Guard’ that is with the hearse.

### Uniformed officers participating in the funeral service for a serving uniformed officer shall wear long sleeves and black ties and shall be provided additional items (where applicable) to be worn as follows:

1. Parade Master (Officer in Charge of all staff) shall wear a black tie, black sash, and gold aiguillette
2. Guard Commander (Officer in Charge of the Honour Guard) shall wear a black tie, black sash, and a silver aiguillette
3. Route Lining Commander (Officer in charge of Officer lining the route of the cortege) shall wear a black tie, black sash, and a red aiguillette
4. Honour Guard members, pall bearers and the hat bearer shall wear a black tie, black sash, and a black aiguillette.

### The Commissioner, Deputy Commissioners and Superintendents shall attend funerals in full formal attire.

### Uniformed officers shall wear a suitable civilian outer garment whilst travelling directly to and from duty on public transport or in a private vehicle to cover any insignia unless climate conditions do not allow it.

# Uniform

## Uniform issue

### Uniformed officers shall be issued uniform items relevant to their position upon commencement of employment, or as soon as reasonably practicable thereafter.

### Issued uniform is compulsory for uniformed officers, who shall report for work wearing the correct uniform.

### Uniformed officers may only wear their uniform during hours of duty or in the circumstances specified in this COPP.

### Uniformed officers shall be issued appropriate protective clothing to provide comfort in the workplace, and to satisfy occupational safety and health requirements where required.

### All uniform items shall have the Departmental approved logo.

### Mixing orders of dress or mixing uniform and civilian clothing is prohibited whilst on duty with the exception of section 4.3.15; issued uniform shall only be worn in accordance with this COPP.

### Following initial issue of a uniform, all uniform items shall be replaced on a fair wear and tear basis, except an annual sock issue, or prior approval has been arranged.

## Senior Executive staff uniform issue

### The following Senior Executive Staff are approved uniforms:

1. Commissioner
2. Deputy Commissioners
3. Assistant Commissioners

## Senior Prison Administrator uniform issue

### The following Senior Prison Administrators are approved uniforms:

1. Security Manager
2. Assistant Superintendent
3. Deputy Superintendent
4. Superintendent.

## Headwear

### With the exception of the hijab, turban or patka, or when wearing protective headwear, uniformed officers shall not wear headwear in the following circumstances:

1. inside a vehicle
2. inside a building
3. seated in a District or Supreme Court
4. moving within the confines of the academy campus (other than during a graduation ceremony when headwear is required to be worn)
5. acting as a pallbearer
6. in areas where the Superintendent has authorised headwear to be removed.

### The following headwear options are available to uniformed officers, dependent on the order of dress being worn:

1. baseball cap – black with the Corrective Services badge embroidered centrally on the front and worn level on the head. The baseball cap shall not be worn with ceremonial uniform
2. wide brimmed hat – black mesh lined cloth hat with a full brim. The hat may be worn with uniform of the day or protective uniform and when undertaking outdoor activities to assist in providing sun protection for the ears and back of the neck
3. beanie – shall be worn with the Corrective Services logo facing forward and level with the bottom of the cuff not covering the ears. No items shall be stored or carried in the cuff of the beanie. The beanie shall only be worn when a jacket or jumper is being worn and not on external escort or under the circumstances listed in section 5.4.1. A beanie can be worn day or night.
4. peak cap – is worn only by Superintendents with ceremonial uniform. Peak caps are navy blue with the Corrective Services hat badge centrally positioned and worn at level, with the centre of the peak above the bridge of the nose.

### Reshaping or distortion of uniform headwear is not permitted.

## Shirts and blouses

### Shirts/blouses are available in either short or long sleeve. Consideration shall be given to sun protection requirements and uniformity of attire.

### Shirts/blouses issued to uniformed officers shall be worn tucked (unless as per section 5.5.3) to facilitate access to, and to ensure nothing interferes with their carriage and deployment of tactical options and to ensure uniformity.

### Pregnant officers shall be able to order two Departmental polo shirts and wear the polo shirts or standard officer shirt as required throughout their pregnancy either tucked in or left out.

### Where long sleeve shirts are worn, uniformed officers shall not roll the sleeves up and shall remain fastened/buttoned at the wrist.

### Shirt pocket flaps shall be left out and all buttons fastened correctly. All shirt/blouse buttons shall be fastened from the second button down. When wearing a tie, all buttons shall be fastened.

## Undergarments

### Uniformed officers may wear a plain black or white t-shirt underneath a uniform shirt/blouse visible at the neck only.

## Neckties

### Senior prison administrators may wear a necktie with a long or short sleeve shirt/blouse.

### Superintendents shall wear a black clip-on necktie or a black crossover necktie with their ceremonial uniform.

### Senior prison administrators may purchase a Corrective Services tie tack/clip at their own cost. The tie tack/clip is a miniature Corrective Services emblem with a pin and screw on the back. A chain and bar is attached to the back to allow the tie to be attached to the shirt/blouse through a buttonhole.

### The tie tack/clip is worn centrally on the tie, level with the third button down from the shirt collar. International or national pins are the only accepted tie adornment in addition to the tack/clip.

## Trousers, skirts, and shorts

### Approved trousers shall be worn with ceremonial uniform, when attending public forums such as court, or otherwise as directed in accordance with [Appendix A: Order of Dress.](#_Appendix_B_–)

### Navy cargo trousers may be worn with uniform of the day and shall not be worn with ceremonial uniform.

### Pregnant officers may personally purchase two pairs of navy colour maternity trousers if the cargo pants do not fit in the later stages of pregnancy and will be reimbursed.

### A navy blue skirt may be worn with uniform of the day and ceremonial uniform with the length not to extend above the knee.

### Pantyhose or stockings shall be worn with the skirt.

### Navy dress shorts may be worn with uniform of the day.

### Issued socks and boots/shoes shall be worn with shorts. The socks shall be rolled over, not ‘scrunched’, down to the top of the boots.

## Belts

### The inner belt may be worn with the uniform of the day and the ceremonial uniform.

### The rigid utility belt is worn by uniformed officers carrying accoutrements and shall not be worn with ceremonial uniform.

## Jackets, jumpers, and tunics

### The jumper/pullover may be worn as an outer garment with uniform of the day; rank shall be displayed.

### The operational jacket may be worn with uniform of the day; rank shall be displayed.

### The jumper/pullover may be worn under the operational jacket, except when attending court.

### Long sleeved garments shall not be worn with the sleeves rolled up.

### Medals and ribbons shall not be worn on the jumper/pullover.

### The cardigan and/or vest may only be worn with uniform of the day.

### The soft shell jacket is only issued to Senior Executive staff and Senior Prison Administrators and only worn with uniform of the day.

