



GUIDELINES



351-1

CSC UNIFORMS, DRESS CODE AND SCALE OF ISSUE

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Commissioner, Corporate Services

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GUIDELINES 351-1 - CSC UNIFORMS, DRESS CODE AND SCALE OF ISSUE

OBJECTIVES

1. To identify uniform clothing entitlements for employees of the Correctional Service of Canada (CSC), including the CSC work and dress uniform, special occupational clothing and protective clothing items.
2. To ensure that CSC employees who wear CSC uniforms do so in a consistent manner that reflects positively on themselves and on the Service. The deportment and appearance of the wearer will reflect the professionalism of all Service personnel and the effectiveness of the Service in fulfilling its mandate.
3. To permit the easy identification of CSC personnel by inmates, other staff and the general public.

AUTHORITIES AND CROSS-REFERENCES

4.
 - a. Uniforms Directive, Treasury Board of Canada Secretariat;
 - b. Personal Protective Equipment and Clothing Directive, Treasury Board of Canada Secretariat;
 - c. Code of Discipline in the Correctional Service of Canada;
 - d. Code of Values and Ethics for the Public Service, Treasury Board Secretariat;
 - e. Standards of Professional Conduct in the Correctional Service of Canada;
 - f. Commissioner's Directive 351, Employee Clothing Entitlements;
 - g. Canada Labour Code, Part II: Duties of employer; and
 - h. Fire Safety Manual, Treasury Board Standard, Use of respiratory Equipment.

RESPONSIBILITIES

5. Technical Services at National Headquarters is responsible:
 - a. to establish the type and specifications of all clothing items that comprise CSC uniforms and other Service-issued clothing entitlements; and



- b. to determine the frequency, clothing issue dates and scale or quantity of issue of employee clothing items.
6. The Institutional Head is responsible to ensure that sufficient funding is available to meet all local clothing-related requirements. The Institutional Services at all sites shall be responsible for funding any initial alterations that may be required to the Service-issued cargo pants. Institutions may use inmate tailors following the initial issue, before going to an outside tailor. All subsequent alterations shall be the responsibility of the employee. All commercial purchases of special occupational and protective clothing and other items to be sourced locally as identified in the attached annexes, will be funded from the individual Materiel Management or Institutional Services budget.
 7. While on duty, all CSC employees will dress in neat and conservative attire appropriate to their assignments.
 8. Employees must wear CSC uniforms, and CSC-issued occupational clothing items, in strict compliance with this document. No visible additional items or substitution of “look-alike” items are permitted, unless authorized in this document.
 9. CSC personnel must maintain their CSC uniforms and other CSC-issued clothing and equipment in a clean, neat and serviceable condition. CSC-issued clothing must be worn in a manner that displays a professional approach to their assigned duties and is representative of CSC. Uniformed employees, when dressed in their uniforms, whether on-duty or off-duty, are subject to public scrutiny and will not:
 - a. participate in labour action activities;
 - b. participate in political activities;
 - c. engage in selling or soliciting activities;
 - d. engage in any other action or behaviour which society would deem inappropriate for a uniformed Service employee;
 - e. wear CSC uniforms in public, except to travel to and from work, or in special circumstances approved by the Institutional Head; or
 - f. mix uniform and non-uniform clothing items, for casual or other wear (e.g. baseball cap);
 - g. alter the original look of the uniform (work or dress) in any way.

Inspections

10. Supervisory staff (which may be accompanied by a member of the union) must undertake regular uniform and grooming reviews of all uniformed staff. Violations of uniform and grooming standards must be corrected promptly. Any employee who fails to do so will be reported in writing to the supervisor’s immediate superior for additional corrective or disciplinary action, if deemed necessary.



CSC UNIFORMS

Entitlements

11. All Correctional Officers / Primary Workers, including Administrative and Discharge Officers, Visits and Correspondence Officers, Dog Handlers and Security Maintenance Officers and Recruits will receive the CSC uniform as prescribed in Annex A-1 (work) and Annex A-2 (dress). The new work uniform is to be ordered and issued at Staff College before the new officer's graduation and before the new officer's report to their institution. Recruits who have successfully completed the Correctional Training Program and are participating in a graduation ceremony shall be issued their uniform in time to wear it at the ceremony. Officers who are participating in core training exercises will receive the CSC work uniform for graduation including a parka and a bomber jacket. Correctional Supervisors / Assistant Team Leaders will receive the same CSC work uniform, except their uniform shirts will be light blue in colour. Unit Managers / Team Leaders will not be issued the CSC uniform.
12. All items listed in Annexes A-1 and A-2 are stocked at the National Depot.

