

# ITAP Employee Uniform Procedure

## Essential Summary:

This procedure provides direction for organising, purchasing and delivery of Youth Justice NSW mandatory uniforms to trainee custodial and court logistics employees.

## Audience

- Workforce Engagement: Allocated Officer
- Trainee Youth Officers
- Purchasing Officers

## When to use this procedure:

This procedure should be used to identify uniform needs for new trainee youth officers participating in the Induction Training and Assessment Program (ITAP).

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### DOCUMENT DETAILS

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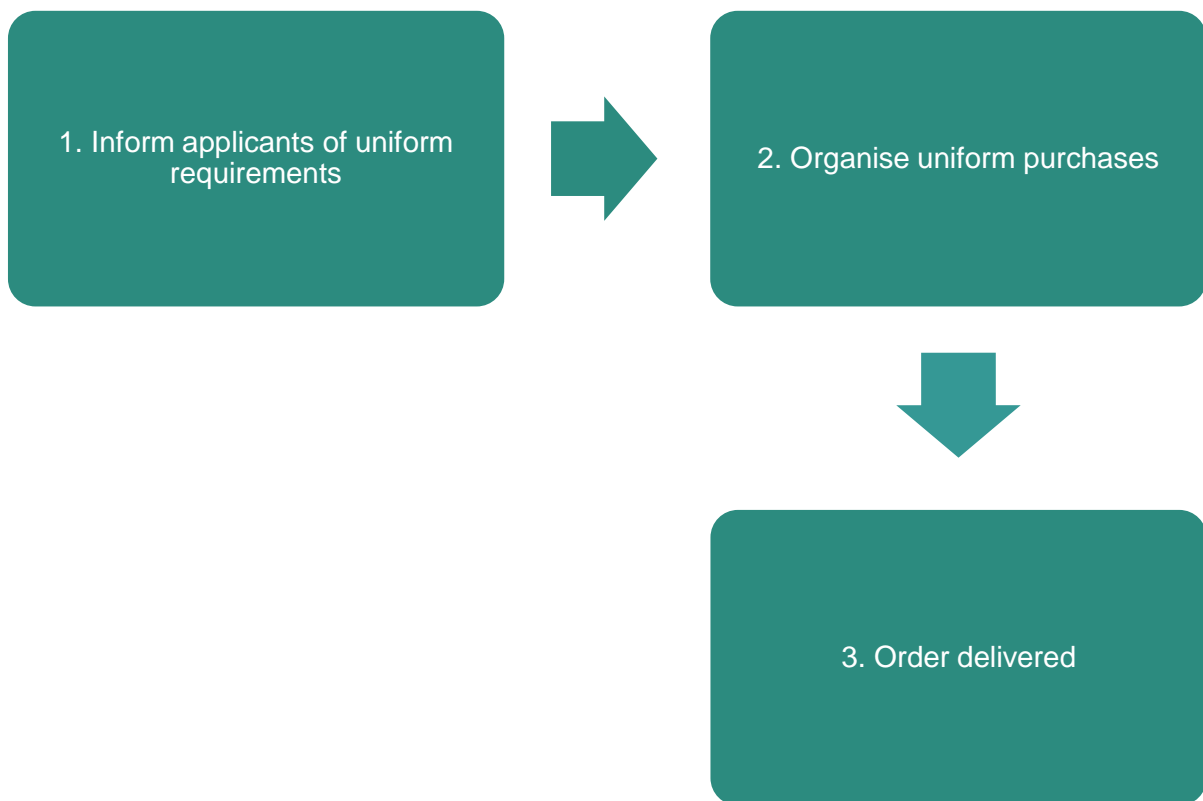
Ensure that this document is the latest version to use

# 1 Purpose

The purpose of this procedure is to:

- inform the new Trainee Youth Officers of the approved uniform range
- obtain sizing for uniform polo shirts
- provide new trainee youth officers with uniforms to be worn during operational shifts

# 2 Process Map



### 3 Procedural Steps

<b>Step 1 – Inform applicants of uniform requirements</b>
<b>Responsibility: Workforce Engagement: Allocated Officer</b>
<b>Tasks</b> During Assessment Centre processes explain the YJNSW uniform compliance requirements to all trainee youth officer applicants. Shows the range of uniform items and explain the available options and allocation number of each item. Provide a copy of the <i>Custodial &amp; Court Logistics Uniform Policy</i> to the Trainee Youth Officers
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<b>Step 2 – Organise Uniform Purchases</b>
<b>Responsibility: Workforce Engagement: Allocated officer</b>
<b>Tasks</b> Obtain the Trainee Youth Officers measurements and / or sizes for the purchase of polo shirts for the initial uniform order. Once the Trainee Youth Officers are approved for ITAP training, provide the measurements/ and/ or sizes to the Purchasing Officer at the relevant Youth Justice Centre (YJC)
<b>Responsibility: Purchasing Officer</b>
Upon receipt of the Trainee Youth Officers measurements and / or sizes, follow the <i>How to Order Uniform Guide</i> to create a uniform order [REDACTED], on behalf of the Trainee Youth Officer/s; this order is for the purchase of 3 polo shirts only. Inform the Trainee Youth Officers that this initial order is to allow for their identification during their first centre shifts, and when they have access [REDACTED] they must purchase their remaining uniform items, as soon as possible.
<b>Responsibility: Trainee Youth Officer</b>
Upon receiving access [REDACTED], order the remaining items of your uniform allocation, as soon as possible, using the <i>How to Order Uniform Guide</i> .
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<b>Step 3 – Order delivered</b>
<b>Responsibility: Purchasing Officer</b>
<b>Tasks</b> When informed the uniform/s have arrived at the centre ensure that the delivery has been acknowledged with a YJNSW employee signature, preferably your own signature, if

possible. This is to assist with tracking if the employee states that they did not receive their uniform items; the ADA can then request a *Proof of Delivery* from Australia Post.

Inform the Trainee Youth Officer/s to keep copies of receipt of items for possible future enquires.

Provide the uniform items to the Trainee Youth Officer, checking with them that all items ordered have been delivered and fit well.

If items need to be returned or exchanged, refer to the ADA Return Exchange Process on the intranet,.

**Responsibility: Trainee Youth Officer**

#### **Tasks**

Upon receipt of your uniform items check the size and fit is correct,

Consult with the Purchasing Officer if any uniform item requires returning or exchanging., due to damage or ill fit.

## **4 Supporting documents:**

This procedure is supported by the following documents:

### **4.1 Policy**

- Custodial & Court Logistics Employee Uniform Policy
- YJNSW Code of Ethics and Conduct.

### **4.2 Resources**

Resources and further information are located in the Uniform Portal on the intranet at :

[YJ Uniform Portal User Guide](#)

### **4.3 Forms**

Forms are located in the Uniform Portal on the intranet at:

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## 5 Document Information

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<b>Title:</b>	Uniform Procedure for ITAP
<b>Business Centre:</b>	Custodial Support Team
<b>Author:</b>	Project Officer, Custodial Support Team
<b>Approver:</b>	Senior Manager, Custodial Support Team
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<b>Key Words:</b>	Workforce Engagement, ITAP, youth officer, purchasing officer, uniform, measurements, sizes

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## 6 Document History

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<b>Version</b>	<b>Date</b>	<b>Reason for Amendment</b>
0.1	27 April 2021	New procedure developed in line with <i>the Custodial &amp; Court Logistics Employee Uniform Policy</i>

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