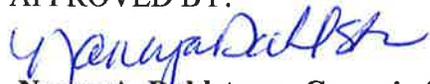


STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Administration		PAGE: Page 1 of 4
	CHAPTER: 200	NUMBER: 201.07	P&P TYPE: Public
	TITLE: Correctional Staff Uniform, Appearance and Rank Insignia		
	APPROVED BY:  Nancy A. Dahlstrom, Commissioner		DATE: 01/21/2020
ATTACHMENTS / FORMS: N/A		AUTHORITY / REFERENCES: 22 AAC 05.196 AS 33.30.021 Art. 23.2, 2018-21 ACOA Contract	

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have standards in place for the proper and approved wearing of uniforms, rank insignia and functional insignia by correctional officers.
- II. It is the policy of the Department of Corrections that correctional officers shall present a professional appearance and wear a uniform in accordance with established requirements to aid in identification and ensure the professional appearance of personnel.

APPLICATION:

This policy and procedure will apply to all Division of Institutions employees.

DEFINITIONS:

As used in this policy, the following definitions shall apply:

Identification Badge of Authority:

Official photo-identification card issued to Department employees and the accompanying metal badge of office provided as standard equipment in accordance with DOC P&P 202.10 (Identification Badge of Authority).

Uniform:

The official attire includes: an identification badge of authority; rank insignia; designated hat or cap; jacket; polo shirt or Battle Dress Uniform (BDU) shirt; and cargo style BDU pants.

PROCEDURES:

- I. Issuance, Maintenance, Replacement and Proper Wear of Correctional Staff Uniforms
The following shall apply to correctional officer uniforms:
 - A. Uniforms shall be provided by institutions or through a voucher system with an appropriate vendor and replaced as needed. Upon hire each officer will receive:

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1. Seven (7) shirts, Polo or BDU, or any combination of both not to exceed seven (7) total;
2. Seven (7) pairs of BDU pants;
3. One (1) tie, black;
4. One (1) jacket or coat will be issued based on assigned duties and replaced upon return of the unusable jacket or coat.
5. One (1) hat / cap, dark blue or black with Departmental patch.

- B. Up to three (3) uniforms may be exchanged each year upon return of the unusable uniform(s).
- C. The care, minor repair and cleaning of the uniform will be the responsibility of the employee to whom the uniform is issued. If a uniform, or any of the items listed in I., A above, is torn, ripped, stained, worn, no longer fits properly, or is damaged in any way the State will issue another uniform.
- D. Used uniforms shall not be distributed to correctional staff.
- E. During duty hours Correctional Officers (COs) must dress in uniform except when exempted by the Superintendent, if assigned to an institution, or the Unit Supervisor if assigned to a unit which is not under the Superintendent's jurisdiction (i.e. the Correctional Academy or Prisoner Transportation Unit.)
- F. Uniforms (or identifiable portions thereof) will not be worn while engaged in non-official functions, except traveling to or from official duty station and home. In addition uniforms should not be worn in any business serving alcohol as a main source of income or while purchasing or publicly consuming alcohol.
- G. Each Superintendent or designee shall ensure that the issue of uniforms to employees is recorded and that all issue items are turned in when the employee ends employment with the Department.
- H. Departmental identification badges will be worn as part of the uniform in conformance with DOC P&P 202.10 (Identification Badge of Authority).
- I. Officers and other Departmental personnel shall not wear a DOC uniform in a manner or under circumstances which are likely to reflect negatively on the Department.
- J. Metal pins not authorized may be approved on a case by case basis by the Superintendent or designee. Size and professional appearance will be the factors considered by the manager when making such a determination. Pins advocating a political party, candidate for office or individual business will not be approved. Approved pins are to be worn on or near the left breast pocket and will be purchased by the employee.
- K. At their own cost and choice, uniformed staff may wear a United States or Alaska State flag of appropriate size on their right shoulder. They may also choose to wear an institution specific patch directly underneath the flag on the right shoulder, as approved by the Superintendent.

