COPP 1.2 Uniforms, Dress Standards and Appearance

Youth Detention Centres

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| PrinciplesIn context to the [Australasian Youth Justice Administrators Standards, 2009](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx)Staff demonstrate organisational, professional and ethical values and behaviour.[National Principles for Child Safe Organisations](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx)Policies and Procedures document how the organisation is safe for children and young people. |

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# Scope

This Commissioner’s Operating Policy and Procedure (COPP) applies to all Custodial Officers and staff employed to work at a Youth Detention Centre (YDC) and Perth Children’s Court Custody Centre.

# Policy

Custodial Officers employed by the Department of Justice (the Department) form part of a disciplined service and as such are required to present themselves in a professional manner and be suitably attired for their specific work activities and environment.

The Department promotes equal opportunity legislation and provides remedies in respect of discrimination on the grounds of sex, pregnancy, race, religious or political conviction, or involving sexual harassment. Uniform policies take into account the *Equal Opportunity Act 1984*, particularly for those staff who identify as a gender opposite to their biological sex or due to their religious convictions.

Allstaff are bound by the [Public Sector Standards in Human Resource Management](https://publicsector.wa.gov.au/publications-resources/instructions-standards-and-circulars/public-sector-standards-human-resource-management) (the Standards).This sets out the minimum standards required of all Western Australian public sector bodies and employees and is underpinned by the

*Public Sector Management Act 1994.*

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

# General Instructions

## Code of conduct

### All staff working for the Department are required to abide by the [Department of Justice Code of Conduct](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=code%20of%20conduct&ql=3081) (Code of Conduct) which clearly outlines the ethical principles, obligations and standards that apply when working for the Department.

### All Custodial Officers and non-uniform YDC staff shall read and have a clear understanding of the standards of conduct outlined within the [Code of Conduct.](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=code%20of%20conduct&ql=3081)

# Uniforms

## Custodial Officers

### Each Custodial Officer shall receive the standard uniform issue ([Appendix A – Youth Custodial Officer uniform issue](#_Appendix_A_–)) upon commencement of employment.

### Approved blue uniform shirts shall be worn by the following (unless otherwise directed by the Superintendent):

1. Senior Management Team (Assistant Superintendent and above)
2. Senior Officers
3. Unit Managers
4. Custodial Officers working at the Perth Children’s Court Custody Centre
5. Custodial Officers carrying out regional transport duties.

### Approved polo shirts shall be worn by all other Custodial Officers not listed in section 4.1.2.

### Custodial Officers must ensure that they practice good personal safety when wearing uniform during travel to and from work.

### Custodial Officers must wear a suitable civilian outer garment whilst travelling directly to and from work on public transport or in private vehicles so as to cover any insignia unless climate conditions do not allow for this.

### An off duty Custodial Officer may wear their uniform only for the purpose of attending an official function.

### Uniforms and identity cards shall not be left in vehicles.

### Custodial Officers reporting for work, shall wear the correct uniform at all times.

### Where issued with a uniform, Custodial Officers shall maintain their uniforms in good repair.

### When worn, all items should be clean, neatly pressed and worn in the correct manner.

### Custodial Officers reporting for duty in non-uniform clothing or with their uniform in an unacceptable condition shall be sent home to change in their own time by the Superintendent or their delegate.

### All uniform items shall be current approved Department issued or approved by the Superintendent.

### For Custodial Officers provided with a uniform, no civilian clothing is permitted to be visible except for:

1. Custodial Officers may wear a plain black t-shirt underneath a uniform shirt or blouse visible at the neck only
2. items approved by the Superintendent
3. working outdoors, Custodial Officers shall wear their issued hat/cap and shall be provided with access to sunscreen.

### Uniforms shall be laundered in accordance with the manufacturer’s specification.

### Uniforms damaged by misuse shall be repaired to the satisfaction of the Superintendent or replaced at the Custodial Officer’s own expense.

### Custodial Officers provided with a uniform shall only wear issued footwear or footwear approved by the Superintendent which meets Workplace Safety and Health (WSH) requirements.

### If a Custodial Officer requires special orthotics, a letter is required from their Doctor or Podiatrist every two years. If special footwear is required, it must be plain black with no coloured emblems, clean and tidy and must be worn with issued black socks.

### After the initial issue, all uniform items shall be exchanged on a fair wear and tear basis with the exception of socks. Socks can be replaced annually.

## Insignias of rank and identifying uniform

### Designated Senior Management Team members, Senior Officers and Unit Managers shall wear epaulettes showing insignias of rank reflecting their current appointment at all times, unless directed otherwise by the Superintendent.

### Superintendent shall wear gorgets with the tunic.

### Epaulettes showing insignias of rank must be visible at all times including when the issued jumper is being worn. Also refer [Appendix B – Insignia of Rank and Badges](#_Appendix_B_–).