Secondments, Term and Part-Time Employees

13. Full-time employees entitled to the full scale of issue who are seconded to a position where they are not required to wear their uniform, will be entitled to replace uniform items they require only when they return to their substantive position. Upon return to the substantive position, full-time employees who are required to wear the CSC uniform will be entitled to yearly maintenance points. These will be pro-rated on a monthly basis, according to their tenure in their base position.
14. CSC employees who are seconded to a position requiring them to wear the CSC uniform, will be entitled to the footwear allowance and the full scale of issue of the CSC work uniform only. They will be entitled to the full scale of issue of the work and dress uniform, and to yearly maintenance points only if their secondment extends beyond six months.
15. Part-time employees will be given a complete scale of issue of the work uniform only (Annex A-1). A dress uniform will not be issued to part-time employees.

Order of Dress – CSC Uniforms for Men and Women

16. Order of dress specifies that several combinations of articles of uniform clothing and accessories must be worn according to the occasion and the season.
17. The CSC work and dress uniforms provide immediate and distinct identity to those who wear them. Only authorized personnel, including recruits are to wear these CSC uniforms.



18. Except where specifically authorized in this document:
 - a. only Service-issued uniform items will be permitted, without substitution;
 - b. no unsuitable or inappropriate clothing items will be worn with Service uniforms (e.g. scarves, white socks, t-shirts other than the approved black t-shirt) and
 - c. uniforms will be devoid of all ornaments, such as pins that are not authorized as part of the uniform.

Measurement Chart for Special Sizes (Clothing)

19. All requirements for specially sized clothing items are to be addressed to the National Headquarters Manager, Institutional Services, who will provide a body and garment measurement chart. The chart will be used to record all the necessary information to obtain the correct size of individual Service-issued clothing items for both men and women officers.
20. Body and garment measurement charts exist for the following CSC uniform items, both men and women:
 - shirt, long and short sleeve
 - pullover, long sleeve
 - cargo pants
 - trousers, dress uniform
 - forage cap
 - jacket winter, bomber style or parka
 - coveralls
 - smocks.

The measurement charts can be obtained by contacting:

Manager, Institutional Services
Support Services Division
Technical Services Branch
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9



CSC WORK UNIFORM

21. The components of the CSC work uniform and the manner in which they should be worn are described below.

CSC UNIFORM (WORK) – ORDER OF DRESS (CSC-issued clothing items only – no substitutions)		
ITEM	DESCRIPTION	HOW WORN
Work shirt	Midnight navy (or light blue for supervisory staff <i>only</i>), 65% polyester, 35% cotton, Bounty Set US, shoulder rank epaulettes, a shoulder flash on each arm, three permanent creases in back only, long tail, two breast pockets with flaps (no points) and button closures, pencil holder (left pocket), two eyelet holes above left pocket. Available in short sleeves (for summer wear) and long sleeves (for winter wear).	<i>Always</i> worn tucked inside the pants, with shoulder rank sleeves. Top two buttons of the shirt are left open so the neckline of the t-shirt can be seen. If the t-shirt is not worn, than the first button of the shirt is to remain open and the second button is to be closed. Long sleeves will normally be fully extended and shall be buttoned at the cuff.
Rank sleeves	Removable, midnight navy blue with gold bars (1, 2, 3 or 4).	Fitted over shirt epaulettes on both shoulders. (Also added to shoulder epaulettes on sweater and outerwear).
T-shirt	Jet-black, 50% polyester/50% cotton, washable, long lasting, dye retainable.	Worn at the officers' discretion under the work shirt and tucked inside the pants. Altering of the t-shirt from its original state will not be accepted, (e.g. writing on the t-shirt, pictures added to the t-shirt, etc.)
Name Tags	ID Badges	As per Security Policy, employees must wear security ID Badges.
Cargo pants	Midnight navy cloth twill, 65% polyester/35% cotton, all-service drill, low waist, inside waistband, fly closure (single clip, single button), side pocket (slit), back pocket with button closure, cargo pocket with button-down flap, no reinforced knees, 1.5-inch belt loops, three keepers for utility belt (one in back, two in front), no pleats, tapered leg.	<i>Never</i> worn tucked into the socks or boots.
Socks, work	Black.	Never worn rolled down or pulled over pants.
Utility belt	Two layers of 2 inch wide, nylon webbing, closing with a side-release buckle.	To be worn through the 3 keepers.
Belt, black	Leather, 1.5 inches, front buckle closing.	To be worn through the 7 regular belt loops of the cargo pants.
Baseball cap	Navy blue, pre-curved peak, cloth twill, 65% polyester/35% cotton, embroidered CSC crest on the centre front, "CSC/SCC" on back, with adjustable leather back strap.	To be worn in or outdoors. The peak of the cap is to be worn at the front. No pin and/or insignia are to be added to the baseball cap. Altering of the baseball cap will not be accepted.
Footwear	Black leather or polishable synthetic fabric,	Tied in such a way that the officer



CSC UNIFORM (WORK) – ORDER OF DRESS (CSC-issued clothing items only – no substitutions)		
ITEM	DESCRIPTION	HOW WORN
	shined at all times. High cut including black laces with ankle protection approximately 6 inches (15 cm). Conventional style in keeping with the uniform. Uppers will be of a silicone-tanned water-repellent leather. Sole will be of vulcanized lug-type pattern and have a puncture-resistant steel plate. Toe protection will be made of steel and/or composite material that meets CSA standards. Heal will not be more than 1.5 inches (4 cm) in height.	feels comfortable.
<i>Official Pins & insignia</i>	Any official pin and/or insignia from an accredited bargaining agent or employee organization as defined in the Public Service Labour Relations Act that has been pre-approved by the Assistant Commissioner, Human Resource Management Sector.	Worn on the left breast pocket on the right corner of the breast pocket flap of the work shirt.

