

Road Traffic Inspectorate
KZN Department of Transport



UNIFORM DRESS CODE



October 2006

FIRST EDITION

ROAD TRAFFIC INSPECTORATE



DRESS CODE

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PREFACE

Officers of the Road Traffic Inspectorate are encouraged to wear their uniforms with pride and dignity. A professional traffic officer is, most likely, to be recognized by the way he/she wears the institution's official uniform. The manner in which a uniform is worn is also an indication of the self respect one has for oneself and the respect shown towards others. This booklet with various illustrations, has been compiled from existing dress regulations which have now been appropriately documented.

A high standard of dress in any law enforcement agency is essential and the Road Traffic Inspectorate should be no exception. It is, therefore, incumbent upon all officers within the Road Traffic Inspectorate to embrace and comply with this Dress Code.

J.M. Schnell
Director: Road Traffic Inspectorate

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DRESS - GENERAL

MALE

TATTOOS

- Visible tattoos are not permitted.

JEWELLERY

- The wearing of bracelets and ear-rings by uniform staff is not permitted except ear studs in respect of female officers.
- Concealed chains are permitted.
- Items pertaining to "medic-alert" may be worn.
- Jewellery pertaining to religious culture may only be worn with the prior written approval of the Director and must be concealed.
- A maximum of one ring per hand is permitted.

FEMALE

JEWELLERY

- Engagement, wedding and eternity rings are permitted. A single ring is permitted on the ring finger of the right hand.
- Sleepers not exceeding 13mm are permitted, gold or silver in colour.
- Small studs are permitted on the lower lobe of the ear.
- Studs and or sleepers or any other visible jewellery is not permitted on the facial area. i.e. Nose piercing, eye brow piercing, etc.
- Concealed chains will be permitted.
- Jewellery pertaining to religious culture may only be worn with the prior written approval of the Director.
- Only one earring on the lower lobe of each ear is permitted.
- Items relating to "medic alert" may be worn.

MAKE-UP

- False eyelashes and finger nails are not permitted.
- Make-up to be used in moderation.

MATERNITY DRESS

- Maternity dress will not be provided by the department.
- Private clothing is to be worn during the confinement period.
- The next annual uniform issue will be at the discretion of the Station Commander

GENERAL - APPLICABLE TO ALL UNIFORM STAFF

- All leather items must be polished daily with dark brown polish only, except if the original colour of the leather is black in which case black polish must be used. All excessive polish on the edges of the leather items must be removed so as not to rub off onto the uniform.
- Any item of uniform which has been damaged/lost as a result of negligence on the part of the officer, will be replaced at the expense of the officer concerned.

DRESS - GENERAL

GENERAL - APPLICABLE TO ALL UNIFORM STAFF (Cont)

- The modification of any item of uniform is not permitted. However, alterations may be made to shirts or trousers provided that trouser legs are not narrowed. This may only be done to improve the general fitting of the garments.
- Greasy collar and other stains on the uniform must be removed at all times.
- Gold buttons must only be cleaned by washing them in cold water and a dishwashing detergent, after which they must be dried with a soft cloth.
- The officer to whom items of uniform and equipment has been issued to, is personally responsible for the safe keeping and proper maintenance of such items. Such officer is the custodian of this equipment and no other officer has the right to demand the use thereof, or to remove such equipment from his/her custody. The Traffic Training College, however, has the right to demand the return of this equipment, at any stage.
- Should an officer resign or leave the Road Traffic Inspectorate, all items of uniform and equipment issued to such officer must, on the day preceding his/her last working day, be returned to the Traffic Training College personally by the officer concerned. The officer shall bear the costs of any equipment or uniform not returned to the College or if such equipment/uniform is returned in a damaged state.
- Only current authorised issue clothing will be worn. Should any item of uniform be replaced by an updated version or by a different make/type, the "old" item will no longer be regarded to be an official item of uniform and shall, therefore not be worn.
- The mixing of private clothing with official uniform is not permitted.
- The sale of official uniform, whether used or unused, by any member of the Road Traffic Inspectorate is forbidden.
- Redundant uniforms shall be destroyed.
- Uniforms will be issued annually by the Traffic Training College. Applications for the issue of uniforms must be submitted to the Traffic Training College in February of each year. Officers must apply only for the items that they are in need of.
- The wearing of firearms, handcuffs and batons by all officers of the rank station commander and higher will be at their own discretion.
- Examiners of driving licences will wear their normal uniform excluding firearms, handcuffs and batons whilst examining applicants for driving licenses. A cap will be worn whilst the examiner conducts that part of the test where it is required that he/she stands beside the vehicle. The cap need not be worn whilst the examiner is seated in the vehicle.
- Cellular telephones will be worn on the belt whilst in uniform.