### Custodial Officers must return all uniform components, upon cessation of employment as a Custodial Officer.

## Department Identification Cards

### Custodial Officers shall wear their Identification (ID) Card attached to the left breast pocket, left epaulette or for those without pockets on the left side of the belt with the name and photograph clearly visible.

## Damaged or lost uniforms

### Custodial Officers shall present any item of uniform that is to be replaced to the Coordinator of Finance for authorisation or replacement, unless uniform items subject to exchange at 'fair wear and tear' are:

1. lost/stolen – in which case a signed Statutory Declaration is required, and notification of the loss made to the Assistant Superintendent Security as soon as practicable once the Custodial Officer is aware of the loss.
2. Destroyed in compliance with WSH requirements (e.g. blood stained) – in which case an incident report should be lodged in accordance with [COPP 8.1 – Incident Reporting.](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

### Uniforms damaged at work shall be reported immediately to the Coordinator of Finance and replaced.

### Items of uniform are not to be left unattended in the YDC under any circumstances, unless in the following places:

 the staff amenities room, secured in a locker

the unit office of each general living unit

### Custodial Officers may not wear uniform headwear in the following circumstances:

1. inside a Department vehicle
2. acting as a pallbearer; or
3. in areas where the Superintendent has authorised for headwear to be removed.

### The only exemptions to the above circumstances are items of religious or protective headwear approved by the Superintendent (e.g. turban, head scarf, helmet).

## Medals and other items

### [Appendix C – Medals](#_Appendix_C_–) sets out the various medals that may be worn by Custodial Officers as applicable.

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

### Ribbons may be worn with Uniform of the Day on the dress blue shirt/blouse or tunic.

### Custodial Officers are not permitted to wear non-uniform badges, clips, patches or emblems unless authorised by the Superintendent.

### Non-uniform embellishments when worn, should be attached to the right hand side pocket.

# Appearance

## General

### All managers and supervisors are responsible for checking the dress standards and grooming of Custodial Officers.

### Uniformed clothing shall be fitted and worn appropriately taking into consideration the environment that Custodial Officers work in, the need for the Custodial Officer’s comfort and any WSH requirements.

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

### Uniform items must not be substituted with alternative or near equivalent non-issue items.

## Hair

### Custodial Officers shall maintain their hair in a neat and tidy fashion at all times and should not interfere with the proper wearing of any headwear issued as part of a Custodial Officer’s function.

### Long hair must be tied back in a manner so that the hair is above the collar.

### Exemptions are allowed for religious practices where hair is grown in a specific way because of religious requirements (e.g. turbans, head scarves).

## Fingernails

### Fingernails are to be kept clean and neatly trimmed at all times.

### Custodial Officers’ fingernails are not to extend further than beyond the tip of the thumb/fingers.

## Personal jewellery

### The Department is not responsible for damage to or loss of personal jewellery (including watches and sunglasses) whilst in a YDC or Perth Children’s Court Custody Centre.

### Custodial Officers may wear wedding, engagement, eternity and signet rings.

### Staff are able to wear a maximum of 2 pairs of plain conservative style ear studs or small hooped earrings (worn in the ear lobe). Any other visible body piercings shall be removed prior to entry into the YDC.

### Nose studs and tongue piercings must not be worn.

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

### Custodial Officers should always consider work place safety and health when wearing jewellery. Where there is a risk of injury, rings are to be removed or taped.

## Wrist watches

### Smartwatches are not permitted to be worn in the YDC where it has any of the following:

1. the watch has the capacity to insert a SIM card or has one pre-installed
2. The SIM card allows the watch to make phone calls and/or access the internet.

### It is the responsibility of Custodial Officers to understand the capabilities of the watch they are wearing in relation to section 5.5.1.

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

### Superintendents may provide written authorisation for Uniformed Officers to wear a Smartwatch for verified medical reasons. (such as, but not limited to monitoring heart rates).

## Tattoos and body modifications

### Visible tattoos or body modification are prohibited that:

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

### Custodial Officers who are unsure about the appropriateness of body art or modification should discuss it prior to modification with the Assistant Superintendent Security.

## Protective clothing and equipment

### Custodial Officers are subject to potential hazards at the YDC and where required, will be issued with appropriate protective clothing to provide comfort in the workplace and protect them against those hazards in accordance with WSH requirements[[1]](#footnote-1).

### All Custodial Officers shall be issued with personal infection control pouches as part of their uniform to be worn whilst on duty. Other YDC staff members may have pouches issued as required. These pouches shall be attached to the belt around the waist and shall be checked by staff to ensure equipment is in date at all times.

