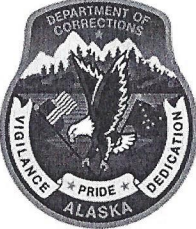



<p>STATE OF ALASKA DEPARTMENT OF CORRECTIONS</p>  <p>POLICIES & PROCEDURES</p>	SECTION: Administration		PAGE: Page 1 of 2
	CHAPTER: 200	NUMBER: 201.12	P&P TYPE: Public
	TITLE: Division Of Institutions – Probation / Parole Officer Dress		
	APPROVED BY:  Dean R. Williams, Commissioner		DATE: 03/01/17
ATTACHMENTS / FORMS: (None.)	AUTHORITY / REFERENCES: 22 AAC 05.155 AS 44.28.030 22 AAC 05.196 DOC P&P 202.10 AS 33.05.010 AS 33.16.180 AS 33.30.011 AS 33.30.021		

POLICY:

- I. It is the policy of the Department of Corrections (DOC) that Probation / Parole Officers assigned to a Department institution will maintain a neat, well-groomed and professional appearance on duty.
- II. The Department does not provide non-uniform clothing for employees.

APPLICATION:

This policy and procedure will apply to all Probation / Parole Officers assigned to a correctional institution.

DEFINITIONS:

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

Business Attire:

Dress shirt or blouse, suit, sport jacket, blazer, or sweater; dress pants, skirt or dress; and appropriate and sturdy footwear for institutional duties.

PROCEDURES:

I. Professional Appearance:

All clothing worn must be clean, pressed as appropriate, and in good repair. A professional appearance includes good hygiene.

II. Court And Parole Board Attire:

For scheduled appearances, Probation / Parole Officers will be dressed in business attire to include a tie with a dress shirt for men.

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III. Probation / Parole Officers I / II:

A. The following attire shall be worn by Probation / Parole Officers I / II assigned to an institution:

1. Dress slacks or pants;
2. A dress shirt, blouse or Department-issued polo shirt;
3. Boots or sturdy shoes of a professional appearance and suitable for institutional work; and
4. A belt and buckle of a professional appearance.

B. BDU's are not authorized.

C. Polo shirts must have the DOC logo embroidered above the left breast pocket.

D. Probation / Parole Officers I / II may wear business attire.

IV. Probation / Parole Officers III:

A. Probation / Parole Officers III assigned to an institution shall dress in business attire.

B. A Department-issued polo shirt may be worn instead of a dress shirt / blouse.

V. Functional Insignia, Identification Badge & Metal Badge Of Authority:

A. Functional insignia may be worn by institution Probation / Parole Officers. If worn:

1. On a polo shirt, the insignia will be embroidered over the right breast pocket.
2. On a dress shirt or blouse, the insignia will be worn as a metal tag of a gold / brass or silver color (as determined by the Superintendent) with the working title of "Probation Officer" or "Probation Supervisor" engraved on the tag. At the discretion of the Superintendent the Probation Officer's name may be included on the tag.

B. Probation / Parole Officers shall wear their identification badge in accordance with DOC P&P 202.10, Identification Badge Of Authority.

C. Metal badges may be worn on the front left side of a belt, on a breakaway necklace, or carried in a wallet.

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