Footwear Allowance

- 22. All uniformed CSC personnel will receive an annual footwear allowance of \$100, payable during each fiscal year.

Any employee requiring special orthopaedic footwear must rely on the Public Service Health Care Plan (PSHCP) for additional financial support. The institutional liability is limited to the portion of expenses not totally funded by the plan less the \$100 allowance that is already provided. For those staff not in the PSHCP, reimbursement will be limited to what benefits the employee would receive if they were a member of PSHCP.

The Service will consider and review all reasonable requests for the refit and repairs of orthotics, or the justification for additional devices prescribed in writing by a physician or podiatrist.

- 23. CSC personnel entitled to the annual footwear allowance who are seconded to a position where they are not required to wear their uniform, will be entitled to the allowance only when they return to their original position.
- 24. CSC personnel who are seconded to a position requiring them to wear the CSC uniform, will be entitled to the footwear allowance as part of the uniform issue.



Items for Inclement or Cold Weather

25. The CSC work uniform may be augmented with the following Service-issued items in inclement or cold weather:

ITEM	DESCRIPTION	HOW WORN
<i>Sweater</i>	Navy blue, long-sleeve OR sleeveless, V-neck, pullover.	Worn with shoulder rank sleeves, shoulder flashes (refer to paragraph 21), <i>always</i> worn outside (on top of) the pants.
<i>Raincoat</i>	Navy blue.	Worn with shoulder rank sleeves, and all buttons fastened or with the top button only undone.
<i>Bomber jacket OR Parka</i>	Navy blue.	Worn with shoulder rank sleeves, fully closed, with all slide fasteners in the closed position except when carrying a radio or a side arm.
	Navy blue.	Worn with shoulder rank sleeves, all buttons fastened or with the top button only undone.
<i>Winter hat</i>	Muskrat fur.	Worn squarely on the head with the strap fastened over the top of the hat or under the chin.
<i>Gloves OR Mitts</i>	Black leather, lined.	

26. While no changeover dates are specified, CSC National Headquarters recommends that uniformed employees wear short-sleeved shirts in summer and long-sleeved shirts, as well as sweaters and warmer outerwear, in winter. CSC-uniformed employees may, however, choose to wear long or short-sleeved shirts year-round, and may wear sleeveless sweaters on cooler summer days. As professionals, uniformed CSC employees are expected to dress appropriately for the season and select their daily uniform attire according to prevailing local weather conditions.



CSC DRESS UNIFORM

27. The components of the CSC dress uniform and the manner in which they should be worn are described below.

CSC UNIFORM DRESS WITH REGALIA – ORDER OF DRESS (CSC-issued clothing items only – no substitutions)		
ITEM	DESCRIPTION	HOW WORN
<i>Dress Shirt</i>	White, long sleeves, 65% polyester, 35% cotton, Bounty Set US, shoulder rank epaulettes, two shoulder flashes one on each arm, three permanent creases in back only, two breast pockets with flaps (no points) and button closures, long tail.	<i>Always</i> worn tucked inside the pants, with shoulder rank sleeves. Long sleeves must normally be fully extended and buttoned at the cuff (<u><i>a/ways</i></u> in public).
<i>Rank Sleeves</i>	Navy blue with gold bars (1, 2, 3 or 4).	Fitted over shirt epaulettes on both shoulders. (Also added to shoulder epaulettes on tunic and outerwear).
<i>Trousers</i>	Navy blue, with a herringbone grey stripe approximately ¾-inch wide starting at the waistband and continuing down the outside of each leg.	<i>Always</i> pressed, with one full-length crease front and back.
<i>Skirt</i>	Women officers may opt to wear a skirt in lieu of trousers (see paragraphs 29-30).	<i>Always</i> pressed, with skirt properly aligned from front to back.
<i>Belt, Dress</i>	Black leather, 1.5 inches, gold-coloured front buckle closing.	To be worn through the regular belt loops of the dress trousers.
<i>Tunic</i>	Navy blue, with brass collar dogs (crossed keys and torch) on each lapel, embroidered marksmanship badge (rifle and pistol, cloth) on right sleeve and years of service (cloth) on left sleeve, no other badges of any kind. Refer to paragraphs 35 to 39 for placement of medals and badges.	Worn fully buttoned at all times.
<i>Forage Cap</i>	Navy blue, with gold metal CSC cap badge and black patent peak.	Worn squarely on the head.
<i>Socks, Dress</i>	Black.	Work socks cannot be rolled down nor pulled over pants.
<i>Dress Accessories</i>	White gloves, lanyard, gold-braided ceremonial belt, Service necktie, tie bar and CSC gold shoulder pins.	
<i>Name Tags</i>	Gold pin with black lettering.	Name tags will be worn on the right side of the tunic centred 0.5 cm above and parallel to the top seam of the left breast pocket.



