

Youth Justice Uniforms

Policy Determination 1.3

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1.0	1/01/2017	Operational Policy	Chief Executive Officer approval
1.1	15/11/2017	Operational Policy	Updated to include CPSU recommendations
1.2	1/11/2018	Policy Youth Justice	Updated to include all Youth Justice Business units
1.3	12/08/2020	Policy Youth Justice	Updated to include corporate/business shirt uniform addendum to the Purchase of non-issue footwear on medical advice
1.4	16/08/2022	Operational Policy	Rebrand and Administrative Update

Acronyms	Full form
CEO	Chief Executive Officer
CMS	Case Management System (IOMS, TRM, CCIS, CARE)
Department	Department of Territory Families, Housing and Communities
ELB	Executive Leadership Board
IOMS	Integrated Offender Management System
NT	Northern Territory
PSEMA	Public Sector Employment and Management Act 1993
SATS	Specialist Assessment and Treatment Services
SYJO and YJO	Senior Youth Justice Officer, and Youth Justice Officer
TL	Team Leader
YDC	Youth Detention Centre
YJ Act	Youth Justice Act 2005
YORET	Youth Outreach and Re-engagement Team

Contents

1. Policy purpose	4
2. Definitions.....	4
3. Authority / Responsibility.....	4
4. Policy statement	4
5. Issuing of uniforms on commencement (new staff).....	5
6. Replacement & disposal of uniforms.....	5
7. Purchase of non-issued footwear on medical advice	5
8. Cessation of employment	5
9. Occasional dress wear	5
10. Legislative basis.....	6
Appendix A.....	6

1. Policy purpose

- 1.1. The Department of Territory Families, Housing and Communities (the Department) is committed to ensuring a consistent, professional approach to the provision of services to the community while maintaining high standards.
- 1.2. Youth Justice Officers (YJO's) are responsible for the care, supervision and safe custody of young people in Youth Detention Centres (YDCs) and must maintain the highest professional standards at all times. YJO's are required to wear the approved uniform at all times when on duty.

2. Definitions

- 2.1. YJO refers to Youth Justice Officers, Senior Youth Justice Officers, Team Leaders, Security Systems Officers, the Superintendent and Deputy Superintendent.
- 2.2. Youth Justice Business Services staff refers to Administration Officers of the Business Support Unit.
- 2.3. The Superintendent (or their delegate) is the highest ranked member of the management team on shift at the YDC.

3. Authority / Responsibility

- 3.1. The Executive Leadership Board (ELB) and executives, the Superintendent and Executive Director of Youth Justice Operations (Detention), have responsibility for ensuring that supervisors and employees understand and comply with this policy.

4. Policy statement

- 4.1. This policy applies to all Youth Justice Operations and Business Services staff as defined above.
- 4.2. 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 vessel, or when it would be inappropriate to do so for security or safety reasons.
- 4.3. When the prescribed uniform is not required, the minimum dress standard is 'smart casual' with enclosed shoes (staff members can seek clarification from their supervisor to determine what attire is appropriate).
- 4.4. 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, or unless otherwise approved by the Superintendent or their delegate.
- 4.5. Laundering and maintenance of the uniform is the responsibility of the staff member.
- 4.6. 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 Superintendent or delegate until they return to the workplace in uniform within an agreed time frame (allowing for travel to and from home to change into their uniform).
- 4.7. A staff member who arrives for duty on more than one occasion without an approved uniform, or in a uniform that is damaged or unclean, may be subject to disciplinary action in accordance with *Public Sector Employee Management Act 1993* (PSEMA) guidelines and regulations.

5. Issuing of uniforms on commencement (new staff)

- 5.1. Staff will be issued required uniform items on commencement of employment: Refer to [Appendix A](#).

6. Replacement & disposal of uniforms

- 6.1. Replacement uniforms will be supplied at no cost to staff, subject to fair wear and tear, including when damaged during an incident causing the uniform to be permanently ruined.
- 6.2. Uniforms will be routinely replaced every two (2) years.
- 6.3. Previously issued uniforms must be returned at the time a replacement is issued (when within the 2 years).
- 6.4. Replacement is subject to the approval of the financial delegate.
- 6.5. All uniform clothing and equipment pieces are to only be disposed of by way of returning to the Business Support Unit team – contact tfhc.youthjusticeorders@nt.gov.au.

7. Purchase of non-issued footwear on medical advice

- 7.1. Non-uniform issue footwear when advised by medical staff can be purchased by staff subject to prior approval (from the Superintendent) to ensure consistency with uniform style.
- 7.2. A tax invoice receipt for the item is to be submitted for reimbursement via email to tfhc.youthjusticeorders@nt.gov.au with the written approval from the delegate. Reimbursement will be calculated at the equivalent cost of the normal uniform issue.
- 7.3. This process may also apply to other requests for non-uniform issue items, and in particular, for female officers who are pregnant.

8. Cessation of employment

- 8.1. All staff must return all uniform items to their supervisor on cessation of employment.
- 8.2. Uniforms are not to be kept or discarded by the individual staff member.

9. Occasional dress wear

- 9.1. The Department may issue customised uniforms to be worn during approved periods for special events or celebrations. If a YJO wishes to wear these during shifts out of the period permitted, Superintendent approval will be required.
- 9.2. Staff will be informed if the custom clothing is to be returned after the occasion, or can be kept within staff's possession, depending on if it has a NTG logo or Youth Justice reference on it.

10. Legislative basis

Youth Justice Act 2005¹

Youth Justice Regulations 2006²

Public Sector Employment and Management Act 1993³

Appendix A

	<p>Grey polo shirts</p> <p>Executive: 2 grey polo</p> <p>Superintendent 5 grey polo</p> <p>Dept. Superintendent: polo & corporate: - up to 5 shirts in total</p> <p>YDC Staff: FT 5 grey polo</p> <p>YDC Casual: PT 2 grey polo</p>
	<p>Blue corporate shirts</p> <p>Executive: 2 corporate</p> <p>Dept. Superintendent: Minimum 1 corporate</p>
	<p>Approved shoes, belt and hat</p> <p>YDC Staff:</p> <ul style="list-style-type: none"> • 1 pair approved shoes; • 1 belt; and • 1 hat. <p>Note: YDC Staff Alice Springs also get 1 beanie.</p>

¹ <https://legislation.nt.gov.au/Legislation/YOUTH-JUSTICE-ACT-2005>

² <https://legislation.nt.gov.au/Legislation/YOUTH-JUSTICE-REGULATIONS-2006>

³ <https://legislation.nt.gov.au/Legislation/PUBLIC-SECTOR-EMPLOYMENT-AND-MANAGEMENT-ACT-1993>

	<p>Blue cargo pants or shorts YDC Staff: 5 pairs blue cotton drill pants or shorts. At least 1 pair long pants for Court wear</p>
	<p>Tactical fleece jacket YDC Staff: 1 lightweight tactical fleece jacket OR</p>
	<p>Raincoat YDC Staff: 1 raincoat</p>
	<p>Business services polo Business: 5 polo dress shirts</p>