## Footwear

### Uniformed officers shall only wear issued footwear, or footwear otherwise approved, which meets the requirements of AS/NZS 2210.1-2010.

### Following initial issue, footwear is provided on a fair wear and tear basis.

### Uniformed officers who are unable to wear standard issue footwear due to medical reasons, and have provided a medical certificate by a medical practitioner or podiatrist, detailing why they are unable to wear standard issue footwear, shall be provided a shoe voucher to a specific value determined by the uniform committee. Footwear shall be purchased from an approved supplier.

### Footwear purchased via a shoe voucher shall be black, and if not leather, shall be of a material that can be polished in accordance with section 5.10.7, while maintaining the occupational safety and health requirements of AS/NZS 2210.1-2010.

### Specialist officers shall be authorised to wear issued safety boots when on duty.

### Vocational support officers working with machinery and/or in prison industry workshops shall wear steel capped safety boots when on duty.

### Issued boots or shoes shall be polished.

## Socks, pantyhose, stockings

### Uniformed officers shall only wear issued socks.

### Pantyhose/stockings (natural or black in colour) are not issued by uniform order but can be purchased and the uniformed officer reimbursed for the cost through their local finance area.

## Key lanyard/keeper

### The key lanyard shall be fastened to the belt.

### Keys issued for duty shall be secured to a lanyard and placed in pocket or key pouch at all times; both the keys and key pouch shall be attached to a belt.

## Exchange, return and destruction of uniforms

### Uniform items may only be replaced/exchanged at the frequency described in the applicable appendices attached to this COPP.

### All uniform items for replacement shall be provided on receipt of new uniform items to enable correct destruction processes.

### The Superintendent shall be responsible for the correct destruction of uniforms.

### A security report shall be submitted in the event a uniformed officer:

1. loses or has a uniform item stolen or destroyed in compliance with occupational safety and health requirements
2. seized in connection with an investigation to the Department’s [Policy for Gathering and Preservation of Evidence, Continuity of Exhibits](http://justus/intranet/prison-operations/Pages/prison-security.aspx) and [Procedures for the Preservation of Evidence, Continuity of Exhibits, Drug Movements and Inventory Control](http://justus/intranet/prison-operations/Pages/prison-security.aspx)
3. uniforms damaged while on duty shall be reported immediately and replaced as soon as practicable.

# Department Identification Cards and Insignias of Rank

## Identification cards

### Uniformed officers shall wear an issued departmental identification card at all times whilst on duty. The identification card shall be:

1. attached to the left breast pocket or left epaulette with the name and identification photograph clearly visible refer [COPP 11.1 – Security and Control](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)
2. on an approved Departmental lanyard.

### The approved senior administrator name badge shall be worn at all times on the uniform of the day.

### Lanyards without release cusps are not suitable for and shall not be worn in industrial workshops.

## Insignias of rank

### Appropriate rank insignia are to be worn and visible by uniformed officers whilst wearing the uniform with all orders of dress except when wearing personal protective equipment or in accordance with section 6.2.3.

### [Appendix G: Insignia of Rank and Badges](#_Appendix_G:_Insignia) sets out the various insignias of rank, medals, and badges to be worn by uniformed officers as applicable.

### Uniformed officers working at Boronia Pre-release Centre for Women and Wandoo Rehabilitation Prison are not required to wear insignia of rank.

# Medals and other items

## General

### Medals worn by uniformed officers is set out in accordance with [Appendix I: Medals](#_Appendix_H:_Medals).

### Medals are generally worn on the left breast in accordance with the ‘Australian Order of Precedence of Honours and Awards’.

### Ribbons may be worn with uniform of the day on the shirt/blouse or tunic.

### Uniformed Officers shall not be permitted to wear badges, clips, patches, or emblems that are not authorised by their Superintendent, Deputy Commissioner, or the Commissioner, Corrective Services.

### With approval of the Superintendent, embellishments such as poppies for Remembrance Day, White Ribbon Day etc. may be worn.

### Embellishments shall be attached to the right-hand side shirt/blouse pocket, when worn.

### Culturally significant embellishments such as NAIDOC ribbons may be worn at any time.

### Pins and badges including Union, Grievance Officer, Staff Support Officer, Academy Instructor etc. shall be worn above the right-hand side shirt/blouse pocket.

### Superintendents may direct a uniformed officer or staff member working at their prison to remove an embellishment that is deemed inappropriate.

# Appearance

## General

### Unless otherwise directed, uniformed officers are required to wear uniform at all times while on duty.

### All Managers and Supervisors are responsible for checking the dress and grooming of uniformed officers.

### Uniformed officers reporting for duty in non-uniform clothing or with their uniform in an unacceptable condition shall be sent home by their Manager, Officer in Charge, or the Superintendent. The uniformed officer shall be considered off duty until they present in the approved uniform, in a clean and acceptable state.

### After receiving permission from their Superintendent, an off-duty uniformed officer may wear their issued uniform for the purpose of attending an official function only and getting to and from the function by the most direct means.

### Uniformed clothing shall be fitted and worn appropriately taking into consideration the environment uniformed officers work in, the need for comfort and any occupational safety and health requirements.

### No item of uniform or equipment shall be changed to alter the general shape or appearance of the item.

### Uniform items shall not be substituted for near equivalent non-issue items.

### No additional visible items of clothing, except in accordance with section 5.5.1, or unauthorised items shall be worn at any time while on duty.

### Uniformed Officers are responsible for maintaining their uniforms in good repair. All uniform items shall be clean, neatly pressed and worn in the correct manner.

## Beards and moustaches

### Uniformed Officers shall maintain their, beard and moustache in a trimmed, neat and tidy fashion at all times, that shall not interfere with the proper wearing of any headwear and/or protective item required as part of a uniform.

### Where a uniformed officer wishes to grow a moustache and/or beard, it shall be an acceptable length, taking into consideration the risk and safety, and in agreement with the Superintendent.

### Uniformed Officers who are qualified to operate a compressed air breathing apparatus shall maintain their facial hair in accordance with [COPP 11.9 –Compressed Air Breathing Apparatus](http://justus/intranet/prison-operations/Pages/prison-copps.aspx).

### It is recommended that uniformed officers who are required to don respiratory protective equipment maintain their facial hair in accordance with Australian Standard AS/NZS 1715:2009 and [Appendix J: Facial Hair for users of Respiratory Protective Equipment](#_Appendix_J:_Facial) (also refer to [COPP 11.3 – Use of Force and Restraints](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)).

