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| IENB Uniform Policy | | Inspection and Enforcement New Brunswick | 1.3.5 |
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1. General

- A. Staff assigned to “Field work” are provided uniform items to identify them as employees of the Department of Justice and Public Safety. The purpose of these items is to assist staff in the execution of their duties and to protect staff from the elements, make staff easily identifiable to the public, and ensure a professional and consistent appearance.
- B. Nothing in this policy is meant to prohibit staff from wearing Personal Protective Equipment (PPE) that may be required in specific situation to address specific safety concerns such as ear protection, masks/respirators, hard hats, rain suits, etc. that may occasionally be required. Where departmentally issued PPE is available and suitable, it must be worn.
- C. It is also recognized that in certain roles, a uniform is not conducive to effective operations and in keeping with the policy, may not be required as expressly outline below.

2. Definitions

Uniform: Refers to items of clothing that are provided to staff by the IENB for use while working to ensure staff are protected appropriately in their work environments.

Dress Uniform: is a formal uniform meant to be worn to select functions in the manner set out in the Dress Uniform Policy.

Field Uniform: is the standard dress required for staff assigned to uniformed patrol or inspection duties. This would include any use of force equipment required by the Use of Force Equipment policy.

Field Work: refers to staff whose normal duties require work with the public outside the office to which the employee reports on a regular basis.

Plain Clothes: is the dress worn by officers assigned to specific units whose normal functions require them to not be easily identifiable as Enforcement Officers. Additionally, officers assigned to other units may also be required to conduct patrols where casual dress is appropriate.

Plain Clothes Duty: refers to officers or units whose normal working attire is not uniformed, but dress intended to be normal for a specific environment.

Special Patrol: a specific assignment or patrol organized or authorized by a Sergeant or above within a work unit designed to conduct enforcement activities in a non-typical manner which may require deviating from a normal field uniform.

Uniformed Patrol Section: refers to the members of Highway Safety and Conservation Enforcement sections. These groups normal duties consist of uniformed, visible inspection and enforcement patrols.

3. Dress Uniform

- A. Dress Uniforms are intended to be worn on certain formal occasions and are not to be worn as part of the regular duty apparel. Dress Uniforms are authorized when participating in a Departmentally organized Honour Guard or other formal events as authorized in writing by a Superintendent or higher-ranking officer or their designate.
- B. The dress uniform when worn must be worn in accordance with the Dress Uniform Policy.
- C. The Dress Uniform may be worn at non-Departmentally organized functions only with the expressed written approval of an Officer's Superintendent or higher-ranking officer or their designate.
- D. Some IENB Officers are also members of the departmental Honour Guard and have been issued with a separate specific uniform associated with this duty. This garb may be worn by the officer without other authorization only when participating in those specific functions organized by the Department.
- E. The Dress uniform shall not include any Use of Force equipment except as / and in a manner specifically authorized in writing by the Chief of IENB.
- F. No additional insignia or alterations are allowed on the issued uniform items except alteration as may be required to ensure a proper fit or repair unless authorized by the Chief or designate in writing.
- G. Only items issued to Officers by IENB may be worn as part of the dress uniform except medals or honours that are worn in compliance with the IENB Awards and Recognition Policy.
- H. When wearing the dress uniform the tie and jacket and forage cap must be worn at all times. The Forage Cap may be removed when appropriate indoors.

4. Attending Court

- A. When Uniformed Patrol Officers attend the court of King's Bench, they shall wear the Dress Uniform if issued. Officers normally assigned to Plain Clothes units may wear a suit and tie.

- B. When officers attend the Provincial Court, they shall wear a tie and, forage cap when in uniform.
- C. The Chief or designate may give written authorization to deviate from this policy.

5. Dress Footwear

- A. Issued Dress Footwear is to be worn with the dress Uniform and may be worn when attending court.

6. Field Uniform

- A. When on duty, Officers shall wear only items issued by Inspection and Enforcement New Brunswick when uniformed.
- B. No additional insignia or alterations are allowed on the issued uniform items, except alteration as may be required to ensure a proper fit and or repair, unless authorized by the Chief of IENB or designate in writing.
- C. The Field Uniform is not considered complete unless the Officer is also wearing use of force equipment as set out in the Use of Force Equipment Policy.
- D. Officers purchasing their own boots must purchase and only wear Black boots.
- E. Shirts cannot have more than 1 button undone when not wearing a tie.
- F. The Forage Cap must be worn with the Field Uniform when attending any special function such Public Presentation, Court, Adjudications, Ceremonial Event with senior officials, or at the request of the Superintendent, or higher-ranking officer, or their designate.
- G. One visible Name Tag shall be worn on the outer most layer of their uniform that accommodates a name tag.
- H. Officers participating in organized special patrols may be allowed to wear non-standard items (i.e., camouflage) when authorized in writing by their Sergeant or higher-ranking officer or their designate.
- I. Officers working in compliance with the Highway Safety "Personal Protective Equipment and Protective Head Gear while conducting CVSA Inspections" may deviate from this standard as prescribed and under the conditions set out in the policy.

