



Commissioner's Memorandum

No: 2009/56

To: *Board of Management
Regional Executive Directors
General Managers/Superintendents
Directors, Area & District Managers Community Offender Services
Director Offender Policy
Director Corporate Strategy*

For the information of all staff

Subject: WEARING OF IDENTIFICATION BADGES

As a result of concerns raised by the NSW Ombudsman, I am reminding all Assistant Commissioners, Regional Executive Directors, General Managers and Managers Security to bring to the attention of staff the requirements to wear identification badges at all times, while on duty

This memorandum replaces ACO 2000/81 regarding wearing identification badges at all times while on duty.

CORRECTIONAL STAFF

All correctional staff are to be issued with two types of identification badges.

- **Type 1** will display given name, surname and Corrective Services emblem.
- **Type 2** will display surname only.

Correctional staff may elect to wear either form of the identification badges whilst working in a correctional centre. In all other instances, correctional staff are required to wear **Type 1** of the identification badge.

NON-CUSTODIAL STAFF

All non-custodial staff are to be issued with a single identification badge, which will display their given name, surname and Corrective Services emblem.

Non-custodial staff who prefer to wear an identification badge which only displays their first initial and surname can be provided with this form of badge on request. **Note** that this badge will also display Corrective Services emblem.

SECURITY DIVISION / LOGISTICS & STRATEGIC OPERATIONS PERSONNEL

All Security Division / Logistics and Strategic Operations staff are to be issued with an identification badge that displays their surname only.

In any response situation where an officer from this Division is required to wear a mask, helmet or riot gear which obscures their normal identification badge, then the equipment they are wearing must display a prominent and distinguishable identification number.

The Manager Security, Security Division / Logistics and Strategic Operations must maintain a register recording the identification number of the equipment and the name of the officer to whom the equipment has been issued on a permanent basis.

Where emergency response equipment is issued to other staff 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.

PURCHASE OF IDENTIFICATION BADGES

Both types of identification badges can be purchased directly from the supplier:

Directors, Area and District Managers Community Offender Services will ensure that staff are reminded of their obligation to wear identification badges while on duty.

- A report outlining the measures taken to ensure that identification badges are worn should be sent to the Regional Executive Director by 31st October 2009.

General Managers/Managers Security will ensure that:

- Local orders are issued to remind staff of their obligation to wear identification badges while on duty or in uniform.
- Copies of the local orders, accompanied by a report outlining the measures taken to ensure that identification badges are worn should be sent to Assistant Commissioners by 31st October 2009

Assistant Commissioners and Regional Executive Directors are to compile these reports for discussion at the next Assistant Commissioners and Regional Executive Directors meeting.

The Audit and Performance Management Branch has been asked to monitor compliance with the above measures.

All queries regarding this memorandum should be directed to Leon Smith at Offender Management and Operations.


RON WOODHAM
Commissioner

Date: *14/10/09*

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References:	Commissioners' Memo 2008/04