Official Pins & insignia	Any official pin and/or insignia from an accredited bargaining agent or employee organization as defined in the Public Service Labour Relations Act that has been pre-approved by the Assistant Commissioner, Human Resource Management Sector.	The pin may also be worn on the left lapel of the dress tunic.
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28. When dressed in the CSC dress uniform, CSC personnel must wear their own black, oxford-style shoes with black laces (no loafers), well polished at all times. In inclement weather, black slip-on or zip-up overshoes may be worn *outdoors only*.

Note: Work boots must not be worn with the CSC dress uniform.

Skirts

29. In lieu of trousers, women officers may choose to wear the CSC approved A-line, three quarter length skirt with their dress uniform. This skirt must be made in the same fabric and colour as the dress uniform tunic and trousers. The skirt must have a narrow waistband, back zipper and button closure, two-thirds lined, two-gore front and back, and two-inch hem turned-under with the edge pinked or taped.

30. When wearing a skirt, women officers must wear nylons or pantyhose of a solid beige (non-patterned) colour that complement the uniform. Plain low-heeled (maximum 1-1/2 inch heel) black leather pumps, well polished at all times, are acceptable. In inclement weather, black slip-on or zip-up overshoes may be worn *outdoors only*.

Dress Uniform Without Regalia

31. The dress uniform without regalia must be worn by authorized CSC personnel to attend court appearances and public meetings.

32. The dress uniform must be augmented in inclement or cold weather with the following Service-issued items *only* (issued with the CSC work uniform, and worn as specified above): raincoat or parka, and gloves.

Dress Uniform With Regalia

33. The dress uniform with regalia must be worn by authorised CSC personnel to attend:

- a. military, police or CSC functions at which a uniform is required for all entitled participants;
- b. Service funerals and related religious services;
- c. Remembrance Day services and parades;



- d. other functions, only with the approval of the Institutional Head; or
- e. the Police and Peace Officer's Memorial Service.

Regalia

- 34. Regalia (gold braided belt, lanyard, white gloves, tie bar) must be worn on special occasions and for parades as designated by the Institutional Head, by members of Guards of Honour or by uniformed staff assigned as special escort to a senior official or dignitary.

Medals, Decorations, Citations and Ribbons

- 35. CSC ceremonial officers who are entitled to wear medals, citations and decorations must do so *only* on the tunic of the dress uniform.
- 36. Full-size medals and decorations must be worn for dress and other full regalia occasions when prescribed in the relevant orders. Such occasions include investitures, service funerals, presentations of Commissioner's Citation, Remembrance Day and memorial services, and graduation parades, opening and closing of institutions, changes of command, and graduation parades at Correctional Staff Colleges.
- 37. Medals and decorations must be worn on the left breast of the tunic in a single row, suspended by their ribbons from a bar the same width as and covered by the ribbons. No part of the bar is to be visible between or at either end of the mounted ribbons. Medals and decorations must hang just above the pocket of the tunic. The lower edge of all medals and decorations must be even; they are mounted in order of seniority from the right, (i.e., closest to the lapel). Undress ribbons may also be worn on the work shirt.
- 38. Decorations that represent the Commissioner's Citation for Bravery and Meritorious Service must be worn in the centre of the left breast pocket on the tunic, below the line of medals and decorations.
- 39. The bar must not project beyond the edge of the lapel or the arm seam of the tunic. If the number of medals and decorations cannot be accommodated on a single bar they must be overlapped with the senior medal or decoration on the right (nearest the lapel) showing in full. As a guide, six or more medals and decorations normally require overlapping.

Marksmanship Badges

- 40. Marksmanship badges must be worn on the left arm of the tunic in a single vertical row, starting 2.5 cm above the gold braid above the cuff.



Mourning Bands

41. Mourning bands of black cloth must be worn midway between the elbow and the shoulder on the left sleeve of the tunic, raincoat, parka or bomber jacket, when:
 - a. Service mourning is directed; or
 - b. taking part in a Service funeral.

Remembrance Day Poppies

42. Correctional staff may wear Remembrance Day poppies. Dates will be the same time period to coincide with DND and the Royal Canadian Legion directions and practices. The poppy must be worn on the left lapel of the tunic or raincoat, or on the left side of the bomber jacket between the breast pocket and collar, or in the corresponding position on the parka. For security reasons, poppies must not be worn inside medium and maximum-security institutions.

