

**STATE OF ALASKA
DEPARTMENT OF CORRECTIONS**



POLICIES & PROCEDURES

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TITLE: DOC Photo Identification Cards And Badges Of Authority		
APPROVED BY: <i>Dean R. Williams</i> Dean R. Williams, Commissioner		DATE: 07/27/18

ATTACHMENTS / FORMS:

- (A.) DOC Photo ID Card Spreadsheet.
- (B.) Sample DOC Photo ID Card Sheet.
- (C.) DOC Photo ID Card Application Form.
- (D.) DOC Photo ID Card Loss / Theft / Damage Form.
- (E.) DOC Badge Application Form.
- (F.) DOC Badge Loss / Theft / Damage Form.
- (G.) DOC Retiree Badge / Photo ID Card Request Form.

AUTHORITY / REFERENCES:

- 22 AAC 05.155**
- AS 33.05.010**
- AS 33.16.180**
- AS 33.30.011**
- AS 33.30.021**
- AS 44.28.030**
- DOC P&P 202.01**
- DOC P&P 202.15**

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have in place procedures for the proper issuance of DOC photo identification (ID) cards and DOC badges of authority to Department employees and other designated individuals, for use during their official duties.
- II. It is the policy of the Department to have in place procedures for the use and accountability of DOC issued photo ID cards and badges of authority.
- III. It is the policy of the Department that all individuals shall have their DOC issued photo ID cards and badges of authority on their person when on duty.
- IV. As photo ID cards and badges of authority issued by the Department are State property, all photo ID cards and badges of authority must be turned in once employment ends, once association with the Department ends or when an individual is asked to surrender their photo ID card / badge due to an administrative action.
- V. It is the policy of the Department to take very seriously any instances of alleged misuse of DOC issued photo ID cards and badges of authority. Allegations of misuse will be investigated, and where warranted, discipline may be imposed.
- VI. Nothing in this policy precludes an employee, contractor, volunteer, visitor or other individual from being denied access to an institution, or institutional grounds, or other secure area under the jurisdiction of the Department for cause.
- VII. Upon request, it is the policy of the Department to issue special retiree photo ID cards and badges of authority to those employees who have retired from the Department and who meet certain conditions of service.

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APPLICATION:

This policy and procedure will apply to all Department employees, contractors, volunteers, visitors or others who receive a DOC photo ID card or DOC badge of authority from the Department.

DEFINITIONS:

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

Central DOC Badge Register:

A master register kept by the DOC Badge of Authority Custodian at the DOC Training Academy in order to record all DOC badges of authority issued to and returned by Department employees around the State.

DOC Badge of Authority (Badge):

A metal badge featuring the Department's crest along with a label identifying the Department and another label identifying the bearer's job title. Each badge also has a unique serial number for tracking purposes.

DOC Badge of Authority Custodian:

A designated Department employee responsible for ordering, issuing and tracking all of the DOC badges of authority. This employee is also in charge of the Central DOC Badge Register.

DOC Photo Identification (ID) Card:

A plastic card used for identification purposes that features a picture of the bearer along with information such as their name, job title and the date the card was issued.

Good Standing:

The status of separation from State of Alaska and / or DOC service that does not include involuntary separation, dismissal, separation pending disciplinary action, or subsequent actions that would preclude the employee from being re-hired as a State of Alaska or DOC employee.

Issuing Officer:

A designated Department employee who issues and logs DOC photo ID Cards and / or DOC badges of authority at a specific institution / office / facility.

Local Badge Log:

A log kept by the Issuing Officer at a local institution / office / facility in order to record the DOC badges of authority issued to and returned by Department employees at that institution / office / facility.

Local ID Card Log:

A log kept by the Issuing Officer at a local institution / office / facility in order to record the DOC photo ID cards issued to and returned by Department employees at that institution / office / facility.

Official Business:

An act or task that is authorized or permitted by the Department as part of one's assigned work.

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On Duty:

Actively engaged in one's regular work.