## Hair

### Hair shall be worn so that it does not touch the collar when the officer is standing upright. Officers with hair that extends below the collar shall wear their hair tied up above the collar (eg low bun, ponytail etc.), to mitigate any risk to officers.

### Exceptions are allowed for religious practices where hair has grown in a specific way (eg turbans).

## Fingernails

### Uniformed officers’ fingernails shall not extend further than beyond the tip of the thumb/finger.

### Uniformed officers are permitted to wear polished fingernails. These shall be kept neat and tidy, with no superimposed decorations upon the fingernail.

## Jewellery

### The Department is not responsible for damage to or loss of employees’ personal jewellery whilst on duty.

### Uniform officers may wear wedding, engagement, eternity, and signet rings.

### A maximum of 2 pairs of plain metal conservative style ear studs or small hooped earrings are allowed, worn in the ear lobe.

### Facial piercings such as nose studs, eyebrow, and tongue piercings shall not be worn.

### Medic alert bracelets and jewellery of religious or cultural significance may be worn whilst on duty in a manner that does not interfere with the good government, good order, and security of the prison.

### A Superintendent may direct a uniformed officer or staff member at any time to remove jewellery considered to interfere with the good government, good order, and security of the prison.

### Uniformed officers shall not wear non-visible items (eg metal piercings) if they interfere with the proper wearing of the uniform, accoutrements, protective equipment, or they pose risk of injury.

## Wrist watches

### Uniformed officers shall not be permitted to wear smartwatches in the prison where it has any of the following capabilities:

1. sim-card capability
2. sim-card allows it to make phone calls
3. sim-card allows it to access the internet.

### It is the responsibility of uniformed officers to understand the capabilities of the watch they are wearing.

### Watches shall not be worn if they are likely to affect security or create a safety hazard.

## Body art and body modifications

### When choosing a location for body art, or body modifications, uniformed officers shall consider the maintenance of a professional image.

### Body art or body modifications are prohibited anywhere that:

1. is offensive or discriminatory – using the same principles that would apply for a picture, email, or poster in the workplace
2. depicts association with an individual, group, or activity that creates a conflict of interest between the uniformed officer’s professional responsibilities and their private interests (such as gangs, unlawful behaviour)
3. would amount to racial, religious, homophobic, or sexual vilification.

### Uniformed officers who are unsure about the appropriateness of a tattoo or body modification shall discuss this with their Superintendent.

## Equal employment opportunity and diversity

### The Department is committed to equal employment opportunity and diversity where the rights of individuals are upheld, and everyone is treated with respect, fairness, equity, and dignity.

### The dress standards relate to a male and a women’s appearance. Superintendents shall ensure that uniformed officers who identify as trans, gender diverse, intersex, or non-binary are appropriately supported and provided the uniform entitlements of the gender they identify. Certain flexibilities may be discussed where a uniformed officer is undergoing a period of gender reassignment.

### Consideration shall be given as to whether a safety and health risk assessment, individual circumstance, and/or disability may affect the wearing of uniform for staff on recuperative or restricted duties, and if so, reasonable adjustments may be made. Medical consideration shall be taken into account for all personnel.

### Consideration shall be given to the continued wearing of uniform whilst pregnant, depending on the individual circumstances, eg work activity and a related risk assessment.

### The Superintendent shall ensure uniformed officers who wear clothing and/or items as part of their religion are allowed to do so but, shall remain identifiable and subject to the security and good order of the prison. Items of religious significance may be carried/worn subject to a risk assessment.

## Leaving the Department

### Uniformed Officers shall return all epaulettes, insignia of rank and badges, and Departmental identification cards upon cessation of employment as a uniformed officer.

### Information for staff relating to their uniform at cessation of employment can be found on the Human Resources JustUs webpage, [Leaving the Department of Justice](https://justus/intranet/human-resources/Pages/leaving-doj.aspx).

# Annexures

## Related COPPs and documents

**COPPs**

* [COPP 11.1 – Security and Control](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 11.3 – Use of Force and Restraints](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 11.9 – Compressed Air Breathing Apparatus](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)

**Documents**

* [Policy for Gathering and Preservation of Evidence, Continuity of Exhibits](http://justus/intranet/prison-operations/Pages/prison-security.aspx)
* [Procedures for the Preservation of Evidence, Continuity of Exhibits, Drug Movements, and Inventory Control](http://justus/intranet/prison-operations/Pages/prison-security.aspx)
* [Leaving the Department of Justice](https://justus/intranet/human-resources/Pages/leaving-doj.aspx)

## Definitions and acronyms

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| Term | Definition |
| Commissioner’s Operating Policy and Procedure (COPP) | Operational Instruments that provide instructions to staff how the relevant legislative requirements are implemented. |
| Gender Diverse | An umbrella term used to describe gender identities that demonstrate a diversity of expression beyond the binary framework. |
| Gender Identity | The way a person defines their internal sense of gender. |
| Generally | Where the word ‘generally’ is used in any provision in this policy, it is taken to mean that what is stated in that provision is the intention and may only be varied in exceptional circumstances. |
| Guiding Principles for Corrections in Australia, 2018 | The guidelines and the accompanying principles constitute outcomes or goals to be achieved, rather than a set of absolute standards or laws to be enforced. They represent a statement of intent that each Australian State and Territory can use to develop their own range of relevant legislative policy and performance standards to reflect best practice and community demands. |
| Intersex person | A person born with genetic, hormonal, or other sex characteristics that are not typically representative of a male or women. |
| Prison Officer | A person engaged or deemed to have been engaged to be a Prison Officer under section 13 of the [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html) |
| Superintendent | The Superintendent as defined in section 36 of the [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html)and includes any reference to the position responsible for the management of a private prison under Part IIIA of the [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html). Does not extend to the Officer in Charge of a prison. |
| Trans | An umbrella term used to describe all people whose gender identity is different to the sex they were assigned at birth. |
| Uniformed Officers | Means any person working in a prison or work camp who is required to wear a uniform and subject to the provisions of this COPP. |
| Woman | An adult female human being. |

## Related legislation

* *Occupational Safety and Health Act 1984*
* *Prisons Act 1981*
* *Prisons Regulations 1982*
* *Western Australia (WA) Equal Opportunity Act 1984*

# Assurance

It is expected that:

* Prisons will *undertake* local compliance in accordance with the [Operational Compliance Manual](https://justus/intranet/department/standards/Pages/monitoring.aspx).
* The relevant Deputy Commissioner will ensure that management oversight occurs as required.
* The Operational Compliance Branch will undertake checks in accordance with the [Operational Compliance Framework](https://justus/intranet/department/standards/Pages/monitoring.aspx).
* Independent oversight will be undertaken as required.