MATERNITY CLOTHING

43. Officers will be permitted to wear a special maternity uniform only after receiving a physician's written confirmation of pregnancy. The officer may continue to wear these uniforms for up to 60 days following childbirth.
44. Officers requiring maternity uniforms may wear a pullover jumper and alter the waist of their uniform work pants or dress trousers for maternity purposes. The cost of clothing manufacturing and alteration will be funded at the local (institutional) level. The garment must be midnight blue and must be made from the work uniform material. The appropriate uniform shirt and pants or trousers must be worn under the maternity jumper.
45. The following design specifications must apply to the manufacture of the approved CSC maternity uniform:
 - a. Pullover jumper top must be made using McCall's Pattern, Number 7838, or equivalent;
 - b. The flared pullover top, sleeveless with scoop neckline, with pockets must be fitted for individual comfort and must be long enough to cover the buttocks, but must not exceed the fingertips in length. Pockets must be the hidden type in the side seams;
 - c. Maternity alterations to pants or trousers must have a maternity panel as shown in the referenced McCall's pattern; and
 - d. All sewing must be done with 4-ply polyester thread, navy blue in colour.
46. Fabric for maternity clothing must be obtained from the Manager, Institutional Services, National Headquarters Technical Services. The specified pattern may be obtained locally.



ALTERNATIVES DUE TO ALLERGIES

47. CSC personnel, who are unable to wear the Service uniforms because they are allergic to the fabric or have other medical requirements, must submit a medical doctor's certificate satisfactory to CSC attesting their allergy to a particular fabric. A copy of the certificate must be forwarded to the Manager, Institutional Services, National Headquarters Technical Services, for consideration and approval of a substitute fabric or other alternative.

APPEARANCE AND GROOMING

48. Personal conduct, appearance and grooming, as well as uniforms, are key elements in the way CSC employees see each other and the way others see CSC employees. Standards of personal grooming complement the Correctional Officer uniforms, to present an overall impression of professionalism and self-esteem. Refer to: Standards of Professional Conduct in the Correctional Service of Canada, Standard Two.
49. The following guidelines provided here set appearance and grooming standards to reflect a professional image and comply with institutional safety and security requirements. Where any doubt exists concerning what is appropriate, the Institutional Head will decide, also taking into consideration religious, cultural and ethnic traditions. Staff must also comply with the required safety regulations for self-contained breathing apparatus (safety standards on fit testing and using SCBA) as specified in the Treasury Board Standard on the Use of Respiratory Equipment as outlined in the Fire Safety Manual.

Hair and Facial Hair

50. Hairstyle is a matter of personal choice. However, hair must be clean, neatly styled and well groomed. Hair ribbons, barrettes and other means of keeping hair in place must be discreet, must complement the uniform, and must not pose any health or security risk.

Jewellery

51. For professional, safety and security reasons, jewellery must not be visible when wearing a CSC uniform, with certain exceptions:
 - a. wedding bands and engagement rings;
 - b. earrings may be worn with pierced ears only, but they must be stud earrings of a conservative pattern, no hoops;
 - c. chains, necklaces and bracelets are generally not permitted (however they may be worn under the uniform, normally not visible, only by employees for whom the particular item has a recognized religious connotation); and
 - d. medic-alert bracelets may be worn by employees who require them.
52. Body piercing such as the lip, tongue, nose or eyebrow, is not permitted. Uniformed personnel will be required to remove piercing jewellery during their working hours.



Sunglasses

53. Uniformed personnel may wear sunglasses outdoors only, but the sunglasses must be of a conservative style, with non-reflective lenses.

Dress Requirements Based on Religious Affiliation

CSC will comply with all direction provided by the Human Rights Commission and relevant accepted practices with the confines of the safety and security requirements.

54. Members of the Sikh religion may wear:
 - a. a turban, provided its colour complements the uniform and the turban conceals the hair and is neat; and
 - b. a small, non-metallic replica of a khirpan (not more than 8.75 cm in length), which is the symbolic Sikh sword, worn under the uniform.

SCALE OF ISSUE

55. New officers will be issued items in accordance with the scale of issue prescribed in Annexes A-1 and A-2. There will be No substitutions.
56. In subsequent years, officers may replace clothing items appropriate to their gender, from the scale of issue. All yearly maintenance points must be used in the fiscal year in which they are issued.

SPECIAL PURPOSE CLOTHING ENTITLEMENTS

57. The assigned duties of certain CSC personnel may require the issue of special clothing for occupational, protective, health or safety reasons.
58. Items of protective and special occupational clothing (smocks and coveralls), for work in areas other than the hospital or food services, must be navy blue in colour and must bear the Service crest on the breast pocket at the institutional cost.