## Equal Opportunity and cultural requirements

### The Department is bound by the requirements of the Equal Opportunity Act and must not discriminate on grounds of gender[[2]](#footnote-2), or religious conviction[[3]](#footnote-3).

### The Department shall make every reasonable effort to ensure that uniforms consider the religious and cultural needs of officers. The Superintendent shall ensure Custodial Officers who wear such clothing (e.g. Turban) or items as part of their religion are allowed to do so but must remain identifiable and subject to the security and good order of the YDC. This shall be discussed with the Assistant Superintendent Security.

### 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.

## Department of Justice staff – non-uniformed

### Other employees of the Department not issued with a uniform, shall conform to the [Department of Corrective Services Dress Standard Policy](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=dress%20standard%20policy&ql=3081) (for non-uniformed staff). Ensuring that a standard of dress is maintained which reflects the Department’s professionalism and should be appropriate to:

1. the values of the agency
2. the type of work undertaken
3. The working environment.

# Annexures

## Related COPPs and documents

**Related COPPs**

* [COPP 8.1 – Incident Reporting](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

**Other Documents**

* [Department of Justice Code of Conduct](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=code%20of%20conduct&ql=3081)
* [Public Sector Standards in Human Resource Management (the Standards)](https://publicsector.wa.gov.au/publications-resources/instructions-standards-and-circulars/public-sector-standards-human-resource-management)
* [Department of Corrective Services Dress Standard Policy](https://dojwa.sharepoint.com/sites/intranet/human-resources/Pages/policies-procedures.aspx)

## Definitions and acronyms

| Term | Definition  |
| --- | --- |
| Assistant Superintendent | Officers designated by the Superintendent to be an Assistant Superintendent of the Detention Centre. |
| [Australasian Youth Justice Administrators Standards, 2009](http://justus/intranet/department/standards/Pages/ops-standards.aspx) | The standards describe the agreed standard for practice to be delivered by juvenile justice administrators. They are the agreed set of standards juvenile justice services agencies aspire to meet |
| Commissioner’s Operating Policy and Procedure (COPP) | Operational Instruments that provide instructions to staff how the relevant legislative requirements are implemented. |
| Custodial Officer | An officer with custodial functions, appointed under section 11(1) of the *Young Offenders Act 1994*; or a person who is appointed under section 11(1a)(a) as a custodial officer. This includes but is not limited to Youth Custodial Officers, Unit Managers and Senior Officers.  |
| Department | The department of the Public Service principally assisting the Minister in the administration of the *Young Offenders Act 1996* |
| Detainee | Means a person who is detained in a youth detention centre as defined in section 3 of the *Young Offenders Act 1994*. |
| 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. |
| Officers and Employees of Particular Classes | The following descriptions of classes of officers and employees are prescribed for the purpose of section 11(1a)(b) of the *Young Offenders Act 1994*, in regulation 49(2) of the *Young Offender Regulations 1995*:a) Medical staff persons who have undergone medical, nursing or health training and hold qualifications indicating successful completion of that training.b) Teaching staff persons who provide recreation or sports supervision, teachers, vocational trainers and social trainers.c) Program support staff counsellors, program facilitators and librarians.d) Centre support staff cleaning staff, laundry staff, gardening staff, vehicle driving staff, maintenance staff and hairdressers. |
| Public Service Officer | An officer employed in the State Government Public Service, subject to Part 3 of the *Public Sector Management Act 1994* and includes such officers and other persons as are necessary to implement or administer this Act. |
| Senior Officer | A Youth Custodial Officer who is substantive to this rank, or a Unit Manager, or Youth Custodial Officer acting in the capacity of Senior Officer, appointed by the Chief Executive Officer with reference to section 11 of the *Young Offenders Act 1994* |
| Staff | Any employee or officer of the Department of Justice, including a Public Service Officer, Youth Custodial Officer or an employee of a particular class; and any contractor who provides services to the Department of Justice. |
| Superintendent | In accordance with section 3 of the *Young Offenders Act 1994, ‘*The person in charge of a detention centre’ |
| Unit Manager | A Youth Custodial Officer substantive to this rank or Youth Custodial Officer acting in the capacity of Unit Manager, appointed by the Chief Executive Officer with reference to section 11 of the *Young Offenders Act 1994*. |
| Youth Detention Centre | A gazetted Detention Centre declared by the Minister to be a Detention Centre to accommodate male and female or male remanded or sentenced detainees. Refer to section 13 of *Young Offenders Act 1994.* |

## Related legislation

* *Equal Opportunity Act 1984*
* *Work Health and Safety Act 2022Public Sector Management Act 1994*

# Assurance

* It is expected that:
* The YDC will undertake local compliance in accordance with the [Compliance Manual.](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=operational%20compliance%20manual)
* Women and Young People, Head Office will undertake management oversight as required.
* Operational Compliance will undertake checks in accordance with the [Operational Compliance Framework.](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=operational%20compliance%20manual#k=operational%20compliance%20framework)
* Independent oversight will be undertaken as required.