# Document Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version no | Primary author(s) | Description of version | Date completed | Effective Date |
| 0.1 | Operational Policy | Initial draft | 23 April 2020 | N/A |
| 0.2 | Operational Policy | Updated following consultation | 1 July 2020 | N/A |
| 0.3 | Operational Policy | Tabled for approval with the Project Steering Committee | 15 July 2020 | N/A |
| 0.4 | Operational Policy | Minor amendments post Project Steering Committee | 29 July 2020 | N/A |
| 0.5 | Operational Policy | Approved by the Project Steering Committee | 31 July 2020 | N/A |
| 0.6 | Operational Policy | Updated following consultation | 7 April 2021 | N/A |
| 0.7 | Operational Policy | Updated following consultation | 20 May 2021 | N/A |
| 1.0 | Operational Policy | Approved by the A/Director Operational Projects, Policy, Compliance and Contracts | 16 September 2021 | 11 October 2021 |
| 1.1 | Operational Policy | Updated following feedback | 8 October 2021 |  |
| 2.0 | Operational Policy | Approved by the Commissioner, Corrective Services | 11 October 2021 | 14 October 2021 |
| 2.1 | Operational Policy | Changed female to woman | 2 March 2022 | N/A |
| 3.0 | Operational Policy | Approved by the A/Director Operational Projects, Policy, Compliance and Contracts | 2 March 2022 | 8 March 2022 |
| 4.0 | Operational Policy | Approved by the Commissioner, Corrective Services | 28 June 2022 | 6 July 2022 |
| 5.0 | Operational Policy | Approved by the Commissioner, Corrective Services | 15 September 2022 | 19 September 2022 |
| 6.0 | Operational Policy | Approved by the Commissioner, Corrective Services | 16 May 2023 | 1 June 2023 |

Appendix A: Order of Dress

| Uniformed Officer | Uniformed Item | Uniform  of the Day | Ceremonial Uniform |
| --- | --- | --- | --- |
| **Senior Executive Staff** | Dress shirt/blouse (short/long sleeve) | X | X |
| Tunic | X | Superintendent and above |
| Slacks/trousers | X | X |
| Skirt | X | X |
| Cargo | X |  |
| Cap peak | X | Superintendent and above |
| Hardboard epaulettes | X | X |
| Soft epaulettes | X |  |
| Tunic gorget |  | Superintendent and above |
| Shirt gorget |  | Superintendent only |
| Belt buckle | X | X |
| Belt | X | X |
| Pullover | X |  |
| Vest | X |  |
| Cardigan | X |  |
| Crossover necktie | X | X |
| Clip tie | X | X |
| Soft shell jacket | X |  |
| Long waterproof raincoat | X |  |
| Socks | X | X |
| Shoe | X | X |
| Button and ring set | X | X |
| Name badge | X | X |
| **Senior Prison Administrator** | Dress shirt/blouse (short/long sleeve) | X | X |
| Tunic | X | Superintendent and above |
| Slacks/trousers | X | X |
| Skirt | X | X |
| Cargo | X |  |
| Cap peak | X | Superintendent and above |
| Hardboard epaulettes | X | X |
| Soft epaulettes | X |  |
| Tunic gorget |  | Superintendent and above |
| Shirt gorget |  | Superintendent only |
| Belt buckle | X | X |
| Belt | X | X |
| Pullover | X |  |
| Vest | X |  |
| Cardigan | X |  |
| Crossover necktie | X | X |
| Clip tie | X | X |
| Soft shell jacket | X |  |
| Long waterproof raincoat | X |  |
| Socks | X | X |
| Shoe | X | X |
| Button and ring set | X | X |
| Name badge | X | X |
| **Uniformed**  **Officers** | Shirt (short/long sleeve) | X | X |
| Polo shirt (approved uniformed officers only) | X |  |
| Vented shirts above 26 parallel | X | X |
| Trouser | X | X |
| Cargo | X |  |
| Skirt | X | X |
| Shorts | X |  |
| Belt – inner belt | X | X |
| Belt – rigid utility belt | X |  |
| Jacket | X |  |
| Pullover | X |  |
| Cardigan | X |  |
| Vest | X |  |
| Shoes | X | X |
| Boots | X | X |
| Socks | X | X |
| Stockings | X | X |
| Hat   * Wide brimmed * Baseball cap * Bucket hat (approved uniformed officers only) | X |  |
| Hat badge | X |  |
| Epaulette (pair) | X | X |
| Needle resistant glove | X |  |
| Glove keeper | X |  |
| Wet weather over trousers | X |  |
| Raincoat | X |  |
| Clear backpack | X |  |
| Clear shoulder bag | X |  |
| Carry bag clear | X |  |
| Medical pouch | X |  |
| Ribbon bar or medals | X | X |
| Rank sliders | X | X |
| Kevlar lanyard (key keeper) | X |  |

Appendix B: Standard Uniform Issue

|  |  |  |
| --- | --- | --- |
| Standard Uniform Issue | | |
| Item | Quantity Issue | Frequency Issue |
| Dress shirt – short sleeve | 7 | Fair wear and tear |
| Dress shirt – long sleeve |
| Polo shirt (approved uniformed officers only) | 6 (shall retain 1 dress shirt) | Fair wear and tear |
| Trouser | 5 (shall retain 1 pair of dress trousers) | Fair wear and tear |
| Cargo |
| Skirt |
| Shorts – male |
| Shorts – women |
| Belt – inner belt | 1 | Fair wear and tear |
| Belt – rigid utility belt | 1 | Fair wear and tear |
| Jacket | 1 | Fair wear and tear |
| Pullover | 2 (any combination) | Fair wear and tear |
| Cardigan |
| Vest |
| Shoes/boots (approved brands and style) | 2 pairs | Fair wear and tear |
| Sock (approved brands and style) | 8 pairs (any combination) | Annual issue |
| Hat – wide brim lined mesh | 1 | Fair wear and tear |
| Baseball cap | 1 | Fair wear and tear |
| Needle resistant glove | 1 pair | Fair wear and tear |
| Glove keeper | 1 | Fair wear and tear |
| Wet weather over trousers | 1 | Fair wear and tear |
| Raincoat | 1 | Fair wear and tear |
| Clear backpack | 1 | Fair wear and tear |
| Clear shoulder bag |
| Carry bag clear |
| Epaulettes – relevant rank | 3 pairs | Fair wear and tear |
| Medical pouch | 1 | Fair wear and tear |
| Hat badge | 1 | Fair wear and tear |
| Beanie | 1 | Fair wear and tear |
| Kevlar lanyard (key keeper) | 1 | Fair wear and tear |