DRESS - GENERAL

GENERAL - APPLICABLE TO ALL UNIFORM STAFF (Cont)

Portable Radios

- The portable radio must be worn in the leather carry case which has been provided.
- The leather carry case must be polished daily with black polish.
- The portable radio must be carried on the belt wherever it is comfortable for the officer.

Firearms and Permits

- The firearm will be cleaned and oiled regularly using a recognised gun oil only. Dust, dirt and rust on any component will not be accepted. The official firearm will be carried in the official holster and in the prescribed manner whilst on official duty. Also refer to the standing orders on firearms.
- The official firearm permit shall be carried on the officer's person at all times whilst on duty. This permit must be produced on demand.

Leather I D Permit Holder

- The leather I D holder containing the officer's appointment as a traffic officer must be carried on his/her person at all times whilst on duty.

Gloves

- White gloves may be worn whilst carrying out point duty and when otherwise directed by supervisory staff.
- Appropriate protective gloves are to be worn whilst performing rescue related duties.

Helmets

- Rescue helmets will be worn together with visors when using the jaws of life, spreader and chain saw at a rescue scene.
- Protective helmets will be worn by vehicle examiners whilst test driving motorcycles for Certificate of Roadworthiness. The same applies to patrol staff whilst road testing a motorcycle on the road.
- Only issue protective helmets will be worn when riding official motorcycles.

DRESS - GENERAL

SCALE OF ISSUE IN RESPECT OF ANNUAL UNIFORM ISSUE

ITEM	SCALE OF ISSUE PERMANENT	SCALE OF ISSUE PTEU	SCALE OF ISSUE RESERVIST
Caps	2	1	1
Combat Caps	-	2	-
Combat Boots	-	2	-
Combat Trousers	-	4	-
Shoes	2	1	1
Trousers	4	2	2
Long Sleeve Shirts	2	2	1
Short Sleeve Shirts	4	4	2
Socks	3	3	3
Socks (Light Weight)	3	3	-
Tie	1	1	1
Epaulettes	2 pairs	2 pairs	1 pair

STANDARD UNIFORM DRESS

Ceremonial Dress

Cap
Tunic
Trousers
Long sleeve shirt and tie
Socks
Shoes
White gloves
Medals
Lanyard.

Step out Dress

Cap
Tunic with cloth belt
Trousers
Long sleeve shirt and tie
Socks
Shoes
Ribbons
Lanyard.

Working Dress (Winter)

Cap
Long sleeve shirt
Tie and tie pin
Trousers
Socks
Shoes
Belt
Handcuff pouch
Handcuffs
Baton holder
Baton - optional
Firearm holster
Firearm
Lanyard and handcuff keys
Radio
Pager / Cellphone.

Working Dress (Summer)

Cap
Short sleeve shirt
Trousers
Socks
Shoes
Belt
Handcuff pouch
Handcuffs
Baton - optional
Baton holder
Firearm holster
Firearm
Lanyard and handcuff keys
Pager / Cellphone
Radio.

Motor Cycle Ceremonial Dress

Long sleeve shirt with tie
Ceremonial tunic
Riding breeches
Riding boots
White waist belt
White Sam brown
Motor cycle gauntlets
Crash helmet white
Socks
Ribbons
White firearm holster
Firearm
Medals

Public Transport Enforcement Unit Field Dress

Combat Cap
Combat Trousers
Combat Boots
Short sleeve shirt
Black waist belt
Firearm holster
Firearm
Magazine pouch
Handcuff pouch
Handcuffs
Pepper spray and holster
Lanyard and handcuff keys
Pager
Radio
Baton
Baton Holder

Public Transport Enforcement Unit Office Dress

Cap
Short sleeve shirt
Trousers
Socks
Shoes
Belt
Handcuff pouch
Handcuffs
Radio
Lanyard and handcuff keys
Pager
Firearm holster
Firearm

DRESS - GENERAL

Cap Badges: Provincial Inspectors and Senior Provincial Inspectors - yellow
Principal Provincial Inspectors and above - blue
Must be fitted in centre of the front of the cap with the top line of the crest in line with the seam of the cap

Chin Strap: To be polished daily, to be situated in front of the cap badge, to be pulled tight - must not hang loose, a gold button on either side of the cap to secure the chin strap.

