



Ministry of Community Safety and Correctional Services

Correctional Services Division

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MEMORANDUM TO: Correctional Officers

FROM: Steven F. Small
Assistant Deputy Minister
Adult Institutional Services

Marg Welch
Ministry MERC Co-Chair

Eduardo Almeida
OPSEU MERC Co-Chair

DATE: October 30, 2009

SUBJECT: Dress Uniforms for Correctional Officers

The topic of dress uniforms has been raised in focus groups sponsored by the Deputy Minister, as well as being discussed in a number of other forums. The leadership of both Correctional Services and OPSEU both understand the importance that this item holds for all correctional officers and they are pleased to lend their support.

To further enhance high standards of professional and personal excellence, we are pleased to announce that dress uniforms will be issued to all correctional officers as part of the regular staff clothing entitlements.

The regular issue staff clothing cycle will be adjusted to provide for the provision of the dress uniforms. Since dress uniforms will be cycled in as part of your regular clothing allotment, this initiative will be cost neutral to the ministry.

The standard dress and appearance code for uniformed correctional staff, as detailed in ministry policy, also applies to the dress uniform. Correctional staff will wear the dress uniform in its entirety and adhere to the standards of dress for uniformed staff.

Procedures have been carefully developed to ensure that correctional staff have a professional, consistent and well-groomed image at all times, and to ensure that access to uniforms is restricted to authorized personnel only. In order to preserve the integrity of your uniforms, it is

important that all correctional officers adhere to the specific procedures that are set out in the Adult Institutions Policy and Procedures Manual under *Standards of Dress for Uniformed Staff*.

The dress uniform design will be discussed at future Ministry Employee Relations Committee (MERC) meetings, and further information on this exciting initiative will be provided at a later date.

Originally signed by

Steven F. Small

Marg Welch

Eduardo Almeida

cc: Jay Hope, Deputy Minister, Correctional Services
W. (Smokey) Thomas, President Ontario Public Service Employees Union (OPSEU)
Kevin Cowie, Assistant Deputy Minister, Adult Community Services
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Loretta Eley, Director, Strategic and Operational Initiatives Branch
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