PROCEDURES:

I. DOC Photo Identification (ID) Cards:

A. DOC Photo ID Card General Procedures:

1. DOC photo ID cards must be carried on the employee's person at all times while on duty.
2. All DOC photo ID cards issued must be laminated or placed in a plastic card holder. Cards shall also be equipped with a clip or fastener tab.
3. The employee to whom the DOC photo ID card is issued is responsible for the safe guarding and proper utilization of the card.
4. Employees on official business in institutions, transporting prisoners intra-state, or escorting a probationer or parolee under arrest, must wear their official DOC photo ID card to ensure proper identification and to display appropriate authority.
5. The DOC photo ID card must be offered for verification of official status, singularly or in combination with a DOC badge of authority, when and where necessary in the performance of duties.
6. DOC photo ID cards, when worn in the conduct of official business, must be worn clipped to the left collar / epaulet tab or breast pocket flap of the employee's outermost clothing in the upper left chest area or around the neck with a break-away lanyard.
7. DOC photo ID cards will not be used to obtain privileges and / or access beyond that directly connected with the employee's official responsibilities or contrary to DOC P&P 202.01, Code Of Ethical And Professional Conduct and DOC P&P 202.15, Standards Of Conduct.
8. DOC photo ID cards are issued State equipment and remain property of the State. They must be turned in when an employee's State employment ends, when an individual's association with the Department ends or when the photo ID card is rendered invalid by administrative action and / or damage.
9. Failure to turn in a DOC photo ID card when required to do so will result in an investigation, possible punitive personnel action and / or a hold being placed on the employee's paycheck.

B. Types Of DOC Photo ID Card:

DOC photo ID cards issued to employees, contractors, volunteers and others will be color coded to

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denote employment status, security status and qualifications. The photo ID card must conform, by color and layout to the following configurations:

1. Employment Status:

- a. All DOC employees will have a color background (red, blue or yellow) to their photo.
- b. Non-DOC employees, including contractors, volunteers, approved retirees and others will have a plain white background to their photos.

2. Security Status:

- a. High Security:
Employees with high security status shall have a card with a red or blue (Institutional Probation Officers only) photo background and red accent stripes across the lower portion of the card.
- b. Intermediate Security:
Employees with intermediate security status shall have a card with a blue photo background and blue accent stripes across the lower portion of the card.
- c. Limited Security:
 - i. Employees with limited security status shall have a card with a yellow photo background and yellow accent stripes across the lower portion of the card. The card shall have a plain border.
 - ii. Non-employees (including contractors, volunteers and others) with limited security status shall have a card with a plain white photo background and orange, green or no accent stripes across the lower portion of the card. Orange accent stripes shall be used for contractors with limited security, green accent stripes shall be used for VIP volunteers with limited security and no accent stripes shall be used for visitors, regular volunteers and others. The card shall have a plain border.

3. Qualification Status:

Employees who are certified in the use of firearms shall have a blue border to their photo ID card. Text may also be added to the top of the card above the photo indicating that the card holder is an Institutional Probation Officer (IPO), Field Probation Officer (FPO) or a Prisoner Transportation Officer (PTO).

- 4. Further information including examples of individuals that cards would be issued to can be found in the *DOC Photo ID Card Spreadsheet* (Attachment A). Mock photo ID card designs can be found in the *Sample DOC Photo ID Card Sheet*, (Attachment B).

C. Issuing DOC Photo ID Cards:

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1. The photo ID card Issuing Officer (as designated by the Superintendent, Chief Probation Officer (CPO), or other DOC manager) shall be responsible for the issuance of photo ID cards at each institution.
2. Where DOC employees do not have a photo ID card Issuing Officer or access to photo ID card equipment in their own office or facility, they should proceed to the nearest institution in order to have a photo ID card issued.
3. All employees, contractors, volunteers or others who require a photo ID card must first complete a *DOC Photo ID Card Application Form* (Attachment C).
4. The original *DOC Photo ID Card Application Form* (Attachment C) must be presented to the Issuing Officer at the local institution at the time the photo ID card is to be issued.
 - a. The Issuing Officer shall verify that the form is fully completed and that the card applicant has signed and dated the form in the appropriate places.
 - b. The Issuing Officer shall also be responsible for ensuring that the configuration of the card conforms to the appropriate employment status, security status and qualification status of the applicant as outlined above in Procedures section I, (B).
 - c. The card applicant will then have their photo taken for their card.
 - d. Once the card has been created and printed the Issuing Officer will issue the card to the employee in a clear plastic card holder along with a clip / fastener. (Probation Officers may be issued two (2) photo ID cards, upon approval by their CPO.)
 - e. If required by local SOP the Issuing Officer may attach a duplicate card / photo to the *DOC Photo ID Card Application Form* (Attachment C) that they keep and file, and additional duplicate cards / photos may be sent to the institution's administrative support staff for the employee's field Personnel File and / or the employee's Supervisory File.