Peaks: Vinyl peak- Reserve Provincial Inspectors, Provincial Inspectors and Senior Provincial Inspectors. (Refer Fig.. 1)

3 leaf - Principal Provincial Inspector. (Refer Fig.. 2)

5 leaf - Chief Provincial Inspector. (Refer Fig.. 3)

7 leaf - Regional Commander. (Refer Fig.. 4)

9 leaf - Deputy Director : Road Traffic Inspectorate

Director : Road Traffic Inspectorate. (Refer Fig.. 5)

- Caps are not to be disfigured and must be maintained in their original shape.
- The cap must be worn straight on the head with the peak approximately 4 fingers from the tip of the nose. The rims of the crown and peak must be kept clean at all times.
- Whilst in uniform caps must be worn at all times, when outside the patrol vehicle or when in the public eye.
- Caps must be removed when entering a place of worship or when sitting down to have a meal in a restaurant.
- Caps need not be worn in your own office environment, or whilst seated in a patrol vehicle.

Fig. 1



Provincial Inspectors and Senior Provincial Inspectors - yellow

Fig. 2



Principal Provincial Inspector

Fig. 3



Chief Provincial Inspector

Fig. 4



Assistant Director and Regional Commander

Fig. 5



Deputy Director

DRESS - GENERAL

- All epaulettes must have a gold button of which the centre of the button must be situated 15mm from the rounded edge and in the middle of the epaulette.
- The spacing of the rank insignia is the following: See fig. 11
 - 1st wreath 15mm from outer edge of epaulette.
 - All subsequent insignia 10mm apart measured from the highest point of the one wreath to the lowest point of the next wreath.

Fig. 6



Student - plain epaulette

Fig. 7



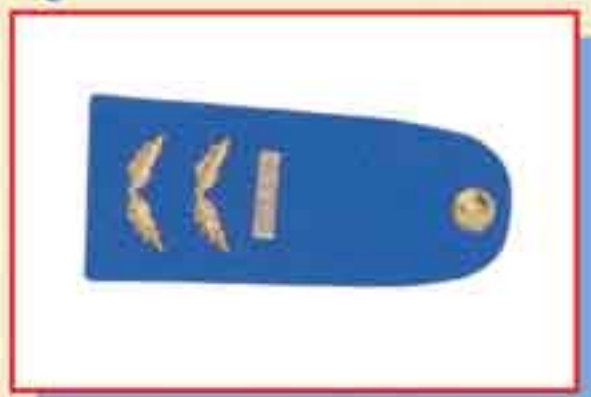
Provincial Inspector
- one gold stripe

Fig. 8



Senior Provincial Inspector
- one wreath and one bar

Fig. 9



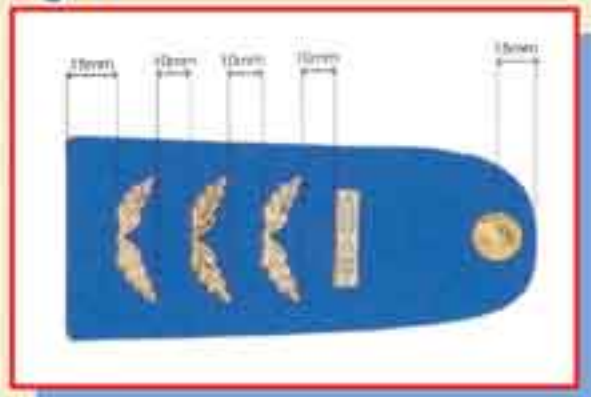
Principal Provincial Inspector
- two wreaths and one bar