|  |  |  |  |
| --- | --- | --- | --- |
| Boronia – Pre-Release Centre for Women | | | |
| Item | Combination | Quantity Issue | Frequency Issue |
| Shirt/blouse | any | 5 | Fair wear and tear |
| Trousers, shorts, pants, skirt | any | 3 | Fair wear and tear |
| Gatehouse style vest/jumper | any | 2 | Fair wear and tear |
| Baseball cap |  | 1 | Fair wear and tear |
| Jacket |  | 1 | Fair wear and tear |
| Remaining uniform requirements shall be issued from the standard uniform issue. | | | |

Appendix C: Vocational/Industry Support Officers Uniform Issue

|  |  |  |
| --- | --- | --- |
| Vocational/Industry Support Officer Uniform Issue | | |
| Item | Quantity Issue | Frequency Issue |
| Shirt – short sleeve (navy) | 7 (any combination) | Fair wear and tear |
| Shirt – long sleeve (navy) |
| Dress shirt – short sleeve (blue) |
| Dress shirt – long sleeve (blue) |
| Overalls | 5 (any combination) | Fair wear and tear |
| Trousers |
| Cargo |
| Shorts – 23cm long |
| Shorts – 19cm long |
| Belt – inner | 1 | Fair wear and tear |
| Belt – rigid utility belt | 1 | Fair wear and tear |
| Jacket | 1 | Fair wear and tear |
| Pullover | 2 (any combination) | Fair wear and tear |
| Cardigan |
| Vest |
| Shoes/boots (approved brand and style) | 2 (any combination) | Fair wear and tear |
| Safety boots (approved brand and style) | Fair wear and tear |
| Gumboots – non-safety | 1 | Fair wear and tear |
| Gumboots – safety |
| Socks (approved brands and style) | 8 pairs (any combination) | Annual issue |
| Hat – wide brim lined mesh | 1 | Fair wear and tear |
| Baseball cap | 1 | Fair wear and tear |
| Needle resistant glove | 1 pair | Fair wear and tear |
| Glove keeper | 1 | Fair wear and tear |
| Wet weather over trousers | 1 | Fair wear and tear |
| Raincoat | 1 | Fair wear and tear |
| Clear backpack | 1 | Fair wear and tear |
| Clear shoulder bag |
| Clear carry bag |
| Medical pouch | 1 | Fair wear and tear |
| Hat badge | 1 | Fair wear and tear |
| Beanie | 1 | Fair wear and tear |
| Kevlar lanyard (Key Keeper) | 1 | Fair wear and tear |
| Epaulettes VSO – relevant rank | 3 pairs | Fair wear and tear |

|  |  |  |
| --- | --- | --- |
| Chef Supervisor/Instructor Uniform Issue | | |
| \*items not provided by contracted provider, see Business Manager to order | | |
| Item | Quantity Issue | Frequency Issue |
| Dress shirt – short sleeve | 7 (any combination) | Fair wear and tear |
| Dress shirt – long sleeve |
| Shirt – short sleeve (navy) |
| Shirt – long sleeve (navy) |
| Cooks shirt/T-shirt \* |
| Cooks pants \* | 5 (any combination) | Fair wear and tear |
| Trousers |
| Cargo |
| Cooks jacket \* | 1 | Fair wear and tear |
| Belt – inner | 1 | Fair wear and tear |
| Belt – rigid utility belt | 1 | Fair wear and tear |
| Jacket | 1 | Fair wear and tear |
| Pullover | 2 (any combination) | Fair wear and tear |
| Cardigan |
| Vest |
| Shoes/boots (approved brand and style) | 2 | Fair wear and tear |
| Safety Boots | Fair wear and tear |
| Gumboots – non-safety | 1 | Fair wear and tear |
| Gumboots – safety |
| Socks (approved brand and style) | 8 pairs (any combination) | Annual issue |
| Hat – wide brim lined mesh | 1 | Fair wear and tear |
| Baseball cap | 1 | Fair wear and tear |
| Needle resistant glove | 1 pair | Fair wear and tear |
| Glove keeper | 1 | Fair wear and tear |
| Wet weather over trousers | 1 | Fair wear and tear |
| Raincoat | 1 | Fair wear and tear |
| Clear backpack | 1 | Fair wear and tear |
| Clear shoulder bag |
| Clear carry bag |
| Medical pouch | 1 | Fair wear and tear |
| Hat badge | 1 | Fair wear and tear |
| Beanie | 1 | Fair wear and tear |
| Kevlar lanyard (Key Keeper) | 1 | Fair wear and tear |
| Epaulettes – relevant rank | 3 pairs | Fair wear and tear |

|  |  |  |
| --- | --- | --- |
| Recreation Officers | | |
| Item | Quantity Issue | Frequency Issue |
| Dress shirt – short sleeve | 7 (any combination) | Fair wear and tear |
| Dress shirt – long sleeve |
| Polo shirt – male |
| Polo shirt – women |
| Shorts | 5 (any combination) | Fair wear and tear |
| Trousers |
| Cargo |
| Belt – inner | 1 | Fair wear and tear |
| Belt – rigid utility belt | 1 | Fair wear and tear |
| Tracksuit jacket | 1 | Fair wear and tear |
| Tracksuit trousers | 1 | Fair wear and tear |
| Jacket | 1 | Fair wear and tear |
| Pullover | 2 (any combination) | Fair wear and tear |
| Cardigan |
| Vest |
| Shoes/boots (approved brands and style) | 1 | Fair wear and tear |
| Sports shoe voucher – full | 1 | Fair wear and tear |
| Sports shoe voucher – half |
| Gumboot – non-safety | 1 | Fair wear and tear |
| Gumboot – safety |
| Socks (approved brand and style) | 8 pairs (any combination) | Annual issue |
| Sport Socks (approved brand and style) | 2 pairs | Annual issue |
| Hat – wide brim lined mesh | 1 | Fair wear and tear |
| Baseball cap | 1 | Fair wear and tear |
| Needle resistant glove | 1 pair | Fair wear and tear |
| Glove keeper | 1 | Fair wear and tear |
| Wet weather over trousers | 1 | Fair wear and tear |
| Raincoat | 1 | Fair wear and tear |
| Clear backpack | 1 | Fair wear and tear |
| Clear shoulder bag |
| Clear carry bag |
| Medical pouch | 1 | Fair wear and tear |
| Hat badge | 1 | Fair wear and tear |
| Beanie | 1 | Fair wear and tear |
| Kevlar lanyard (Key Keeper) | 1 | Fair wear and tear |
| Epaulettes – relevant rank | 3 pairs | Fair wear and tear |

