

## Youth Justice Policy: Uniforms

REFERENCE	61:F2018/286-27	
POLICY APPROVER	Name Title	Jeanette Kerr Deputy Chief Executive Officer Operations
	Date	6 November 2017
POLICY OWNER	Executive Director Youth Justice	
POLICY RESPONSIBILITY	Senior Director Youth Justice Programs	
IMPLEMENTATION RESPONSIBILITY	Manager Youth Programs - Superintendent	

### Document Control

VERSION HISTORY	EFFECTIVE DATE	REASON FOR UPDATE
Version 1.0	January 2017	Chief Executive Officer approval
Version 1.1	November 2017	Updated to include CPSU recommendations

NEXT REVIEW DATE	September 2019, or as required prior to the scheduled review date should issues arise that would significantly impact the effectiveness of this policy.
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## Policy Purpose

Territory Families is committed to ensuring a consistently professional approach to the provision of services to the community and the maintenance of the highest standards.

Youth Justice Officers are responsible for the care and safe custody of young people in detention and must maintain the highest professional standards at all times. Youth Justice Officers and are required to wear the approved Territory Families uniform at all times when on duty.

## Definitions

**YJO:** is a reference to Youth Justice Officers, Senior Youth Justice Officers, Shift Supervisors, the Superintendent and Deputy Superintendent.

**Officer in Charge:** the highest ranked member of the management team on shift at a Detention Centre.

## Authority / Responsibility

The Executive Leadership Group and Senior Managers have responsibility for ensuring that supervisors and employees understand and comply with this policy.

## Policy Statement

This policy applies to all Youth Justice Officers, Senior Youth Justice Officers, Shift Supervisors, the Superintendent and Deputy Superintendent.

The prescribed uniform is compulsory and must be worn at all times when a staff member is on duty, except when escorting a young person on a commercial aircraft or when it would be inappropriate to do so for security or safety reasons.

When the prescribed uniform is not required, the minimum dress standard is smart casual.

No part of the uniform is to be worn when staff are off duty, except when traveling directly to and from the workplace at the beginning and end of shift.

Washing, ironing and maintenance of the Uniform is the responsibility of the staff member.

A staff member arriving for duty without the compulsory uniform, or with a uniform that is damaged or unclean, will be stood down from duty by the Officer in Charge until they return to the workplace in uniform within an agreed time frame (allowing for travel to and from home to change into uniform).

A staff member who arrives for duty on more than one occasion without an approved uniform, or with a uniform that is damaged or unclean, may be subject to disciplinary action in accordance with PSEMA guidelines and regulations.

## Issuing of Uniforms on Commencement (new staff).

See details of [Attachment A: Approved Uniform Items](#)

### *Fulltime staff*

Full time staff will be issued the following uniform items on commencement of employment:

#### DARWIN

- 5 Polo shirts;
- 5 Cotton drill cargo pants or shorts (at least one pair must be long pants for court attendance);
- 1 pair of approved footwear;
- 1 Jacket (tactical fleece);
- 1 approved hat;
- 1 Raincoat; and
- 1 Belt

## ALICE SPRINGS

- 5 Polo shirts;
- 5 Cotton drill cargo pants or shorts (at least one pair must be long pants for court attendance);
- 1 pair of approved footwear;
- 1 Jacket (tactical fleece);
- 1 approved hat (embroidered);
- 1 Beanie;
- 1 Gloves;
- 1 Raincoat; and
- 1 Belt

### *Casual Staff*

Casual employees will be issue the following uniform items:

- 2 Polo shirts;
- 2 Cotton drill cargo pants or shorts (at least one pair must be long pants for court attendance);
- 1 pair of approved footwear;
- 1 Jacket (tactical fleece);
- 1 approved hat (embroidered);
- 1 Beanie (Alice Springs staff);
- 1 Raincoat; and
- 1 Belt

## Replacement of Uniforms

- Replacement uniforms will be supplied at no cost to staff, subject to fair wear and tear conditions, including when damaged during an incident causing the uniform to be permanently spoiled.
- Uniforms will be routinely replaced every two years.
- Previously issued uniforms must be returned at the time a replacement is issued.
- Replacement is subject to the approval of the cost centre manager.

### *Cessation of employment*

The YJO must surrender all uniform items on cessation of employment.

Uniforms are not to be disposed of by the YJO.

If medical advice is provided, non-uniform footwear can be purchased by the individual officer and reimbursement issued on provision of a tax invoice receipt – subject to prior approval on the particular footwear to ensure consistency with uniform style.

## Contacts

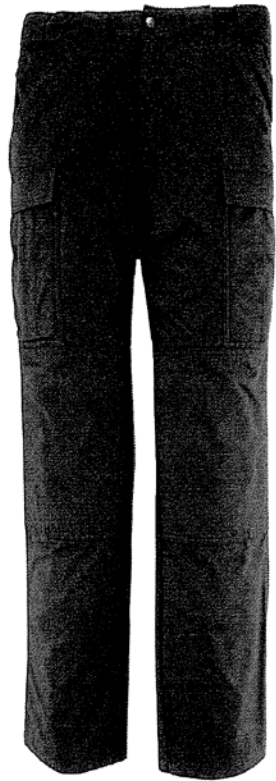
For any queries in relation to this policy contact the Director Operational Reform, Youth Justice

## Attachment A: Approved Uniform Items

### Youth Justice Officer - Approved Uniform shirts



Youth Justice Officer – Approved Uniform Trousers



Youth Justice Officer – Approved Footwear