Fig. 10



Chief Provincial Inspector
- three wreaths

Fig. 11



Assistant Director / Regional Commander
- three wreaths and one bar

Fig. 12



Deputy Director
- four wreaths

SHIRTS

- A clean, ironed shirt must be worn each day. (Refer Fig.. 20, page 8).
- The V in the front above the top button must be neatly pressed. (Refer Fig.. 20, page 8).
- A blue epaulette must be worn on either side of the shirt. (Refer Fig.. 20, page 8).
- A brown lanyard must be worn around the right hand shoulder with the handcuff key attached to the end of the lanyard which must be carried inside the right hand shirt pocket. The lanyard will not droop in front of the pocket but enter the shortest route both on tunic and shirt. Leather lanyards are not permitted. Blue lanyards are worn by the rank Principal Provincial Inspector and above. (Refer Fig.. 14 and 15).
- A star must be fitted above the left top pocket with the lower legs of the star resting on the top seam of the pocket. The centre of the star must be aligned with an imaginary vertical line drawn through the centre of the pocket button. The backing plate of the star must be used to prevent the star from sagging. (Refer Fig.. 16).
- The name badge is worn on the right in the centre of the pocket with the bottom of the badge resting on the top seam of the pocket. (See Fig.. 17)
- Where applicable, suitably qualified officers shall wear either a BAC, First Aid Badge or a Rescue Badge. The lowest part of the badge must be 10mm above the name badge and in the middle. (Refer Fig.. 17).
- Musketry Badge - may be worn above the name badge with the lowest point 10mm above the top of the name badge. Should an officer also have a medical badge or rescue badge, the musketry badge must be placed 10mm above such medical/rescue badge in the middle. (Refer Fig.. 19, page 8)
- A small gold button must be inserted in the middle of the flap of each pocket in the buttonhole provided.
- Only one pen may be worn in the pen hole provided for in the left pocket of the shirt. All other pens must be worn on the inside of the pocket flap and must not be visible. (Refer Fig.. 16).

Fig. 13



Shoulder Flash

Fig. 14



Blue Lanyard

Fig. 15



Brown Lanyard

SHIRTS

Fig. 16



Star and Pen

Fig. 17



*Buttons, Name badge
and Rescue badge*

For long sleeve shirts all badges, epaulettes, etc should be worn the same as for short sleeves but with a biscuit coloured tie. A tie pin, may be worn on the tie and be positioned in line with the top of the shirt pocket and the hinge must be on the right hand side. (Refer Fig.. 18)

Fig. 18



BAC Badge

Fig. 19



Firearm Badge

Fig. 20



Ironing

BELTS

- The belt must be polished daily
- The belt buckle must be polished daily with brasso. Ensure that no brasso residue remains on the belt.
- The belt end must be supported by the belt loop.
- Males wear the buckle on the left and females on the right.

Fig. 21



Belt and Buckle

- The holster must be polished daily.
- The brass studs on the holster must be polished daily with brasso.
- The holster must be worn on the left for left handed officers and on the right for right handed officers.
- The handcuff pouch must be polished daily.
- The brass stud must be polished with brasso daily.
- The handcuffs are to be kept in the handcuff pouch.
- The handcuff keys must be kept on the lanyard where provision has been made for the safe keeping of keys.
- The handcuff pouch is worn on the opposite side of the holster and behind the 2nd loop of the trousers.
- The baton holder must be worn between the handcuff pouch and 2nd loop of the trousers.
- Batons may be worn whilst on operational duty.
- The leather pager pouch must be worn on the same side as the handcuff pouch, but before the 2nd loop of the trousers.
- The pouch must be polished daily.
- The pager must be carried in the leather pouch provided by the Department unless circumstances are such that the leather pouch cannot be worn, i.e. when duty is performed in civilian clothes.
- This section applies only to officers to whom pagers have been issued and this includes officers making use of standby pagers.

Fig. 22



Handcuff pouch and Baton holder

Fig. 23



Firearm holster

Fig. 24



Pr24 Baton and Pager pouch

TROUSERS & SHOES

TROUSERS

- A clean, pressed pair of trousers must be worn daily.
- A seam must be ironed into the middle of the trouser legs both front and back. This seam must extend from the lowest part of the trousers, to the belt loops.
- The length of the trousers must be so that it partially covers the rear of the shoe and rests slightly on the front of the shoe.
- The rear pocket must always be buttoned up.

Fig. 25



Fig. 26



Trouser length and crease

SHOES and SOCKS

- Official socks must be worn.
- Shoes must be polished daily. Care must be taken to ensure that the seams are also adequately polished.

Fig. 27



Trouser crease

Fig. 28



Polished

HAIR CUT

HAIRCUTS - MALE

- Officers are to have regular haircuts in order to always be neat in appearance.
- Hairstyles shall not be such that the cap cannot fit properly onto the head. Unnatural hair dyes will not be permitted.
- Side burns must not be lower than the ear opening.
- Moustaches are to be neatly trimmed and the lateral ends may not protrude below the lower lip.
- Officers are to be clean shaven at all times. Written medical proof from a specialist must be supplied to the Director for permission to adorn a beard.

