

	State of Alaska Department of Corrections Policies and Procedures	Index #: 201.11	Page 1 of 4	
		Effective: 1/9/2013	Reviewed: 12/12	
		Distribution: Public	Due for Rev: 1/2017	
Chapter:	Personnel			
Subject:	Dress Code for Support Staff Assigned to an Institution			

I. Authority

In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. References

Alaska Statutes

AS 33.30.011

Alaska Administrative Code

22AAC 05.196

III. Purpose

To establish and maintain a dress code for support staff employed by the Department of Corrections.

IV. Application

Institutional staff

V. Definitions

Support Staff

Staff Employed by the Department of Corrections not belonging to the Correctional Officer or Probation Officer job series.

VI. Policy

While on duty non-uniformed staff will present a professional appearance and wear Department I.D. in Accordance with Policy and Procedure 202.10, Identification Badge of Authority.

VII. Procedures

All non security staff shall maintain a professional appearance to include maintaining good personal hygiene. Staff will be required to maintain facial hair in a professional manner to include being trimmed and neatly kept.

A. For Inmate Health Care personnel;

1. Inmate Health Administrative staff shall wear business attire as specified under D. below.
2. For Inmate Health Care personnel on duty in an institution;
 - a. Attire is clean and in good repair, with proper fit and length.
 - b. Professional attire is approved to be worn as specified under D. below. Lab jackets or isolation gowns are worn when providing direct patient care that necessitates the protection of clothing from soiling.
 - c. Scrubs may be of any color **except solid white, navy blue, red, yellow or orange.** Health Care staff may wear matching color scrub tops and pants or coordinating color tops with pants. Scrubs must be laundered, clean and in good repair.

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- d. Cover jackets/sweaters over scrubs may be a solid or print fabric, and must be laundered at the same frequency as the uniform/scrubs.
 - e. Shoes must be clean, in good repair, completely cover the toes and be appropriate wear for responding to emergencies within the facility. Sandals of any type are not approved. Socks or hose must be worn at all times. Bare legs are not permitted.
 - f. The following apparel is considered inappropriate: Torn, ripped, or frayed clothing; midriff or off-the-shoulder blouses, sweaters or dresses; tight, sheer, or revealing clothing; clothing with advertisements, sayings, or logos.
 - g. Grooming standards for medical staff required to use a respirator mask (N-95) or other respiratory equipment will include the following:
 - (1) Facial hair can not interfere with the performance of duties.
 - (2) Facial hair will be maintained in compliance with the Occupational Safety and Health Administration (OSHA) regarding Fit Testing, such that there will not be any hair growth between the skin and face piece sealing surface of the respirator, to include, but not limited to; stubble beard growth, beard, mustache or sideburns. Refer to Attachment A: Acceptable Facial Hair Standard.
- B. For Maintenance personnel on duty in an institution:
1. Shirt, long- or short-sleeved, dark blue, with left shoulder patch;
 2. Trousers, dark blue, with belt of employee's choice;
 3. Cap, dark blue, baseball type with Department patch;
 4. Jacket, mid-weight, dark blue, with removable liner, and left shoulder patch;
 5. Shoes or boots of the employee's choice appropriate to type of work being performed. If personnel proceed beyond the security line at a facility, footwear must be appropriate to an emergency response.
 6. Grooming standards for staff required to use the Self Contained Breathing Apparatus (SCBA) and or other respiratory equipment will include the following:
 - a. Facial hair can not interfere with the performance of duties.
 - b. Facial hair will be maintained in compliance with the Occupational Safety and Health Administration (OSHA) regarding Fit Testing, such that there will not be any hair growth between the skin and face piece sealing surface of the respirator, to include, but not limited to; stubble beard growth, beard, mustache or sideburns. Refer to Attachment A: Acceptable Facial Hair Standard.
- C. For Food Service personnel on duty in an institution;
1. Whites, shirt and pants, dark colored pants are optional with Superintendent approval, apron (as appropriate), food service type;
 2. Cap, white, baseball type with Department patch; and
 3. Shoes of the employee's choice; if personnel proceed beyond the security line at a facility, footwear must be appropriate to an emergency response.
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D. For Administrative/Program staff:

1. During duty hours, administrative, program and other non-uniformed personnel shall dress in business attire such as dress shirt and tie or blouse, suit, sport jacket, blazer, or sweater; dress pants, skirt or dress; and appropriate footwear. The Department does not provide non-uniform clothing for employees.
2. When appearing in Court or before the Parole Board, staff will make every effort to project a professional appearance.
3. All clothing worn by non-uniformed staff must be clean and in good repair. A professional appearance includes good hygiene; and
4. Approved footwear may be either shoe or boot. If personnel proceed beyond the security line at a facility, footwear must be appropriate to an emergency response.
5. When stationed or traveling in rural/bush areas, staff may dress in clothing appropriate to the area, weather/traveling conditions, and function of the trip as an exception to the dress normally worn in conformance with this policy.

E. For Criminal Justice Technicians

1. Department-issued blue polo shirt. Polo shirts must have the letters "DOC" embroidered above the left breast pocket. Functional designation such as "Criminal Justice Technician" shall be embroidered below the letters "DOC".
2. Dress slacks, purchased at the employee's expense.
3. Approved footwear may be either a shoe or boot. If personnel proceed beyond the security line at a facility, footwear must be appropriate to an emergency response.
4. Criminal Justice Technicians may opt to wear business attire.

F. Functional insignia and Identification Badge of Authority:

1. Functional insignia may be worn by non-uniformed staff.
 2. Functional insignia will be worn over the right breast pocket of the shirt and affixed by a post pin or clip mechanism.
 3. Functional insignia must be in the form of a rectangular tag of either gold/brass-colored metal or blue plastic material with the working title of the position engraved onto the tag; e.g., Nurse, Food Service, etc. The configuration of the tags shall be determined by the Superintendent or Unit Supervisor.
 4. Non-uniformed staff shall wear the identification badge of authority in compliance with Policy and Procedure 202.10.
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VIII. Implementation

This policy and procedure is effective 14 days following the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure. All local policies and procedures must conform to the contents of this document; any deviation from the contents of this document must be approved in writing by the Division Director.

1/7/2013



Date

Joseph Schmidt, Commissioner
Department of Corrections

Attachments:

- Acceptable Facial Hair Standard, 201.07 Attachment A

Original: 7/16/2007
