



Department of Justice and Public Safety
Adult Custody Services

Policy: **Dress regulations and Department B8**
Effective: October 2010
Revised: December 2022

MISSION STATEMENT

Adult Custody Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

PURPOSE

To establish a standard order of dress for uniformed employees and ensure employees present themselves in a professional manner regarding attire, personal hygiene, and appearance.

LEGISLATIVE AUTHORITY

[Corrections Act NB Regulation 35\(a\)](#)

SCOPE

This policy applies to all employees of the Adult Custody Services division of the Department of Justice and Public Safety.

POLICY GUIDELINES

All employees, while on duty, shall always maintain a high standard of personal grooming and appearance.

PROCEDURE

Uniformed Staff

All employees who are required to wear uniforms shall ensure that uniform articles are clean, pressed and in a good state of repair. Footwear shall be clean and properly shined.

Uniforms are always to be worn while on duty unless the nature of the assignment requires civilian or protective clothing to be worn.

Uniforms may be worn when traveling to and from duty. Uniformed employees eating at a licensed premise shall not consume any alcoholic beverage.

Pregnancy

Officers may be issued an alternative uniform design during pregnancy.

Neck Ties



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Officers may be required to wear neck ties, at the discretion of the Superintendent when dignitaries visit the centre.

Jewelry

Employees shall not wear necklaces, dangling/hoop earring or chains, which are visible while wearing staff uniforms.

Belt Buckles

The wearing of belt / buckles other than the standard issue belt is prohibited.

Hair

Hair of officers must be kept neat, groomed, and styled so as not to extend beyond the bottom of the back of the uniform collar: or must be styled so it does not create a hazard in the execution of duties. To achieve compliance with this policy, staff may elect to style or position their hair at the back of the head. Hair ornaments shall not be worn.

Religious Practice

First Nations staff may exercise their spiritual practice of wearing braided hair but are to ensure that the hair does not cover part of the ears and does not interfere with the individual's ability to perform operational duties.

Grooming – Air Demand Masks

Beards, mustaches, and sideburns shall be kept neat and tidy and shall not be of such length to impede the effective fitting and seal of an air-demand mask.

Forge Cap

Designated staff will be issued forge caps. In all cases, hairstyles must be of such a nature to allow the proper placement and wearing of the forage cap. The forge cap is to be worn with the cap squarely on the head and the under side of the cap peak approximately three finger widths above the bridge of the nose.

Forge caps are an integral part of the dress uniform and must always be worn when in dress uniform. Forge caps are not required to be worn:

- When inside a motor vehicle
- When attending a church service indoors
- When in court room.
- When otherwise ordered

Ball Style duty Cap

Staff wishing to utilize and wear a ball style cap, must do so with approval of Superintendent, all Caps worn are to be department issue, not to be altered or manipulated, kept in reasonable condition and free from any non departmental insignia or patches.

Name Bands

Employees shall wear their name bands above the pocket on the right side of the:

- Dress Shirt
- Sweater
- Patrol Jacket



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Medals/Ribbons

While the wearing of medals with work uniforms is prohibited, the wearing of ribbons on work dress is permitted.

- Employees shall provide to their centre Superintendent a list of ribbons and decorations they possess
- Only decorations and ribbons recognized under the Canadian Honours System will be approved
- Qualification badges or decorations such as wings and parachutes shall not be worn on the uniform
- Ribbons only shall be worn on the shirt above the left pocket

Training

Uniforms will be worn at all divisional training sessions, unless specifically exempted by the Training Supervisor.

Issuing of Uniforms

Uniforms will be issued to:

- Correctional Officers I, II, III
- Part-time Correctional Officers
- Casual Correctional Officers
- Recreational leaders
- Food services staff
- Maintenance staff
- Academic instructors (shop)

Damage or Loss

The employer, upon receipt of a written report, will replace or repair damage to uniforms resulting during the usual course of operations. Any damage which occurs due to misuse or loss may be the responsibility of the employee.

Exchange

Staff members will not exchange uniform issue items, among themselves, without the approval of the Superintendent.

Return

Staff members who terminate employment or are transferred to another job where uniforms are not issued, will return uniform issued and any issued security related items, as they remain the property of the Public Safety Department.

Staff that experience extended periods of leave may be asked to return all articles of uniform and security gear at the request of the Superintendent.

Inventory

An inventory of uniform items purchased, distributed, and returned for replacement will be maintained locally.

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Issue Schedule

Staff	Quantity	Regular Issue	Replacement Schedule
Recreation	1	Gym suit	Proof of wear
	3	T-shirts	
	1	Sneakers	
	2	Gym pants	
Cooks	4	Pants	Proof of wear
	4	Shirts	
	4	Aprons	
	2	Hats	
	1	Safety shoes	
Maintenance	1	Tunic	Proof of wear
	2	Pants	
	1	Safety boots or shoes	
	1	Overshoe	
	1	Overalls	
Officers	4	Shirts – long or short sleeve	Proof of wear
	4	Pants	
	4	T-shirts – navy blue/white	
	1	Ball style cap	
	1	Wool sweater	
	1	Steel toe boots	
	1	Winter gloves	
	1	Safety gloves – frisk	
	1	Patrol jacket	
	1	Name tag	
	1	Duty full belt	
	1	First aid pouch	
	1	Radio clip	
	1	Glove holder – frisk	
	1	Key holder	
1	Tie		

Note: MYC//NBWCC and Island view Residential Centre uniform issue will be outlined within local Standing Operational Procedures.

Dress Uniform

Dress uniform will be worn as outlined in the Public Safety Administration Manual for dress regulations

Non-Uniformed Staff

Non-uniformed staff shall wear personal clothing that is clean, pressed and in a good state of repair. Suitable attire normally includes dress pants and shirt with collar.



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RELATED POLICY

B7 Staff Conduct and Department
Adult Institutional Policy Manual N.B.

Volume 2, Section 2702 - Protective Clothing and Equipment
Administration Manual N.B.
<http://intranet.gov.nb.ca/finance/fincorp/adminman/uindexen.htm>

Article 27
CUPE 1251 Collective Agreement N.B.
<http://intranet.gov.nb.ca/finance/fincorp/jj/AGREMNTS/Collag1.htm>