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II. Correctional Staff Uniforms:

For Correctional Officers I, II, III, IV and Correctional Supervisors:

- A. Shirt: Polo shirt or BDU style shirt, dark blue, with Department patch subdued style, on left sleeve beneath shoulder seam and functional insignia per section III below. Undershirts should be solid black, white or dark blue in color.
- B. Pants: Cargo / BDU style dark blue with black belt. Buckles shall be conservative and professional in appearance.
- C. Tie: Black. Ties are optional when wearing BDU style / Polo shirts.
- D. Metal badge of office clipped to the belt on the right side.
- E. Cap: Dark blue or black, baseball or beanie type with Departmental patch. The cap or hat will be worn as part of the uniform when out-of-doors and at other times as determined by the Superintendent or Unit Supervisor.
- F. Jacket or coat: Mid- or heavy-weight, dark blue with removable liner, and shoulder patch and cloth badge above the left breast pocket. Dark blue hat, gloves / mittens, and a scarf may be worn as dictated by weather conditions.
- G. Shoes or boots: Black, of officer's discretion. The Department does not provide footwear; however, the officer shall wear sturdy black shoes or boots of his or her choice that adequately protects the foot during the course of Correctional Officer duties. No open-toe or open-heel shoes or boots are permitted.

III. Uniform Rank, Name Tags And Functional Insignia:

- A. Correctional Officer I / II's do not wear a rank insignia. A CO I / II may wear name identification (last name) embroidered on a rectangular blue cloth tag stitched over the right breast pocket. The designation "Corrections" may be embroidered on a rectangular blue cloth tag and be stitched over the left breast pocket.
- B. A Correctional Officer III (Sergeant) shall display rank insignia as part of the correctional uniform. The authorized rank insignia is a three-stripe, gold / brass or black colored metal chevron, of the size, style, and manner associated with the United States Army sergeant's rank and intended for wearing on the shirt collar affixed by a post-pin and clip mechanism. The rank insignia shall be worn point-up, with the centerline of the insignia bisecting the point of the collar, one (1) inch up from the collar point. A CO III may wear name identification on a metal rectangular tag affixed over the right breast pocket.
- C. A Correctional Officer IV (Staff Sergeant) shall display rank insignia as part of the correctional uniform. The authorized rank insignia is a three-stripe, gold / brass or black colored metal chevron with a rocker at the bottom, of the size, style, and manner associated with the United States Army Staff Sergeant's

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rank and intended for wearing on the shirt collar affixed by a post-pin and clip mechanism. The rank insignia shall be worn point-up, with the centerline of the insignia bisecting the point of the collar, one (1) inch up from the collar point. A CO IV may wear name identification on a metal rectangular tag affixed over the right breast pocket.

D. A Correctional Supervisor (Lieutenant) shall display rank insignia as part of the correctional uniform. The authorized rank insignia is a silver or black bar, of the size, style, and manner associated with the United States Army 1st Lieutenant's rank and intended for wearing on the shirt collar affixed by a post-pin and clip mechanism. The rank insignia shall be worn parallel to the lower edge of the collar. A Correctional Supervisor may wear name identification on a metal rectangular tag affixed over the right breast pocket.

E. Field Training Officer (FTO) functional insignia may be displayed as part of the CO uniform at the discretion of the Superintendent of the institution in which the officer is functioning as an FTO. The FTO insignia must be worn on the right sleeve of the uniform shirt centered beneath the shoulder seam. The authorized FTO insignia is a cloth patch, banner-shaped, yellow / gold letters on a black field with a blue border.

F. Jacket rank insignia, shall be worn in the same manner as shirt collar rank insignia.

G. Honor Guard Uniform:

1. Pursuant to DOC P&P 201.01 (Honor Guard and Dress Uniform), COs assigned to the Honor Guard will be given an Honor Guard Uniform to use while officially representing the Department for approved / sponsored events and recognition ceremonies. The Honor Guard Uniform will not be worn while attending non-Department approved / sponsored events.

2. Approved / sponsored events and recognition ceremonies may include, but will not be limited to:

- a. Public service recognition events;
- b. Memorial Day or Veterans Day Ceremonies;
- c. Department formal graduation ceremonies;
- d. Agency award ceremonies;
- e. Law enforcement memorial / recognition events; or
- f. Department approved / sponsored funeral / memorial services for current or former employees.

IV. Grooming Standards:

A. Officers shall maintain facial hair in a professional manner which includes hair being trimmed and neatly kept. While on duty, officers will wear their hair in a professional manner.

B. Jewelry shall be worn in such a manner as to minimize the risk to personal safety by unnecessarily presenting a prisoner with a handhold to assault and / or disable the officer.

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