Document Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version no | Primary author(s) | Description of version | Date completed | Effective date |
| 1.0 | Operational Policy | Approved by the Director Operational Projects, Policy, Compliance and Contracts | 7 May 2021 | 21 June 2021 |
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Appendix A – Custodial Officer Uniform Issue

|  |  |  |  |
| --- | --- | --- | --- |
| Item  | Combination  | Quantity issue  | Frequency issue  |
| Designated Senior Management Team |
| Tunic | Superintendent only | 1 | Fair wear and tear |
| Trousers/shorts  | Any combination  | 5  | Fair wear and tear  |
| Shirt long/short sleeves  | Any combination | 5  | Fair wear and tear  |
| Insignias of rank (Star(s) and Crown)  |  | 2  | One off  |
| Jumper/ Vest  | Any combination | 2 | Fair wear and tear  |
| Jacket |  | 1  | Fair wear and tear  |
| Socks  |  | 5 pairs | Annually  |
| Executive Belt |  | 1  | Fair wear and tear  |
| Cap/hat  |  | 2  | Fair wear and tear  |
| Black shoes  |  | 1 pair | Fair wear and tear |
| **Senior Officers**  |
| Trousers/shorts  | Any combination  | 5  | Fair wear and tear  |
| Shirt short sleeves  |  | 5  | Fair wear and tear  |
| Insignias of rank (3 Star)  |  | 2  | One off  |
| Jumper/ Vest  | Any combination | 2 | Fair wear and tear  |
| Jacket |  | 1  | Fair wear and tear  |
| Socks  |  | 5 pairs | Annually  |
| Belt – inner belt |  | 1  | Fair wear and tear  |
| Belt – rigid utility belt |  | 1 | Fair wear and tear |
| Gloves (+ keeper) |  | 1  | Fair wear and tear  |
| Cap/hat  |  | 2  | Fair wear and tear  |
| Black shoes  |  | 1 pair | Fair wear and tear |
| **Unit Manager**  |
| Trousers/shorts  | Any combination  | 5  | Fair wear and tear  |
| Shirt short sleeves  |  | 5  | Fair wear and tear  |
| Insignias of rank (2 Star)  |  | 2 | One off  |
| Jumper/ Vest  | Any combination | 2 | Fair wear and tear  |
| Jacket  |  | 1  | Fair wear and tear  |
| Socks  |  | 5 pairs | Annually  |
| Belt – inner belt |  | 1  | Fair wear and tear  |
| Belt – rigid utility belt |  | 1 | Fair wear and tear |
| Gloves (+ keeper)  |  | 1  | Fair wear and tear  |
| Cap/hat  |  | 2  | Fair wear and tear  |
| Black shoes  |  | 1 pair | Fair wear and tear |
| **Custodial Officers** |
| Trousers/shorts  | Any combination  | 5  | Fair wear and tear  |
| Shirt short sleeves  |  | 1 | Fair wear and tear  |
| Polo shirt  |  | 5  | Fair wear and tear  |
| Insignias of rank (1 Star) |  | 1 | One off |
| Jumper/ Vest | Any combination | 2 | Fair wear and tear  |
| Jacket  |  | 1  | Fair wear and tear  |
| Socks  |  | 5 pairs | Annually  |
| Belt – inner belt |  | 1  | Fair wear and tear  |
| Belt – rigid utility belt |  | 1 | Fair wear and tear |
| Gloves (+ keeper)  |  | 1  | Fair wear and tear  |
| Cap/hat  |  | 2  | Fair wear and tear  |
| Black shoes  |  | 1 pair | Fair wear and tear |

# Appendix B – Insignia of Rank and Badges

|  |  |
| --- | --- |
| Rank  | Insignia |
| Probationary Officer | Blank  |
| Youth Custodial Officer (polo shirt) | No Insignia |
| Youth Custodial Officer (dress uniform) | 1 Star |
| Unit Manager  | 2 Stars |
| Senior Officer  | 3 Stars |
| Assistant Superintendent | 1 Star and Crown |
| Deputy Superintendent | 2 Stars and Crown |
| Superintendent | 3 Stars and Crown |

# [Appendix C – Medals](#_Appendix_H:_Medals)

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

1. s.19 *Occupational Safety and Health Act 1984,* Division 2 [↑](#footnote-ref-1)
2. s. 35AA *Equal Opportunity Act 1984,* Part II AA, Division 1 [↑](#footnote-ref-2)
3. s. 54 *Equal Opportunity Act 1984,* Part IV, Division 2 [↑](#footnote-ref-3)