Food Services Employees

59. Food services employees must be provided with special occupational clothing that will include trousers, coat, and apron; all will be white in colour. In addition they must be issued a white cap or hairnet, a waterproof apron and food service officer rank sleeves – blue with silver stripes. The quantity, frequency of issue and source of supply are specified in Annex B.

Hospital Services Employees



60. Nurses' uniforms must be solid white or pastel in colour. Regional Headquarters Health Care Services may exercise discretion in establishing colour or style preferences for nurses' uniforms in the region. The initial entitlement for the nursing staff will be at the discretion of the Institutional Head, as prescribed in Annex C, up to a maximum of three uniforms. Additional details concerning the style of uniforms for male and women nurses, quantities and annual cost allowances are also provided in Annex C.
61. The maximum cost of the replacement uniforms (pantsuits, dresses, lab coats, or tunic jackets and trousers) will be \$90 each per year (or per set) (see Annex C for payment responsibility). The Institutional Head may approve the acquisition by local purchase order, or authorize direct purchase by employees. In the case of direct purchase by employees, staff will be reimbursed for one uniform, for the amount paid including taxes, up to the maximum of \$90, upon submission of proof of purchase (original store receipt, clearly indicating the item purchased).
62. Nurses' shoes will cost a maximum per year of \$80 for one pair. The Institutional Head may approve the acquisition by local purchase order, or authorize direct purchase by employees. In the case of direct purchase by employees, staff will be reimbursed for one pair, for the amount paid including taxes, up to the maximum of \$80, upon submission of proof of purchase (original store receipt, clearly indicating the item purchased). Any employee requiring special orthopaedic footwear must rely on the Public Service Health Care Plan (PSHCP) for additional financial support, as per paragraph 22.

Social Program Officers

63. Social Program Officers will be entitled to one three-piece sweat suit annually (consisting of shorts, sweat pants, sweat shirt), up to a maximum of \$90 per set. The Institutional Head may approve and fund the acquisition by local purchase order, or may authorize direct purchase by employees. In the case of direct purchase by employees, staff will be reimbursed for the amount paid including taxes, up to the maximum of \$90 for one set per year, upon submission of proof of purchase (original store receipt, clearly indicating the item purchased).
64. Social Program Officers will be provided with two sports shirts or t-shirts annually, up to a maximum of \$40 per year. The Institutional Head may approve and fund the acquisition by local purchase order, or may authorize direct purchase by employees. In the case of direct purchase by employees, staff will be reimbursed for the amount paid including taxes, up to the maximum of \$40 for two shirts per year, upon submission of proof of purchase (original store receipt, clearly indicating the item purchased).
65. Social Program Officers will be entitled to one pair of running shoes annually, up to a maximum of \$80 per year. The Institutional Head may approve and fund the acquisition by local purchase order, or authorize direct purchase by employees. In the case of direct purchase by employees, staff will be reimbursed for the amount paid including taxes, up to the maximum of \$80 for one pair per year, upon submission of proof of purchase (original store receipt, clearly indicating the item purchased).
66. Particulars of the scale of issue and entitlements for Social Program Officers, including socks and rain gear, are included in Annex D.



Dog Handlers

67. CSC employees who handle dogs for search and detection work are not entitled to any additional CSC uniform items or special-issue clothing other than their normal entitlement.

Protective Clothing for Safety, Health and Cleanliness Reasons

68. When conditions in the work area require the wearing of special occupational clothing, Institutional Heads must ensure that employees are issued appropriate protective health and/or safety work clothing, consistent with applicable federal and provincial health and safety standards and regulations.
69. The Institutional Head must determine requirements for employees to receive protective clothing for safety reasons. Protective clothing items are listed in Annex E. The purchase of other protective clothing items not listed in Annex E requires specific prior approval of the Institutional Head.
70. The Institutional Head must determine requirements for individuals who are not CSC employees to receive protective clothing for health and cleanliness reasons. These protective clothing items are listed in Annex F. The purchase of other protective clothing items not listed in Annex F requires specific prior approval of the Institutional Head.
71. The items listed in Annex F include sunscreen, gloves and gauntlets, waterproof footwear and raincoats. Institutional Services must provide suitable rain gear, other than a raincoat, as required.
72. Staff will be reimbursed for the amount paid for one pair of safety boots, up to the maximum dollar amount set annually by the Treasury Board, upon submission of proof of purchase (original store receipt, clearly indicating the item purchased).

MAINTENANCE OF SERVICE-ISSUED CLOTHING

73. Service-issued clothing items must fit properly when delivered to employees, within the size range available. The institution will fund the hemming of pants only when they are initially issued or replaced.
74. Employees may alter uniform-clothing items at their own expense, but only to obtain a reasonable fit. Such alterations must not in any way change the cut or identifying characteristics of the clothing item.
75. After initial issue and any alterations to obtain a reasonable fit, the employee will be completely responsible for the maintenance of all clothing items issued, including any costs for alterations due to change in size. Employees will also be responsible for maintaining their Service-issued clothing in a clean and pressed condition.