Fig. 29



Fig. 30



Hair Cut - Male

HAIR/HEAD DRESS - FEMALE

- Hair must be kept clean and tidy at all times and hairstyles shall not be such that the hat cannot fit properly onto the head. Hair shall not be worn in such a way that any badge or rank or other insignia are covered. Hair below shoulder length shall be neatly tied behind the head. "Pony tails" tied alongside the head are prohibited. If the hair is very long, one plait or lock shall be worn. Unnatural hair dyes will not be permitted.
- Dark blue ribbons, clips and combs similar in colour to hair may also be worn. Fancy slides, bows, ribbons, clips or hair left loose will not be accepted.

Fig. 31



Hair - Female

PTEU

Fig. 32



PTEU Male

Fig. 33



PTEU Female

Fig. 34



Combat trousers crease

Fig. 35



PTEU Belt

Fig. 37



PTEU Cap and Hair Cut

Fig. 36



PTEU Belt

Fig. 38



PTEU Firearm and pager

Fig. 39



PTEU Combat trousers - front

Fig. 40



PTEU Shoes

REFLECTIVE JACKETS

REFLECTIVE JACKETS

A reflective Jacket must be worn at all times whilst out of the vehicle and performing operational duties. Epaulettes and a name badge shall be worn on the reflective jacket - Refer to figure 41

Fig. 41



Fig. 42



Fig. 43



Reflective Jacket

Fig. 44



Fig. 45



Rain Jacket and Ventex Trousers

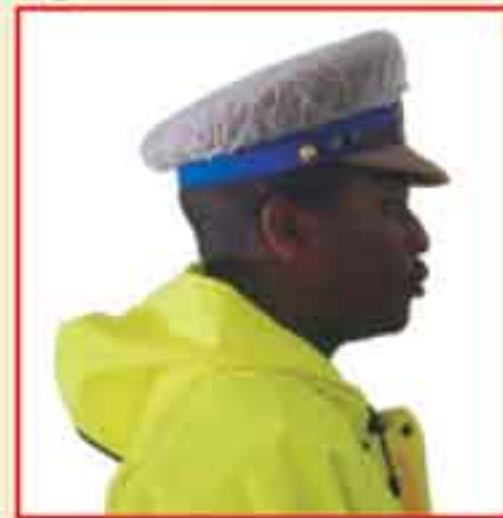
VENT-X-RAINSUIT

- The rainsuit may only be worn whilst performing duty in adverse weather conditions.
- The black and yellow rain suits will only be worn by the ceremonial motor cycle squad whilst performing related duties.

PLASTIC CAP COVERS

- A plastic cap cover will be worn over the cap only while it is raining to protect the cap.

Fig. 46



Rain cap cover

MOTOR CYCLE UNIFORM

Fig. 47



Fig. 48



Tunic

Fig. 49



Side View - Pants

Fig. 50



Boots

Fig. 51



Fig. 52



Rank

TUNIC

Fig. 53



Full Tunic wear

Fig. 54



Full Tunic wear - Back

TUNIC

- Tunics shall only be worn by the following officials:-
 - Director: Road Traffic Inspectorate.
 - Deputy Director: Road Traffic Inspectorate
 - Control Provincial Inspectors.
 - Chief Provincial Inspectors.
- The tunic is buttoned up by means of 4 large gold buttons.
- A small button is attached to the flap of each pocket.
- 2 small gold buttons are also fitted at the end of each sleeve to act as cufflinks.
- Georgette patches are worn on the end of each collar as follows:-
 - Regional Commanders and higher - 4 small wreaths.
 - Chief Provincial Inspectors - 3 wreaths.

Fig. 55



NOTE: A small gold button must be affixed to the Georgette in the place of the factory fitted button.

- The requirements in respect of the tunic are the same as for the shirt except that a metal shoulder flash is worn 60mm from the top of each sleeve.
- Ribbons may only be worn on the tunic and will be positioned resting on the left pocket seam and will be worn according to entitlement. The star will be worn 10mm above the ribbons.
- Medals will be worn on the tunic above the left hand pocket and will hang down over the pocket. The star will be worn 10mm above the medal.