D. Logging DOC Photo ID Cards:

1. Once a DOC photo ID card has been issued to an individual the Issuing Officer must update their Local ID Card Log.
2. The Local ID Card Log must, at a minimum, include information on:
 - a. Photo ID card number;
 - b. Issue date;
 - c. Expiration date;
 - d. Place of issue;

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- e. Full name of individual photo ID card was issued to;
- f. Individual's 6-digit State Employee ID Number (EIN);
- g. Job title of individual photo ID card issued to;
- h. Work location of individual photo ID card was issued to, if different from place of issue;
- i. Multiple photo ID cards issued;
- j. Date photo ID card was returned;
- k. Reason for return of photo ID card;
- l. Date photo ID card was reported lost / stolen; and
- m. Date photo ID card was recovered.

- 3. The Local ID Card Log can be updated by using information from the *DOC Photo ID Card Application Form* (Attachment B) or by placing a copy of the *DOC Photo ID Card Application Form* in the Local ID Card Log itself.
- 4. The Issuing Officer must also update their Local ID Card Log anytime they receive notice that a photo ID card has been returned, lost, damaged or stolen.

E. Returning Photo ID Cards:

- 1. DOC photo ID cards remain the property of the State and when a photo ID card is no longer needed by an employee or other individual that individual must return their photo ID card to the Department.
- 2. Non-employees must return their photo ID card to their DOC contact or to the Issuing Officer or Security Sergeant at the office / institution where they work / volunteer.
- 3. DOC Employees must return their photo ID card to the Issuing Officer or Security Sergeant at the employee's office / facility / institution. This shall usually be done on the employee's last day of work unless the employee is instructed otherwise. The employee must turn in their photo ID card at the same time that they turn in their keys, and other State equipment. (POs may have more than one (1) photo ID card to turn in.)
- 4. If a photo ID card is turned in to a staff member other than an Issuing Officer or a Security Sergeant, the photo ID card must be returned to the Issuing Officer or Security Sergeant at the office / facility / institution where it was issued.
- 5. Any photo ID cards found at a DOC office / facility / institution that do not belong to a current employee or a current contractor (volunteer or other individual) must be returned to the Issuing Officer or Security Sergeant at the office / facility / institution where it was issued.

F. Lost / Stolen / Damaged DOC Photo ID Cards:

- 1. The loss, theft or damage (that renders the card unusable) of a DOC photo ID card must be reported to your supervisor (or DOC contact in the case of non-employees) immediately after the loss, theft or damage is discovered. The report may be made in writing or verbally.

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2. Individuals must then complete a *DOC Photo ID Card Loss / Theft / Damage Form* (Attachment D) and must turn it in to their supervisor (or DOC contact for non-employees) no later than **48 hours** after the loss, theft or damage to the photo ID card is discovered.
3. Supervisors (or the DOC contact for non-employees) must forward a copy of the *DOC Photo ID Card Loss / Theft / Damage Form* (Attachment D) to the Issuing Officer at the institution which issued the card, so that the Issuing Officer can update their Local ID Card Log. The original form shall be placed in the employee's Supervisory File, and a copy may be placed in the employee's field Personnel File.
4. Supervisors may also contact the DOC IT Helpdesk in order to request an e-mail be sent out Department wide if they feel that a lost photo ID card may possibly be located in a DOC institution, office or facility.
5. The cost of a replacement photo ID card may be required to be paid at the individual's personal expense depending upon the circumstances in which the card was lost, stolen or damaged.
6. Any photo ID cards that are subsequently found or recovered after being reported lost or stolen must be turned in to the individual's supervisor or DOC contact. After updating the *DOC Photo ID Card Loss / Theft / Damage Form* (Attachment D) in their Supervisory File the supervisor / DOC contact must forward the found / recovered card on to the Issuing Officer at the institution that issued the card. The Issuing Officer can then file the found / recovered card away with the copy of the *DOC Photo ID Card Loss / Theft / Damage Form* (Attachment D) that was previously sent to them, in their Local ID Card Log.

G. Expiration And Re-Issuing DOC Photo ID Cards:

1. DOC Photo ID Card Expiration Dates:

- a. All photo ID cards issued to active employees and other designated individuals shall have an expiration date set for five (5) years after the date of issue.
- b. All photo ID cards issued to retirees shall have no set expiration date.

2. Re-Issuing DOC Photo ID Cards:

- a. DOC photo ID cards may be re-issued for the following reasons:
 - i. Loss of a photo ID card;
 - ii. Theft of a photo ID card;
 - iii. Damage to a photo ID card rendering it unusable;
 - iv. A change to the card holder's name;
 - v. A change to the card holder's job title;

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- vi. A change to the card holder's security status; and
- vii. A change to the card holder's qualifications.

b. The Issuing Officer shall re-issue a photo ID card according to the procedures set out in Procedures section I, (C) above.