Appendix D: Work Camp Officers Uniform Issue

|  |  |  |
| --- | --- | --- |
| Work Camp Officers | | |
| Item | Quantity Issue | Frequency Issue |
| Dress shirt – short sleeve | 5 (any combination) | Fair wear and tear |
| Dress shirt – long sleeve |
| Shirt – short sleeve (navy) |
| Shirt – long sleeve (navy) |
| Overalls – long sleeve | 2 (any combination) | Fair wear and tear |
| Overalls – bib and brace |
| Trousers | 4 (any combination) | Fair wear and tear |
| Cargo |
| Shorts – 23cm long |
| Shorts – 19cm long |
| Belt – inner | 1 | Fair wear and tear |
| Jacket | 1 | Fair wear and tear |
| Pullover | 2 (any combination) | Fair wear and tear |
| Cardigan |
| Vest |
| Tracksuit jacket | 1 | Fair wear and tear |
| Tracksuit trousers | 1 | Fair wear and tear |
| T-shirt black | 2 | Fair wear and tear |
| Shoes/boots (approved brands and style) | 1 | Fair wear and tear |
| Gumboot – non-safety | 2 pairs | Fair wear and tear |
| Gumboot – safety |
| Safety boot |
| Socks (approved brand and style) | 8 pairs (any combination) | Annual issue |
| Sport socks (approved brands and style) | 2 pairs (any combination) | Annual issue |
| Sport shoe voucher – full | 1 | Fair wear and tear |
| Sport shoe voucher – half |
| Sport short voucher | 1 | Fair wear and tear |
| Hat – wide brim lined mesh | 1 | Fair wear and tear |
| Baseball cap | 1 | Fair wear and tear |
| Needle resistant glove | 1 pair | Fair wear and tear |
| Glove keeper | 1 | Fair wear and tear |
| Wet weather over trousers | 1 | Fair wear and tear |
| Raincoat | 1 | Fair wear and tear |
| Clear backpack | 1 | Fair wear and tear |
| Clear shoulder bag |
| Clear carry bag |
| Medical pouch | 1 | Fair wear and tear |
| Hat badge | 1 | Fair wear and tear |
| Beanie | 1 | Fair wear and tear |
| Kevlar lanyard (Key Keeper) | 1 | Fair wear and tear |
| Epaulettes – relevant rank | 3 pairs | Fair wear and tear |

Appendix E: Specialist Uniform Issue

|  |  |  |
| --- | --- | --- |
| Special Operations Group Issue | | |
| Item | Quantity Issue | Frequency Issue |
| Shirt – short sleeve | 1 | Fair wear and tear |
| Shirt – long sleeve |
| Trouser – dress | 1 | Fair wear and tear |
| T-shirt (black) | 5 | Annual issue |
| Shirt tactical | 3 | Fair wear and tear |
| Trouser tactical | 3 | Fair wear and tear |
| Sports short voucher | 1 | Annual issue |
| Tracksuit jacket | 1 | Fair wear and tear |
| Tracksuit pants | 1 | Fair wear and tear |
| Belt – inner | 1 | Fair wear and tear |
| Belt – rigid utility belt | 1 | Fair wear and tear |
| Baseball cap SOG | 1 | Fair wear and tear |
| Bucket hat SOG | 1 | Fair wear and tear |
| Hat – wide brim lined mesh |
| Jacket | 1 | Fair wear and tear |
| Vest | 1 | Fair wear and tear |
| Cardigan |
| Pullover |
| Sports shoe voucher – full | 1 | Annual issue |
| Safety boots | 2 pairs | Fair wear and tear |
| Socks | 8 pairs | Annual issue |
| Needle resistant glove | 1 pair | Fair wear and tear |
| Glove keeper | 1 | Fair wear and tear |
| Wet weather over trouser | 1 | Fair wear and tear |
| Raincoat | 1 | Fair wear and tear |
| Clear backpack | 1 | Fair wear and tear |
| Clear shoulder bag |
| Clear bag carry |
| Medical pouch | 1 | Fair wear and tear |
| Hat badge | 1 | Fair wear and tear |
| Beanie | 1 | Fair wear and tear |
| Kevlar lanyard (key keeper) | 1 | Fair wear and tear |
| Epaulettes – relevant rank | 3 pairs | Fair wear and tear |

|  |  |  |
| --- | --- | --- |
| Albany Security Unit – in addition to standard uniform issue | | |
| Item | Quantity Issue | Frequency Issue |
| T-shirt (black) | 7 | Annual issue |
| Shirt tactical (navy) | 3 | Fair wear and tear |
| Trouser tactical (navy) | 3 | Fair wear and tear |
| Sport short voucher | 1 | Annual issue |
| Tracksuit jacket (navy) | 1 | Fair wear and tear |
| Tracksuit pants (navy) | 1 | Fair wear and tear |
| Sports shoe voucher – full | 1 | Annual issue |
| Safety boots | 1 | Fair wear and tear |
| Pullover (navy) | 1 | Fair wear and tear |
| Jacket (black) | 1 | Fair wear and tear |
| Baseball cap SOG | 1 | Fair wear and tear |
| Socks | 4 pairs | Annual issue |

|  |  |  |
| --- | --- | --- |
| Drug Detection Unit | | |
| Item | Quantity Issue | Frequency Issue |
| Dress shirt – short sleeve | 1 | Fair wear and tear |
| Dress shirt – long sleeve |
| Trouser | 1 | Fair wear and tear |
| Polo shirt – short sleeve cool dry | 5 | Fair wear and tear |
| Polo shirt – short sleeve poly cotton |
| T-shirt – short sleeve plain black cotton |
| Sport short voucher | 1 | Fair wear and tear |
| Cargo canine trouser (navy) | 3 (any combination) | Fair wear and tear |
| Cargo shorts (navy) |
| Belt – inner | 1 | Fair wear and tear |
| Belt – rigid utility belt | 1 | Fair wear and tear |
| Baseball cap DDU | 1 | Fair wear and tear |
| Hat – wide brim lined mesh | 1 | Fair wear and tear |
| Hat washed bucket DDU | 1 | Fair wear and tear |
| Jacket | 1 | Fair wear and tear |
| Pullover | Fair wear and tear |
| Layered vest |
| Boot magnum strike side zip 8” | 2 | Fair wear and tear |
| Socks approved style | 8 (any combination) | Annual issue |
| Sport shoe voucher – full | 1 | Fair wear and tear |
| Sport shoe voucher – half |
| Needle resistant glove | 1 pair | Fair wear and tear |
| Glove keeper | 1 | Fair wear and tear |
| Wet weather over trousers | 1 | Fair wear and tear |
| Medical pouch | 1 | Fair wear and tear |
| Hat badge | 1 | Fair wear and tear |
| Beanie | 1 | Fair wear and tear |
| Kevlar lanyard (key keeper) | 1 | Fair wear and tear |
| Epaulettes – relevant rank | 3 pairs | Fair wear and tear |