Fig. 56



Full Tunic wear - belt and buttons

Fig. 57



Full Tunic wear - georgettes

Fig. 58



Full Tunic wear - shoulder flashes

PATROLLER JACKET & OVERALL

Fig. 59



Fig. 60



Fig. 61



Patroller jacket

PATROLLER JACKETS

- The patroller jacket must be clean and pressed daily.
- Epaulettes must be worn on each shoulder with the relevant rank insignia, where applicable.
- Shoulder badges and surnames will be sewn on by the Traffic Training College before the issue of the jacket takes place.
- A metal star must be fitted above the left pocket with the lower legs of the star resting on the top seam of the pocket. The centre of the star must be aligned with an imaginary vertical line drawn through the centre of the pocket button. The backing plate of the star must be used to prevent the star from sagging.

Fig. 62



Fig. 63



Fig. 64



Fig. 65



Overalls

Fig. 66



OVERALLS

- Overalls provided by the department may be worn whilst engaged in rescue operations.
- Epaulettes must be worn on each shoulder together with the applicable rank insignia, if any.
- The Traffic Training College will arrange for surnames, stars and shoulder flashes to be sewn onto the garment prior to issue.

BULLET-PROOF JACKETS

Fig. 67



Fig. 68



Fig. 69



Female Bullet-proof jacket

BULLET PROOF JACKETS

- Bullet proof jackets are issued for the purpose of protection whilst performing official duties.
- The officer's name badge and a star with backing plate must be attached to the jacket in the same manner as on the shirt.
- Epaulettes must be worn on either shoulder together with rank insignia where applicable.
- The use of the ceramic tiles and inner vest is at the discretion of the officer concerned. It is recommended that the ceramic tiles be used in any volatile situations.

Fig. 70



Fig. 71



Fig. 72



Male Bullet-proof jacket

Fig. 73



Fig. 74



Fig. 75





**DEPARTMENT OF TRANSPORT
UMNYANGO WEZOKUTHUTHA**

NOTICE

ISSUE OF UNIFORM AND EQUIPMENT

1. This Notice serves to confirm the terms and conditions under which you have been or will be provided with Department uniforms and/or equipment.
2. Any item of uniform or equipment issued to you by the Road Traffic Inspectorate remains the property of the Road Traffic Inspectorate at all times.
3. The Road Traffic Inspectorate may recall any item of uniform or equipment issued to you at any time.
4. You are responsible for the safe keeping of all items issued to you.
5. Official items of uniform and equipment issued to you will not be left behind in any patrol vehicle at the end of a shift.
6. Official items of uniform and equipment issued to you will not be left behind in any private vehicles unless such vehicle is parked in a garage which is securely locked.
7. You will ensure that your uniforms are not left outside on a clothes line overnight or in any other place from where it is likely to be stolen or damaged.
8. You will ensure that any damage to your uniform will be reported to your Station Commander immediately and that arrangements be made for replacement.
9. The Department may, in accordance with the Public Finance Management Act, 1999 (Act No. 1 of 1999) and its regulations, recover from you any loss incurred by the Department as a result of your actions and/or omissions may include the loss and/or damage to equipment and/or uniforms for which you are responsible.

10. You are responsible for reporting any loss of equipment and/or uniforms for which you are responsible to the South African Police Services as soon as you become aware of such loss, and you must inform your supervisor of the CASE number provided by the South African Police Services.
11. Immediately after you become aware of any loss of uniforms and/or equipment issued to you by the Department you must report such loss in writing to the Road Traffic Inspectorate Station Commander.
12. In the event you resign, are dismissed from or otherwise voluntarily leave the Department, you shall, prior to your departure from the Department, return any Departmental equipment and/or uniforms issued to you in the course and scope of your employment by the Department.
13. In the event you fail to return any equipment and/or uniforms in terms of section 12, or you return such equipment and/or uniform in a damaged state, fair wear and tear acceptable, the Department shall be entitled to recover from you any losses incurred in terms of section 9 of this Notice.
14. You are the custodian of the uniforms and equipment issued to you and no other officer has the right to demand the use thereof, or to remove such items from your custody without your consent.



ACKNOWLEDGEMENT

NOTICE

ISSUE OF UNIFORM AND EQUIPMENT

I hereby acknowledge that I have read the abovementioned notice and that I understand the content thereof. I also agree that I am bound by the terms and conditions contained in the notice.

A copy of the notice has been made available to me.

SIGNATURE:- _____ DATE:- _____

PRINT NAME:- _____

I.D. NUMBER:- _____

WITNESS SIGNATURE:- _____ DATE:- _____

PRINT NAME:- _____