

Custodial Operations Policy and Procedures

21.3 Identification cards and name badges

Policy summary

All Corrective Services NSW (CSNSW) personnel are required to carry their CSNSW issued identification card while on duty.

Appropriate identification cards are provided for uniformed personnel and non-custodial 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.

Approved type 1 or 2 name badges may be worn by all employees.

All correctional officers wearing service or ceremonial dress orders must wear the appropriate style of name badge.

Management of Public Correctional Centres Service Specifications

Service specification	Professionalism and accountability
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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.

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1 Identification cards and name badges

1.1 Policy

All CSNSW personnel are required to produce their issued identification card while on duty if directed to when entering any correctional centres and other CSNSW premises

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 are supplied with an identification card and name badge. 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 Name Badges

All employees are entitled to Type 1 and/or Type 2 Name Badge and may be worn on shirts, blouses, jumpers, and general duties jackets.

Approved Name Badge styles are as follows;

Type 1 – First name and surname with metal insignia

Type 2 – Surname only with metal insignia

Name Badges that include the rank and/or title of the CSNSW staff member can only be approved by the relevant Director level and above.

The Name Badge is worn centrally on the right breast 3mm above the pocket flap. When wearing any garment without breast pockets, the Name Badge is worn centrally on the right breast with the top of the badge 21 cm below the top centre of the shoulder.

Only the approved styles of Name Badges may be worn while on duty. The approved Name Badge worn by officers up to Manager of Security rank is described as black in colour with a silver border and silver CSNSW crest. The Name Badge for Superintendent rank and above is black in colour with a gold border and gold CSNSW crest.

Name badges should not be worn while travelling to and from work or between work locations regardless of whether travelling in a private motor vehicle, motorcycle, or public transport.

1.3 Name badges: correctional officers

All Correctional Officers and Corrections Industry officers, except Corrections Intelligence Group (CIG) and Security Operations Group (SOG) officers, are entitled to Type 1 and Type 2. CIG and SOG officers are only issued with Type 2 Name Badge.

- Type 1 or Type 2 name badge may be worn with Operational Dress 1A, 1B, and 7A while on duty.
- Type 1 name badge is always to be worn on Service Dress 3A and Ceremonial Dress 4A.
- Name badges are not required to be worn on Mess Dress 5A.

1.4 Name badges: non-custodial personnel

All non-custodial personnel, other than Corrections Intelligence Group (CIG) and Security Operations Group (SOG) personnel, are to be issued with one of the below types of name badges:

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

CIG and SOG non-custodial personnel should only be issued with Type 2 Name Badge.

Name badges must be worn at all ceremonies or formal events.

2 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

3 Definitions

CIG	Corrections Intelligence Group
COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services NSW
JH&FMHN	Justice Health & Forensic Mental Health Network
OIC	Officer in Charge
SOG	Security Operations Group

4 Document information

Business centre:	State-wide Operations
Approver:	Dr Anne Marie Martin
Date of effect:	02 January 2024
EDRMS container:	18/7477

Version	Date	Reason for amendment
1.0		Initial publication (<i>Replaces section 22.15 of the superseded Operations Procedures Manual</i>)
1.1	12/03/20	General formatting update and improvements
1.2	02/01/24	Deleted all references to S&I. Name changed from <i>Identification badges</i> to <i>Identification cards and name badges</i> . Subsection 1.1 <i>Policy</i> – changed identification cards must be “produced” from “worn”. Subsection 1.2 title changed to <i>Name badge</i> , changes to circumstances in which badges are worn. Subsection 1.3 wording changed in line with 1.2 above. Subsection 1.4 <i>Security and Intelligence personnel</i> deleted.
