21.3 Identification badges

Policy summary

All Corrective Services NSW (CSNSW) personnel are required to wear their identification badge while on duty.

Appropriate identification badges are provided for:

- uniformed personnel
- non-Custodial personnel
- security and intelligence personnel.

Visitors attending correctional centres and other CSNSW premises on official business are to be issued with and instructed to wear clearly labelled visitor identification.

Management of Public Correctional Centres Service Specifications

<table>
<thead>
<tr>
<th>Service specification</th>
<th>Professionalism and accountability</th>
</tr>
</thead>
</table>
**Scope**

This section applies to all correctional centres and other facilities administered by or on behalf of CSNSW.

It also applies to all CSNSW employees, and where relevant to other personnel such as Justice Health and Forensic Mental Health Network (JH&FMHN), contractors, subcontractors, and visitors.
Table of contents

1 Identification badges  4
   1.1 Policy  4
   1.2 Uniformed personnel  4
   1.3 Non-custodial personnel  4
   1.4 Security and intelligence personnel  4

2 Forms and annexures  6
3 Related COPP  6
4 Related documents  6
5 Definitions  6
6 Document information  7
1 Identification badges

1.1 Policy

CSNSW personnel are required to wear their identification badges at all times while on duty. Visitors on official business attending correctional centres and other CSNSW premises are to be issued with clearly labelled visitor identification that must be returned before the visitor leaves CSNSW premises.

Identification cards are to be issued to temporary staff and contractors only for the current period of their engagement with CSNSW. Access to CSNSW buildings, transport and other facilities for temporary staff and contractors is to cease at the close of business on the last day of their engagement, and their identification cards must be returned to their CSNSW supervisor.

The governor or Officer in Charge (OIC) of the work location are to ensure that all staff at their facilities wear an identification badge at all times while on duty. The Governor and OICs are also to ensure that identification cards for temporary staff, and contractors, and visitor identification are provided and worn.

1.2 Uniformed personnel

All uniformed personnel, other than Security and Intelligence (S&I) personnel, are to be issued with two types of identification badges:

- type 1 will display CSNSW emblem, given name, and surname
- type 2 will display CSNSW emblem and surname only.

Uniformed officers may elect to wear either form of the badge while working in a correctional centre. With the exception of S&I personnel, uniformed officers not working in a correctional centre should wear type 1 identification badge.

1.3 Non-custodial personnel

All non-custodial personnel are to be issued with a single identification badge, which will display given name, surname and CSNSW emblem.

Non-custodial personnel working with inmates in a correctional centre who prefer to wear an identification badge that only displays their first initial and surname can be provided with this form of badge on request. This badge will also display the CSNSW emblem.

1.4 Security and intelligence personnel

All S&I staff must be issued with an identification badge that displays surname only.

In any response situation where S&I staff are required to wear a mask, helmet or riot gear which obscures their identification badge, the equipment they are wearing must display a prominent and distinguishable identification number.
The Assistant Commissioner S&I (AC S&I), must maintain a register of equipment issued on a permanent basis to each officer showing the identification number of the equipment and the name of the officer to whom the equipment has been issued.

Where emergency response equipment is issued to staff members to deal with a specific situation, a record is to be maintained of the identification number of the equipment, the date of issue and return, and the name of the officer to whom the equipment was issued.
2 Forms and annexures
No forms and annexures

3 Related COPP
No related COPP

4 Related documents

Crimes (Administration of Sentences) Act 1999
Crimes (Administration of Sentences) Regulation 2014

5 Definitions

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC S&amp;I</td>
<td>Assistant Commissioner Security &amp; Intelligence</td>
</tr>
<tr>
<td>COPP</td>
<td>Custodial Operations Policy and Procedures</td>
</tr>
<tr>
<td>CSNSW</td>
<td>Corrective Services NSW</td>
</tr>
<tr>
<td>JH&amp;FMHN</td>
<td>Justice Health &amp; Forensic Mental Health Network</td>
</tr>
<tr>
<td>OIC</td>
<td>Officer in Charge</td>
</tr>
<tr>
<td>S&amp;I</td>
<td>Security and Intelligence</td>
</tr>
</tbody>
</table>
### 6 Document information

<table>
<thead>
<tr>
<th>Business centre:</th>
<th>Custodial Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver:</td>
<td>Kevin Corcoran</td>
</tr>
<tr>
<td>Date of effect:</td>
<td>16 December 2017</td>
</tr>
<tr>
<td>File reference:</td>
<td>D17/733212</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Reason for amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Initial</td>
<td>publication <em>(Replaces section 22.15 of the superseded Operations Procedures Manual)</em></td>
</tr>
</tbody>
</table>