76. Employees must exercise due care to ensure that uniform items and other Service-issued clothing are protected from loss or theft, and worn only by themselves. Loss or theft must be reported immediately to the issuing authority for replacement.
77. Uniformed employees are responsible to safeguard their uniforms and report any damaged clothing to their supervisor. The value of the item will be assessed based on the cost of repair or replacement. The Institutional Head will make the final determination concerning who is responsible for the cost.
78. CSC uniforms and other Service-issued clothing items must not be used for formal affairs or theatrical purposes without prior written authorization from the Regional Deputy Commissioner, or from the Assistant Commissioner, Corporate Services at National Headquarters.
79. Employees must use their annual maintenance point allotment (see Annexes A1 and A2) to replace uniform clothing items that are worn out.
80. The institution will replace and fund any uniform or other Service-issued clothing item that has been rendered unserviceable in the course of duty (torn, damaged, or stained), as confirmed in writing by the employee's supervisor. The institution is responsible for having a temporary supply of approved coveralls available for use by the officers whose clothing has been damaged or rendered unserviceable in the course of duty in order to allow them to complete their work shift.

DISPOSAL OF SERVICE-ISSUED CLOTHING

81. Uniform and other Service-issued clothing items remain the property of the Crown at all times. When their useful life is over, however, Correctional Officer uniform and other clothing items do not have to be returned. When clothing items are worn out, or when they are no longer required for other reasons such as transfer, promotion or retirement, all distinguishing markings must be removed before recycling, or the clothing items must be destroyed.
82. All Service badges, buttons and distinguishing markings must be removed before an item is recycled, discarded or destroyed. Those that are reusable must be returned to the institution; those that cannot be reused must be destroyed before being discarded.
83. CSC badges and buttons that are returned but cannot be reused by the institution must be sent to the National Depot.

Assistant Commissioner,
Corporate Services

Original signed by:

Louise Saint-Laurent



**CSC WORK UNIFORM
Entitlements and Scale of Issue**

ANNEX A-1

ITEM	ITEM POINT VALUE	MAXIMUM INITIAL QUANTITY PER OFFICER
Cargo pants, midnight navy	23	3
Work shirt, short-sleeve, midnight navy OR light blue (supervisory staff)	15	4
Work shirt, long-sleeve, midnight navy OR light blue (supervisory staff)	17	4
T-shirt, black	7	3
Sweater, long sleeve, navy blue OR Sweater, sleeveless, navy blue	60	1
Rank sleeves	15	2 sets
Belt, black leather	9	1
Belt, utility	15	1
Socks, work, black	2	3 pairs
Cap, baseball, navy blue	10	1
Long johns	6	2 pairs
* Hat, winter, muskrat fur	40	1
* Raincoat	45	1
* Parka	120	1
** Jacket, bomber	90	1
Gloves, black leather, lined OR Mitts	22	1 pair

* Officers can only request replacement **every five (5) years**. Exceptions must be referred to the Manager, Institutional Services, National Headquarters Technical Services.

** Officers can only request replacement of bomber jackets **every two (2) years**. Exceptions must be referred to the Manager, Institutional Services, National Headquarters Technical Services.

Officers will not be provided entitlements for the initial year of issuance.

Annual Maintenance for **BOTH** the work *and* dress uniform is **280 points**. Items are employee's choice, except where otherwise indicated, up to the maximum number of points.

NOTE: Footwear is addressed through an allowance and is not part of the scale of issue.



**CSC WORK UNIFORM FOR RECRUITS
Entitlements and Scale of Issue**

ANNEX A-1-1

Item	Maximum Initial Quantity to be issued
Cargo Pants	2
* Work shirt, S/S	3
* Work shirt, L/S	3
T-shirt, black	3
Belt, leather	1
Baseball Cap	1
* Sweater, L/S Or Sweater, Sleeveless	1
* Jacket, bomber Or Parka	1
Gloves, black, leather Or Mitts	1 pair
Coveralls	1 pair

* Items will be issued according to the season the recruits enters into core training.

Note: Graduated recruits will be issued the full scale of issue once they have been assigned a PRI number from the institution that they have been assigned.

The dates on which summer and/or winter clothing can be worn shall be determined by the Director of the Staff College.



**CSC DRESS UNIFORM WITH REGALIA
Entitlements and Scale of Issue**

ANNEX A-2

ITEM	ITEM POINT VALUE	MAXIMUM INITIAL QUANTITY TO BE ISSUED
Dress Tunic, navy blue	180	1
Trousers, navy blue with grey stripe OR Skirt, A-line	65	1
Dress shirt, long-sleeve, white	14	1
Rank sleeves	15	1 set
Belt, dress, black	9	1
Socks, black	2	3
Cap, forage, navy blue	60	1
Dress accessories: Belt, lanyard, white gloves, Service necktie and tie bar and CSC gold shoulder pins.	215	1 kit
Name Tags	**	2

Annual Maintenance for **BOTH** the work and dress uniform is **280 points**. Items are employee's choice, except where otherwise indicated, up to the maximum number of points.

