


Chapter:	<b>General Administration</b>	Classification:	<b>Public Document</b>
Subject:	<b>Staff Uniform and Non-Uniform Guidelines</b>		
For:	<b>Correctional Facilities</b>	 Authorized by Executive Director	


**1. Policy**

- 1.1 The superintendent will ensure all purchasing is in accordance with
  - 1.1.1 Manual 300 Chapter 3, Section 3.1, Sustainable Procurement Policy
  - 1.1.2 Policy and Procedures, Subject No. 9.02.00, Purchasing Goods and Services
- 1.2 Appropriate uniform and non-uniform attire promote a professional image of Correctional Services and serves as a role model to individuals, public, courts and other outside agencies

**2. General Guidelines**

- 2.1 Staff will ensure their uniform or clothing is always neat and in good repair.
- 2.2 Uniformed staff will wear only approved issued clothing while on duty.
- 2.3 Uniformed staff will wear formal uniform shirt (not issued golf shirt) when
  - 2.3.1 participating in outside escorts
  - 2.3.2 attending court or other formal functions
- 2.4 Staff will not wear their uniform or any part of their uniform outside of working hours, except as provided for in policies and procedures or with the specific consent of the superintendent.
- 2.5 Staff will not alter their uniform in any manner except for alterations to accommodate size requirements.
- 2.6 Staff will return all issued items and professional identification when they cease to be employed by Correctional Services.
- 2.7 Uniform items returned in good order may be re-issued.
- 2.8 All staff will be issued a Correctional Services identification card and badge upon employment, in accordance with Policy & Procedures, Subject No. 2.05.00, Correctional Services Identification Card and Badge.


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### 3. Non-Uniform Staff

- 3.1 Non-uniform staff are required to wear professional business casual dress during scheduled hours of work or attending other work-related functions. Jeans are not regarded as business casual. Business casual clothing should
- 3.1.1 communicate professionalism, e.g., clean, pressed, not excessively worn or faded
  - 3.1.2 be without holes or frayed areas
  - 3.1.3 not contain advertisements or offensive words or slogans
- 3.2 Business casual clothing includes
- 3.2.1 cotton or khaki pants or capris
  - 3.2.2 golf shirt
  - 3.2.3 casual collared shirt
  - 3.2.4 sweater
  - 3.2.5 casual shoes (not sneakers)
- 3.3 Non-uniform staff are responsible to purchase their own clothing and will not be reimbursed.
- 3.4 Non-uniform staff may be issued a duty web belt to carry accessory items as listed in 6.2
- 3.5 As staff may be called to court or other professional meetings without notice, staff should anticipate the dress requirements for those locations, e.g., more formal business attire is the norm when attending court or meeting with professional groups or agencies, as follows
- 3.5.1 dress pants
  - 3.5.2 dress shirt (with or without a tie) or blouse/sweater
  - 3.5.3 dress shoes with socks/stockings
- 3.6 In situations where staff will be engaging in pre-arranged work-related recreational activities with youth, e.g., canoeing, hiking, that may require less professional, more recreational attire, event-appropriate clothing should be brought to the workplace to be worn for the duration of the recreational activity only. Correctional Services staff employed at the

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Nova Scotia Youth Centre (NSYC) are permitted to wear approved shorts in accordance with NSYC SOP.

- 3.7 Non-uniform staff during the summer months may wear business casual dress which may include
  - 3.7.1 capris
  - 3.7.2 casual pants
  - 3.7.3 long dress shorts, except in adult facilities
  - 3.7.4 golf shirts
  - 3.7.5 mid-length skirts
  
- 3.8 Non-uniform staff may participate in “casual days”. While the dress on approved “casual days” is more informal than regular business casual dress, the same general guidelines apply as is outlined in 3.1 above. If worn on casual days, jeans should be neat, clean and without holes.

**4. Maintenance Staff**

- 4.1 Maintenance Staff will have the following items issued upon employment
  - 4.1.1 1 pair shoes OR boots, steel-toed, CSA approved
  - 4.1.2 5 blue work shirts (2 can be issued golf shirts)
  - 4.1.3 3 pairs blue pants
  - 4.1.4 1 hat (baseball type)
  - 4.1.5 1 hat (toque)
  - 4.1.6 1 winter jacket (non-flashed)
  - 4.1.7 1 summer jacket (non-flashed)
  - 4.1.8 1 black belt
  
- 4.2 Replacement of these items will be as required and with the approval of the superintendent or delegate. Old clothing issue is to be returned upon receipt of new clothing issue.
  
- 4.3 Job related items to be acquired as identified with the approval of the superintendent or delegate.
  
- 4.4 Maintenance staff are permitted to wear only approved issued clothing while on duty.

