

# DRESS AND UNIFORM STANDARD POLICY

ACT CORRECTIVE SERVICES



**ACT**  
Government

Justice and Community Safety

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## **1 PURPOSE**

ACTCS employees must always uphold an appropriate and professional standard of dress, with consideration to the specific requirements of their role, and the WHS considerations within their work environment.

This policy provides instructions on the dress and uniform standards for all ACTCS employees.

## **2 SCOPE**

This policy applies to all ACTCS employees, both uniformed and non-uniformed staff.

## **3 PRINCIPLES**

- 3.1 Dress and Uniform standards must:
  - a. consider, and be responsive to, the inherent work health and safety risks of each workplace and
  - b. represent ACTCS in a professional manner, appropriate to the workplace and the nature of the work being undertaken.
- 3.2 Non-uniformed staff may wear cultural and religious dress in the workplace, providing that the dress does not pose a risk to health and safety or detract from a suitable professional standard.
- 3.3 ACTCS will make reasonable accommodations for uniformed officers who wish to incorporate cultural or religious dress into their uniform (for example, religious headwear). Uniformed officers must seek approval in writing from the Assistant Commissioner Custodial Operations who will respond within seven (7) business days.

## **4 UNIFORMED CUSTODIAL OFFICERS**

- 4.1 ACTCS will supply uniformed officers with uniforms that are in good condition, fit for purpose, and commercially supplied in a range of sizes.
- 4.2 The ACTCS uniform will be available in a variety of styles (which may include formal and operational), with options suitable for all climates.
- 4.3 Staff will ensure that their uniform is kept clean, tidy and in good repair. Uniforms which are stained, soiled, or otherwise unhygienic must not be worn.

- 4.4 A Senior Director, the Duty Manager or the Assistant Commissioner Custodial Operations may approve uniformed officers to wear civilian clothing for specific purposes such as escorts.

#### **UNIFORM STANDARDS**

- 4.5 Uniform shirts should be ironed and tucked into pants.
- 4.6 Boots should be cleaned and polished.
- 4.7 Name badges must be worn on the right-hand side breast pocket of the outer most layer of clothing. Officers who wish to wear their long service medal must wear this on the right-hand side. The ribbon may be worn during work, while the medal should be worn only during ceremonial events.
- 4.8 Should officers wish to wear nationally recognised medals (such as corrective service medals), these must be worn on the left-hand side.
- 4.9 Badges of rank must be worn on shoulder epaulets.

#### **GROOMING AND FACIAL HAIR**

- 4.10 Long hair must be tied up and secured above the collar for safety and security.
- 4.11 Fingernails must be kept at a length that will not impede the wearing of latex gloves or cause injury.
- 4.12 Custodial officers may wear facial hair, provided that beards/moustaches are kept trimmed and neat. Beards should not be at a length that may pose a risk to safety.
- 4.13 Staff may be required to use Compressed Air Breathing Apparatus (CABA) in accordance with the *Air Contaminant – Respiratory Protection Policy*. The safety *standard AS/NZS 1715:2009 Respiratory Protective Equipment* states that individuals should be clean shaven around their necks, cheeks and jaw in order to guarantee the formation of a proper seal. ACTCS recommends staff follow this advice and report for duty sufficiently clean shaven to facilitate the formation of a secure seal and to protect the health and safety of themselves and others.
- 4.14 A custodial officer who reports for duty in an untidy condition may be instructed by a Senior Manager to rectify their dress and appearance. Any absence from the workplace to rectify this is deemed to be unpaid leave and must be recorded as such, until the staff member has returned to duty, in accordance with the *Ethical Conduct Policy*.