** Issued and replaced by the institution.



**FOOD SERVICES EMPLOYEES
SPECIAL OCCUPATIONAL CLOTHING
Scale of Issue**

ANNEX B

ITEM	INITIAL ISSUE	FREQUENCY OF ISSUE	SOURCE OF SUPPLY
Cap, white (paper-cheesecloth) OR hairnet	1	1 per week	Local commercial purchase
Coat, white, tunic length	3	Personnel requiring this item*	Local commercial purchase
Trousers, white (men and women)	6	3 annually	National Depot
Shirt, white (men and women)	6	3 annually	National Depot
Sleeves, rank (blue with silver stripes)	3 pairs	Personnel requiring this item*	National Depot
Apron, waterproof	Institutional Head*	Personnel requiring this item*	Local commercial purchase
Apron, white	Institutional Head*	Personnel requiring this item*	National Depot

* To be determined by the Institutional Head.



**HOSPITAL SERVICES EMPLOYEES
SPECIAL OCCUPATIONAL CLOTHING
Scale of Issue**

ANNEX C

DISTRIBUTION	ITEM	INITIAL ISSUE	FREQUENCY OF ISSUE	ANNUAL MAXIMUM
Women Nurses	Pantsuit, dress OR lab coat	3	1 per year	\$90
Men Nurses	Jacket, tunic and trousers OR lab coat	3	1 per year	\$90
Men and Women Nurses	Shoes (i.e., proper nursing shoes)	1	1 pair per year	\$80
General Issue	Gown, dental Smock, white	3 pooled	Institutional Head* Institutional Head*	Local commercial purchase

* To be determined by the Institutional Head.



**SOCIAL PROGRAM OFFICERS
SPECIAL OCCUPATIONAL CLOTHING
Scale of Issue**

ANNEX D

ITEM	INITIAL ISSUE	FREQUENCY OF ISSUE	SOURCE OF SUPPLY
Sweat suit	1 set	1 set per year	Local commercial purchase
Socks, wool	4 pairs	2 pairs per year	National Depot
Shirt, sport or T-shirt	2	2 per year	Local commercial purchase
Shoes, running	1 pair	1 pair per year	Local commercial purchase
Rain gear (i.e. raincoat-style garment with hood)	1	1 every 5 years	Local commercial purchase



PROTECTIVE CLOTHING FOR HEALTH AND SAFETY REASONS
Scale of Issue

ANNEX E

ITEM	STAFF TO RECEIVE ITEMS	SOURCE OF SUPPLY
Glasses or goggles, safety, non-prescription	Personnel requiring this equipment*	Local commercial purchase
Kit, specialized corrective lenses	For trained and qualified employees for use with the self-contained breathing apparatus and (or) with gas masks*	Local commercial purchase
Helmet, safety	Personnel requiring this helmet*	Local commercial purchase
Apron, waterproof, insulating	Personnel requiring this apron*	Local commercial purchase
Protective Gloves*	Personnel requiring protective gloves**	National Standing Offer
Gloves, mitts, gauntlets	Personnel requiring this equipment*	Local commercial purchase
Footwear, waterproof	Personnel requiring waterproof footwear*	Local commercial purchase
Insulation, footwear, waterproof	Personnel requiring insulated, waterproof footwear*	Local commercial purchase
Boots, safety	Industries, farm, vocational, stores, works and engineering, kitchen, Institutional Services*	Local commercial purchase
Suit, snowmobile	Patrol officer, approved active dog handler, driver of tractor or snow removal equipment*	National Depot
Parka	Farms, stores, custody, works and engineering*	Local commercial purchase

* The staff to receive these items, the quantity and the frequency of issue shall be determined by the Institutional Head.

Non-CX staff - To be supplied by the institution.



PROTECTIVE CLOTHING FOR HEALTH AND CLEANLINESS REASONS FOR NON-CSC OFFICERS
Scale of Issue

ANNEX F

ITEM	STAFF TO RECEIVE ITEMS	SOURCE OF SUPPLY
Sunscreen, minimum SPF15	Personnel requiring this item*	Local commercial purchase
Apron, smock or shirt, long-sleeved (for protection against the sun's rays)	Personnel requiring this item*	Local commercial purchase and National Depot
Coveralls	Personnel requiring this item*	National Depot
Gloves or gauntlets, waterproof	Personnel requiring this item*	Local commercial purchase
Footwear, waterproof	Personnel requiring this item*	Local commercial purchase
Raincoat	Personnel requiring this item*	Local commercial purchase

* The staff to receive these items, the quantity and the frequency of issue shall be determined by the Institutional Head.