Appendix F: Senior Executive Staff Uniform Issue

|  |  |  |
| --- | --- | --- |
| Senior Prison Administrator | | |
| Item | Quantity Issue | Frequency Issue |
| Shirt executive long sleeve | 7 any combination | Fair wear and tear |
| Shirt executive short sleeve |
| Blouse executive long sleeve |
| Blouse executive short sleeve |
| Tunic – superintendent and above | 1 | Fair wear and tear |
| Trouser male – executive | 5 any combination | Fair wear and tear |
| Slacks women – executive |
| Trouser male/women – prison officer |
| Cargo pant – male/women prison officer |
| Skirt pencil fit executive |
| Skirt box pleat executive |
| Cap peak – male/women | 1 | Fair wear and tear |
| Hat – wide brimmed mesh | 1 | Fair wear and tear |
| Hardboard epaulettes – relevant rank | 3 | Fair wear and tear |
| Soft epaulettes – relevant rank | 1 | Fair wear and tear |
| Shirt gorget – pair | 1 | Fair wear and tear |
| Tunic gorget – pair | 1 | Fair wear and tear |
| Belt buckle executive officer (belt ordered separately) | 1 | Fair wear and tear |
| Belt executive officer | 1 | Fair wear and tear |
| Pullover | 2 any combination | Fair wear and tear |
| Vest |
| Cardigan |
| Necktie woven | 2 | Fair wear and tear |
| Necktie crossover |
| Soft shell jacket epaulette holders | 1 | Fair wear and tear |
| Raincoat long waterproof | 1 | Fair wear and tear |
| Socks approved type | 8 | Annual issue |
| Shoe voucher – full | 1 | Fair wear and tear |
| Executive dress shoe |
| Button and ring set (2 split rings and 2 buttons) | 3 sets | Fair wear and tear |
| Name badge – executive hard plastic | 2 | Fair wear and tear |
| Name badge – executive soft fabric |

Appendix G: Senior Prison Administrator Uniform Issue

|  |  |  |
| --- | --- | --- |
| Senior Prison Administrator | | |
| Item | Quantity Issue | Frequency Issue |
| Shirt executive long sleeve | 7 any combination | Fair wear and tear |
| Shirt executive short sleeve |
| Blouse executive long sleeve |
| Blouse executive short sleeve |
| Tunic – superintendent and above | 1 | Fair wear and tear |
| Trouser male – executive | 5 any combination | Fair wear and tear |
| Slacks women – executive |
| Trouser male/women – prison officer |
| Cargo pant – male/women prison officer |
| Skirt pencil fit executive |
| Skirt box pleat executive |
| Cap peak – male/women | 1 | Fair wear and tear |
| Hat – wide brimmed mesh | 1 | Fair wear and tear |
| Hardboard epaulettes – relevant rank | 3 | Fair wear and tear |
| Soft epaulettes – relevant rank | 1 | Fair wear and tear |
| Shirt gorget – pair | 1 | Fair wear and tear |
| Tunic gorget – pair | 1 | Fair wear and tear |
| Belt buckle executive officer (belt ordered separately) | 1 | Fair wear and tear |
| Belt executive officer | 1 | Fair wear and tear |
| Pullover | 2 any combination | Fair wear and tear |
| Vest |
| Cardigan |
| Necktie woven | 2 | Fair wear and tear |
| Necktie crossover |
| Soft shell jacket epaulette holders | 1 | Fair wear and tear |
| Raincoat long waterproof | 1 | Fair wear and tear |
| Socks approved type | 8 | Annual issue |
| Shoe voucher – full | 1 | Fair wear and tear |
| Executive dress shoe |
| Button and ring set (2 split rings and 2 buttons) | 3 sets | Fair wear and tear |
| Name badge – executive hard plastic | 2 | Fair wear and tear |
| Name badge – executive soft fabric |

Appendix H: Insignia of Rank and Badges

**Insignia of rank**

|  |  |  |
| --- | --- | --- |
| Insignia of Rank and Badges | | |
| Prison Officer | Insignia | Image |
| Probationary Officer | Blank | C:\Users\GeilesS\AppData\Local\Microsoft\Windows\INetCache\Content.Word\WA CS Rank - Probationary Prison Officer1.jpg |
| Prison Officer | 1 Star | \\DMCBDPFPS05\Public$\Standards and Procedures\Operating Standards and Procedures\New Operating Policies and Procedures\6. Prison Current\1. Staff Admin and Prison Gov\1.4 Uniforms Dress standards Appearance\Images\WA CS Rank - Prison Officer1.jpg |
| First Class Prison Officer/Assistant Senior Prison Officer | 2 Stars | \\DMCBDPFPS05\Public$\Standards and Procedures\Operating Standards and Procedures\New Operating Policies and Procedures\6. Prison Current\1. Staff Admin and Prison Gov\1.4 Uniforms Dress standards Appearance\Images\WA CS Rank - Assistant Senior Officer1.jpg |
| Senior Officer | 3 Stars | \\DMCBDPFPS05\Public$\Standards and Procedures\Operating Standards and Procedures\New Operating Policies and Procedures\6. Prison Current\1. Staff Admin and Prison Gov\1.4 Uniforms Dress standards Appearance\Images\WA CS Rank - Senior Officer1.jpg |
| Principal Officer | Crown | \\DMCBDPFPS05\Public$\Standards and Procedures\Operating Standards and Procedures\New Operating Policies and Procedures\6. Prison Current\1. Staff Admin and Prison Gov\1.4 Uniforms Dress standards Appearance\Images\WA CS Rank - Principal Officer1.jpg |

