


Chapter:	<b>General Administration</b>	Classification:	<b>Public Document</b>
Subject:	<b>Dress Uniform</b>		
For:	<b>Adult Correctional Facilities and Head Office</b>	 Authorized by Executive Director	

## 1. Policy

- 1.1 Dress uniforms are to be worn by designated staff of adult correctional facilities and Head Office when representing the Correctional Services Division at various approved voluntary events and functions.


## 2. Designated Staff

- 2.1 All requests for a dress uniform will be submitted through the employee's chain of command to the Executive Director for approval. Each application will be accompanied with the reasons for the employee's request for the dress uniform.
- 2.2 Staff permitted to wear the dress uniform include
- 2.2.1 Executive Director
  - 2.2.2 Director
  - 2.2.3 Chief Superintendent
  - 2.2.4 Inspector
  - 2.2.5 superintendent, adult correctional facilities
  - 2.2.6 deputy superintendent, adult correctional facilities
  - 2.2.7 assistant deputy superintendent
  - 2.2.8 captain
  - 2.2.9 correctional officer

## 3. Designated Functions

- 3.1 Sanctioned functions include
- 3.1.1 national, provincial and municipal memorial services for correctional and other law enforcement personnel
  - 3.1.2 funeral services for active and retired correctional and other law enforcement personnel
  - 3.1.3 Remembrance Day ceremonies
  - 3.1.4 medal and award ceremonies, e.g., Exemplary Service Medal ceremonies, Premier's Award of Excellence ceremonies, long service award ceremonies
  - 3.1.5 graduations from training events

Page 1 of 4	Dated Issued: December 1, 2007 Date of Last Revision: April 15, 2011 Current Revision Date: July 6, 2022	Subject No. 2.06.02
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3.1.6 public functions, e.g., Correctional Week official events, Law Day, career fairs

3.2 The Executive Director may designate additional functions where dress uniforms will be worn

#### **4. Non-designated Functions**

4.1 Staff may request to wear their dress uniform at personal or private functions, e.g., weddings. All such applications will be made in advance in writing to the superintendent

4.2 The superintendent will approve or not approve the request to wear their dress uniform at personal or private functions

#### **5. Dress Uniform Issue**

5.1 The Correctional Services dress uniform was updated May 2020.

5.2 The Correctional Services dress uniform, as determined by senior management, will be reviewed on an annual basis. All current staff approved to wear the dress uniform will wear the version as approved by senior management.

#### **6. Guidelines**

6.1 Issued dress uniform will be worn as follows

6.1.1 insignia on both the tunic and shirt shoulder epaulets

6.1.2 Correctional Services badges on the left side of the tunic above the pocket

6.1.3 service stars placed directly above the right breast pocket

6.1.4 name tags are not to be on the dress uniform

6.1.5 no other pins are to be on the dress uniform


6.2 Forage caps are normally worn as follows

6.2.1 braid, corresponding to the rank insignia, is on the forge hat


6.2.2 normally outdoors and removed when indoors

6.2.3 removed outdoors for some events, e.g., outdoor church parades, consecration of colours, when honouring a dignitary

Page 2 of 4	Dated Issued: December 1, 2007 Date of Last Revision: April 15, 2011 Current Revision Date: July 6, 2022	Subject No. 2.06.02
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- 6.2.4 indoors in other circumstances, e.g., when participating in an indoor parade
- 6.3 When the invitation to an event specifies “Decorations”, full-size military and civilian orders, decorations and medals with ribbons and bars, are worn as follows
  - 6.3.1 medals are mounted on a medal bar and are attached to the tunic centred over the left breast pocket below the badge so that the ribbon is above the pocket and the medal hangs over the top of the pocket
  - 6.3.2 other orders and decorations are attached in accordance with the *Wearing of Orders, Decorations and Medals* as issued by the Chancellory of Honours.
- 6.4 When the invitation to an event does not specify “Decorations”, it is customary to wear the “undressed ribbon” alone, as follows
  - 6.4.1 worn centred, immediately above the left breast pocket
  - 6.4.2 additional “undressed ribbons” for military and other civilian orders, decorations and medals may also be worn in accordance with the *Wearing of Orders, Decorations and Medals* as issued by the Chancellory of Honours
- 6.5 All staff wearing the dress uniform will:
  - 6.5.1 wear the full uniform as described in section 5 above
  - 6.5.2 not delete or add any part of dress uniform
  - 6.5.3 wear only black or dark blue socks with the dress uniform
  - 6.5.4 be responsible for keeping the dress uniform clean, pressed and in good repair
  - 6.5.5 be responsible for the cleaning costs for their dress uniform
  - 6.5.6 wear issued footwear with the dress uniform and will be responsible to keep the footwear clean and shined
  - 6.5.7 be responsible for the repair or replacement cost for lost or negligent damage to the dress uniform
- 6.6 Correctional Services will replace parts of the dress uniform as required with normal wear.

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6.7 Staff wearing dress uniform will not be under the influence of intoxicants even when attending an event in off-duty hours.

**7. Return of Dress Uniform**

7.1 Dress uniforms are to be returned when the employee is no longer participating in approved events and functions, as requested by the director, and/or upon termination of employment.