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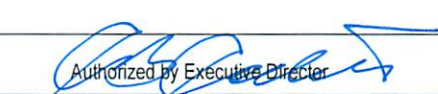
**5. Cooks/Cooks Helpers**

- 5.1 Cooks/Cooks Helpers will have the following issued upon employment
  - 5.1.1 1 pair black shoes, steel-toed, CSA approved
  - 5.1.2 3 pair black pants
  - 5.1.3 3 white only shirts
  - 5.1.4 1 kitchen smock
  - 5.1.5 1 black belt
  - 5.1.6 2 aprons
  
- 5.2 Replacement of these items will be as required and with the approval of the superintendent or designate. Old clothing issue is to be returned upon receipt of new clothing issue.
  
- 5.3 Cooks/Cooks Helpers are permitted to wear only approved issued clothing while on duty.

**6. Uniformed Correctional Officers and Managers**

- 6.1 The following standard uniform will be issued upon employment
  - 6.1.1 5 uniform shirts (4 of which may be golf shirts)
  - 6.1.2 3 pairs of pants
  - 6.1.3 1 three-in-one patrol jacket
  - 6.1.4 1 protective vest
  - 6.1.5 1 pair of shoes or boots
  - 6.1.6 1 sweater
  - 6.1.7 1 ball cap
  - 6.1.8 1 winter hat
  - 6.1.9 1 leather dress belt
  - 6.1.10 1 pair of search gloves
  - 6.1.11 2 name tags
  - 6.1.12 1 key pouch in facilities where a need has been identified
  - 6.1.13 uniformed managers will also be issued 3 pairs of epaulettes
  
- 6.2 Correctional officers, captains and assistant deputy superintendents (ADS) will be issued 1 duty web belt including
  - 6.2.1 keepers
  - 6.2.2 radio holder

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- 6.2.3 cuff holder
- 6.2.4 OC spray holder (correctional officers)
- 6.2.5 rounds button
- 6.2.6 first aid pouch
- 6.2.7 glove holder
- 6.2.8 flash light holder
- 6.2.9 key pouch
- 6.2.10 cut down knife (captains and ADS)

6.3 Replacement of these items will be as required and with the approval of the superintendent or designate. Old uniform issue is to be returned upon receipt of new uniform issue.


**7. Ordering Uniforms**

- 7.1 Superintendent or designate are to purchase uniforms through their own facility cost center.
- 7.2 Each facility is responsible to
  - 7.2.1 order staff uniforms directly from the vendor
  - 7.2.2 deal directly with the vendor regarding returns or incorrect shipments received

**8. Body Armour**

- 8.1 As authorized by the *Body Armour Control Act*, Superintendent or designate will issue body armour, also known as protective vests, to those staff who come into contact with inmates. Protective vests are made up of protective panels fastened inside specifically designed carriers.
- 8.2 Protective vests assigned to staff will only be worn while on duty.
- 8.3 Visitors or contractors may be requested to wear a facility provided protective vest as directed by the superintendent or designate.
- 8.4 Only Correctional Services issued protective vests are to be worn by staff, visitors and contractors.

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- 8.5 Staff are responsible to ensure the protective vest is properly cleaned and stored when not in use. Protective vests will be cleaned as follows
  - 8.5.1 remove panels before laundering carriers
  - 8.5.2 ensure panels are not submerged in water, or come in contact with solvents of any kind
  - 8.5.3 carriers and panels will be cleaned as per manufacturers specifications
  - 8.5.4 may be cleaned using correctional facility sanitizer machines facilities
  
- 8.6 Proper storage of the protective vests is essential to ensuring the continued integrity of the product as well as prolonging the life of the protective vest. protective vests will
  - 8.6.1 be kept clean and dry
  - 8.6.2 be hung or laid flat.
  - 8.6.3 not be left in direct sunlight
  - 8.6.4 not have other equipment placed on top
  
- 8.7 If a protective vest is lost or stolen, it is the responsibility of staff to report this incident to their supervisor in writing within 24 hours.
  
- 8.8 The protective vest is the property of Correctional Services and will be returned when requested by the superintendent or designate.
  
- 8.9 Protective vest panels will be destroyed by an approved vendor. The following information must be recorded and kept on file at the facility
  - 8.9.1 name of employee returning protective vest
  - 8.9.2 serial number of front panel
  - 8.9.3 serial number of rear panel
  - 8.9.4 date panels destroyed
  - 8.9.5 location of panels destroyed
  - 8.9.6 signature confirming panels sent for destruction

**9. Standard Operating Procedures**

- 9.1 Superintendents will detail in SOP the process for
  - 9.1.1 ordering uniforms
  - 9.1.2 issuing uniforms

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- 9.1.3 tracking uniform issued
- 9.1.4 retrieving uniforms upon termination of employment
- 9.1.5 destruction of protective vests