- J. Officers normally assigned to a Uniform Patrol section may be authorized in writing to work in Plain Clothes by their Inspector, a higher-ranking officer or their designate.

7. Plain Clothes

- A. Plain clothes refer to an enforcement officer who dresses in no standard issue clothing while conducting work activities.
- B. Without limiting the generality of the types of clothing worn, in general the clothes should be as neat in appearance as possible given the environment the officer may be working in.
- C. Officers working in plain clothes must wear the use of force equipment as specified in the Use of Force Equipment Policy in order to be considered in uniform.
- D. Sidearms will be concealed at all times when in the public eye.
- E. Officers working in plain clothes will refrain from wearing offensive or revealing clothing unless specific to an approved special patrol and specifically authorized by the Oi/c of the operation.
- F. If issued an internal carrier Body Armour will be worn at all times when not at a JPS office or while interacting with the public while armed.
- G. Staff who have not been issued an internal carrier may, while conducting surveillance only, not wear their issued body armour, but must have it with them at all times. Before interacting with the public, officer must don their body armour.
- H. Deviations from this standard must be approved in writing by the Inspector or a higher-ranking officer, or their designate.
- I. Unless exempt for operational purposes, Peace Officers in plain clothes and while armed shall have their badge clearly displayed.

8. Plain Clothes Officers not actively working in a low-profile patrol

- A. When officers are operational in a public facing role (not actively conducting a low-profile patrol) the default dress will require Plain Clothes officers to wear their issued Field Uniform. For example, when executing a search warrant, conducting certain type of inspections, blitzes.

- B. Staff may be exempted in writing from the strict application of this section by their Sergeant or higher-ranking officer or their designate.

9. Health Protection Services

- A. Staff shall wear issued clothing items as directed by their Region Director.
- B. HPS employees shall dress in business casual attire when not wearing issued clothing items.

10. Special Investigations

- A. Officers assigned to work in **Special Investigations** are exempt from the strict application of this policy when working in a role identified in an approved operational plan that specifies the need for deviation from the uniform policy (i.e., the UC, close cover team, etc.).

11. Rank Insignia

- A. Rank insignia will be worn at all times on items designed to accommodate them.

12. Poppy

- A. From the last Friday in October until Nov 11 annually a poppy may be worn on the uniform. The poppy must be worn in the following locations depending on the uniform item,
 - I. In field uniform on the left breast pocket flap or left breast pocket of the body armour carrier, or
 - II. while wearing waterproof garments on the storm flap at the same height as the left breast pocket flap, or
 - III. while in dress uniform, refer to the IENB Dress Uniform manual.

13. Training or Attending Meetings

- A. Staff participating in training or attending meetings may vary from this policy if an alternative dress code is prescribed by the organizer or with the written consent of the Officers Inspector or higher-ranking officer or their designate.

14. Jewelry

- A. Sections B. – D. apply only to staff working in an active enforcement role where they may foreseeably participate in activities where they may interact with an offender.
- B. Staff shall not wear chains visible at the neck or wrist jewelry; but does not include a watch or medical alert bracelet worn on the wrist.
- C. Staff shall only wear studs in any visible piercing.
- D. Rings shall be low profile so as not to cause additional injury in a use of force situation or present a hazard while working around equipment.
- E. Any jewelry not specifically addressed above must comply with the principle that it poses no risk to the Officer or an offender in a use of force situation or the normal work environment.
- F. Any jewelry shall not be offensive in nature.

15. Fingernails

- A. Nails must be clean and trimmed. Armed officer's nails must be trimmed in such a way as they do not interfere with accessing the use of force equipment or wearing PPE (Frisking Gloves or Medical Examination Gloves).

16. Undershirts

- A. Undershirts if worn and visible above the button will be black when wearing a field uniform or white if wearing a white shirt.

17. Hem Length

- A. Hem will be set at one-fold where the pant lays on the top of the boot at the front or bloused.

18. Off Duty

- A. Officers shall not wear any issued clothing items while off duty except during travel to and from work or unless authorized to do so in writing.
- B. Issued Uniform items must be stored in such a way as to limit their risk of being stolen.

19. Outdated Items

- A. Occasionally uniformed items may be replaced with more updated kit. At the discretion of the Chief, older items may be left in service, or recalled. In all cases, only uniformed items approved by the Chief shall be worn.

20. Disposal

- A. Uniformed items that are no longer suitable for service shall be destroyed by the officers, but the crest associated with the item must be submitted to the supervisor for destruction.

21. Discipline

- A. Officers who fail to comply with this policy may face disciplinary action up to and including dismissal.