|  |  |  |
| --- | --- | --- |
| Vocational Support Officer | Insignia | Image |
| Level 1 | 1 Chevron | C:\Users\GeilesS\AppData\Local\Microsoft\Windows\INetCache\Content.Word\WA CS Rank - Vocational Support Officer Level 1rs.jpg |
| Level 2 | 2 Chevrons | C:\Users\GeilesS\AppData\Local\Microsoft\Windows\INetCache\Content.Word\WA CS Rank - Vocational Support Officer Level 2rs.jpg |
| Level 2A | 2 White Chevrons, 1 red Chevron | C:\Users\GeilesS\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\UVBAZ1QQ\WA CS Rank - Vocational Support Officer Level 2A.jpg |
| Level 3 | 3 Chevrons | C:\Users\GeilesS\AppData\Local\Microsoft\Windows\INetCache\Content.Word\WA CS Rank - Vocational Support Officer Level 3rs.jpg |
| Level 4 | 1 Bar | C:\Users\GeilesS\AppData\Local\Microsoft\Windows\INetCache\Content.Word\WA CS Rank - Vocational Support Officer Level 4rs.jpg |
| Level 5 | 2 Bars | C:\Users\GeilesS\AppData\Local\Microsoft\Windows\INetCache\Content.Word\WA CS Rank - Vocational Support Officer Level 5rs.jpg |

|  |  |  |
| --- | --- | --- |
| Work Camp | Insignia | Image |
| Work Camp Officer | WCO |  |
| Senior Work Camp Officer | Senior WCO 3 Stars | \\DMCBDPFPS05\Public$\Standards and Procedures\Operating Standards and Procedures\New Operating Policies and Procedures\6. Prison Current\1. Staff Admin and Prison Gov\1.4 Uniforms Dress standards Appearance\Images\WA CS Rank - Work Camp Senior Officer1.jpg |

|  |  |  |
| --- | --- | --- |
| Drug Detection | Insignia | Image |
| DDU Officer |  | Image.jpeg |
| DDU Coordinator |  | Image.jpeg |

|  |  |  |
| --- | --- | --- |
| Senior Prison Administrator | Insignia | Image |
| Assistant Superintendent | 1 Star and Crown | \\DMCBDPFPS05\Public$\Standards and Procedures\Operating Standards and Procedures\New Operating Policies and Procedures\6. Prison Current\1. Staff Admin and Prison Gov\1.4 Uniforms Dress standards Appearance\Images\WA CS Rank - Assistant Superintendent1.jpg |
| Deputy Superintendent | 2 Stars and Crown | \\DMCBDPFPS05\Public$\Standards and Procedures\Operating Standards and Procedures\New Operating Policies and Procedures\6. Prison Current\1. Staff Admin and Prison Gov\1.4 Uniforms Dress standards Appearance\Images\WA CS Rank - Deputy Superintendent1.jpg |
| Superintendent | 3 Stars and Crown | \\DMCBDPFPS05\Public$\Standards and Procedures\Operating Standards and Procedures\New Operating Policies and Procedures\6. Prison Current\1. Staff Admin and Prison Gov\1.4 Uniforms Dress standards Appearance\Images\WA CS Rank - Superintendent1.jpg |
| Assistant Commissioner | Crossed Tipstaves Wreath |  |
| Deputy Commissioner | Crossed Tipstaves Wreath and Star |  |
| Commissioner | Crossed Tipstaves Wreath and Crown |  |

Appendix I: Medals

|  |
| --- |
| Medal |
| Australian Corrections Medal |
| National Medal Ribbons |
| Military Ribbons |
| Department of Justice Long Service Ribbon |
| National Medal (ceremonial occasions only) |
| Military Medals (ceremonial occasions only) |
| Department of Justice Long Service Medal (ceremonial occasions only) |

# Appendix J: Facial Hair for users of Respiratory Protective Equipment

1. **Summary & Application**
   1. In accordance with section 8.2, Uniformed Officers may be required to use Respiratory Protective Equipment (RPE) throughout their duties.
   2. Facial hair has the potential to impact the effectiveness of RPE.
   3. In accordance with section 8.2.3, Uniformed Officers who are qualified to operate compressed air breathing apparatus shall maintain their facial hair in accordance with COPP 11.9 – Compressed Air Breathing Apparatus. This appendix does not apply to CABA qualified staff.
   4. Staff who are not required to operate CABA who choose to wear facial hair will refer to this Appendix.
   5. Where exceptional circumstances exist, such as the growing of hair in a specific way for religious practices, the processes described at section 8.3.2 and 8.8 will also apply in relation to facial hair.
2. **Respiratory Protective Equipment**
   1. Uniformed Officers may be exposed to respiratory hazards within the workplace, most commonly chemical agent (e.g. as part of a planned use of force or planned response to a major incident), and the gases, vapours and particulates present during and after fires.
   2. RPE is provided to staff to assist in mitigating the risks of respiratory hazards as part of a wider safe system of work.
   3. Full-face respirators are made available to staff for use in planned responses to incidents.
   4. P2 N95 masks are made available to staff for use in environments where COVID-19 risks may exist, in accordance with relevant COVID procedures.
3. **Australian Standard AS/NZS 1715:2009** 
   1. Australian Standard AS/NZS 1715:2009 Selection, Use and Maintenance of RPE (the ‘Standard’) sets out guiding principles for RPE use in the workplace.
   2. The Standard classifies the two models of full-face respirator as well as the models of P2 N95 masks made available to Uniformed Officers as ‘close fitting RPE’.
   3. The Standard further recommends that for wearers of ‘close fitting RPE’ to obtain optimal protection, a seal must be made and maintained against the skin; and that facial hair may impact the ability to obtain a good seal.
   4. The best option for maintaining a seal for close fitting RPE is for no facial hair to be present where the respirator seals to the face.
4. **Policy**
   1. The maximum effectiveness of all RPE provided to Uniformed Officers is only achievable whilst clean shaven where the respirator seals to the face. Staff must be aware of this and acknowledge that not being clean shaven may result in reduced effectiveness of RPE.
   2. Staff must familiarise themselves with the content of this appendix. Figure 1 provides styles of facial hair which are likely to provide for a good seal.

Figure 1 – Facial Hair Styles[[2]](#footnote-2) that provide for a sufficient facial seal to close fitting Respirators



1. r.9 *Prisons Regulations 1982* [↑](#footnote-ref-1)
2. https://blogs.cdc.gov/niosh-science-blog/2017/11/02/noshave/ [↑](#footnote-ref-2)