## **5 ALL STAFF WORKING IN AN ACT CORRECTIONAL CENTRE**

- 5.1 The following provisions apply to uniformed officers and civilian staff working within a correctional centre.
- 5.2 There are inherent work health and safety risks within any correctional centre and staff must dress accordingly.
- 5.3 All staff must wear enclosed footwear in an ACT correctional centre.
- 5.4 Staff must use discretion and common sense when choosing what to wear in an ACT correctional centre, particularly when engaging with detainees. Clothing should not be revealing, and business casual is the minimum standard.
- 5.5 Clothing with large logos, political messaging, gang insignia or obscene/racist/offensive language or imagery is prohibited.
- 5.6 All staff must be easily identifiable – especially in an emergency. Name badges and/or Identity Cards must be visible at all times.

### **JEWELLERY, PIERCINGS AND TATTOOS**

- 5.7 Staff may wear analogue wristwatches, but smart watches and other internet-enabled devices are prohibited within all ACT correctional centres.
- 5.8 Excessive jewellery must not be worn within an ACT correctional centre, due to the risks this poses to safety and security. In general, a single set of ear studs, a simple necklace and wedding rings are appropriate. Rings should be taped where they may pose a risk to health or safety.
- 5.9 Religious necklaces and medical alert bracelets are permissible.
- 5.10 Facial piercings or large or hanging earrings (hoops, industrial bars etc) may pose a risk to health and safety and must not be worn within an ACT correctional centre.
- 5.11 Tattoos may be displayed, as long as they are not offensive. Offensive tattoos include racist imagery (such as swastikas or other white pride insignia etc.), gang-related tattoos, nudity, obscene words etc. Any tattoos that may be deemed to be offensive must be covered.

## **6 NON-UNIFORMED STAFF OUTSIDE CORRECTIONAL CENTRES**

- 6.1 The minimum standard that should be met by all staff is non-revealing clothing, and business casual dress.
- 6.2 Managers should discuss their requirements and expectations regarding professional standards of dress with staff. Managers may make reasonable

directions to staff regarding their dress where the dress is deemed to be unsafe or inappropriate for the workplace.

- 6.3 When determining what level of dress is required, consideration must be given to:
- a. the workplace environment
  - b. the nature of work being undertaken (including whether the staff member is in a client- or public-facing role)
  - c. any Work Health and Safety requirements inherent to the role or the workplace.
- 6.4 Tattoos may be displayed, as long as they are not offensive. Offensive tattoos include racist imagery (such as swastikas or other white pride insignia etc.), gang-related tattoos, nudity, obscene words etc. Any tattoos that may be deemed to be offensive must be covered.

## **7 STAFF ATTENDING COURT OR A SENTENCE ADMINISTRATION BOARD (SAB) HEARING**

- 7.1 CTU officers are to wear their standard uniform when attending court, ensuring that it is clean and presentable.
- 7.2 Non-uniformed staff attending court or a SAB hearing, must dress in formal business attire.
- 7.3 Further advice on what to wear to a court in the ACT may be found on their website here: <https://courts.act.gov.au/coming-to-court/what-to-do-say-and-wear>

## **8 IDENTITY CARDS AND NAME BADGES**

- 8.1 Identity cards are provided to all ACTCS staff. Staff must have their identity card with them while at work and present them upon request to verify identity.
- 8.2 Name badges (where provided) should be worn on the outer most layer of clothing so that staff can be easily identified.
- 8.3 Where a Working with Vulnerable People (WWVP) Card is a requirement for a staff member's role, it must be carried at all times and be presented upon request.
- 8.4 All ACTCS staff members wearing visible ACTCS or ACT Government identification outside of work must avoid conduct that could adversely affect the image or reputation of ACTCS and the ACT Government.
- 8.5 Staff are encouraged to remove visible ACTCS or ACT Government identification from their person when in public outside of work hours. This may act as a proactive

safety measure, and reduce the likelihood that staff are recognised by former detainees or community offenders.

## 9 RELATED DOCUMENTS

- Ethical Conduct Policy
- Air Contaminant – Respiratory Protection Policy
- [AS/NZS 1715:2009 Respiratory Protective Equipment](#)



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