II. DOC Badges Of Authority (Badges):

A. DOC Badges General Procedures:

1. Certain security personnel, officers of the court and personnel commissioned to carry firearms while on duty will be issued DOC badges of authority to clearly identify them as peace officers under color of law.
2. Once issued a DOC badge of authority, that employee then becomes responsible for the care and safe keeping of that badge. When not on their person, employees must keep their badges in an appropriate and secure location.
3. The DOC badge of authority must be carried on the employee's person while on duty in a badge case or badge holder:
 - a. Correctional Officers (CO), Institutional Probation Officers (IPO), and Supervisors must display the DOC badge of authority on the right side of their belt using a belt clip badge holder.
 - b. Field Probation Officers (FPO), Professional Conduct Unit Officers, and Pretrial Officers will carry and display their DOC badge of authority on a belt clip, neck chain or in a wallet badge case which may also contain the officer's DOC photo ID card in a display window opposite the metal badge. When using a belt clip badge holder the badge will be affixed on the right side of their belt.
 - c. All handgun certified officers when on official duty must display the DOC badge of authority on a belt clip badge holder in front of the firearm.
 - d. When in court on official business, all officers may display their badge of authority on their belt or around their neck.
4. DOC badges will not be displayed to obtain privileges or access beyond that directly connected with the official duties of the employee.
5. DOC badges are issued State equipment and remain property of the State. They must be turned in when an employee's State employment ends, when the employee is no longer permitted to carry a badge due to an administrative action and / or when a badge becomes unusable due to damage. Exceptions for turning in a badge of authority may be made for those badges that have been approved

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to be retired with the employee. See Procedures section III, below.

6. Failure to turn in a DOC badge when required to do so will result in an investigation, possible punitive personnel action and / or a hold being placed on the employee's paycheck.
7. DOC badges must be stored in a secure manner in a locked drawer or cabinet. Access to the locked drawer or cabinet shall be kept to a minimum.
8. An inventory of new un-issued badges must be done at least quarterly by the DOC Badge of Authority Custodian and the local badge Issuing Officers in order to confirm that no new un-issued badges are un-accounted for. Local badge Issuing Officers must submit their quarterly review results to the DOC Badge of Authority Custodian via e-mail to: doc.trainingfiles@alaska.gov

B. Central DOC Badge Register:

1. The supervisor of the DOC Training Academy shall appoint a member of their staff to act as the DOC Badge of Authority Custodian.
2. The DOC Badge of Authority Custodian shall be responsible for keeping the Central DOC Badge Register in order to keep track of all DOC badges issued to individuals and DOC offices / facilities. The Central DOC Badge Register shall include the following details when available / applicable:
 - a. Badge number;
 - b. Badge type (Officer, Superintendent, Special Assistant, etc.);
 - c. Issue date;
 - d. Place of issue;
 - e. Full name of individual badge was issued to;
 - f. Individual's 6-digit State Employee ID Number (EIN);
 - g. Job title of individual badge issued to;
 - h. Work location of individual badge was issued to;
 - i. Multiple badges issued;
 - j. Date badge was returned;
 - k. Reason for return of badge;
 - l. Date badge was reported lost / stolen;
 - m. Date badge was recovered; and
 - n. Date badge was retired.
3. The DOC Badge of Authority Custodian must update the Central DOC Badge Register every time:
 - a. A new batch of badges is ordered and received;
 - b. They issue a DOC badge to an individual;
 - c. They issue a batch of badges to another DOC office / facility;
 - d. A badge is returned to the Training Academy;
 - e. A badge is reported lost / stolen / damaged; and
 - f. A badge is retired from service.

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4. If a batch of DOC badges are requested by an office / facility not at the DOC Training Academy, the DOC Badge of Authority Custodian must first enter the details of the DOC badges in to the Central DOC Badge Register, including information on who the badges were sent to, before sending out the badges.

C. Issuing DOC Badges:

1. The DOC Badge of Authority Custodian shall be responsible for the issuance of DOC badges at the DOC Training Academy.
2. Where DOC employees needing a badge do not have direct access to the DOC Training Academy, the badge Issuing Officer (as designated by the Superintendent, CPO or senior office manager) in their local office / facility shall be responsible for the issuance of their DOC badge.
3. All employees who require a DOC badge must first complete a *DOC Badge Application Form* (Attachment E).
4. If a PO requires two (2) DOC badges, they shall complete two (2) *DOC Badge Application Forms* (Attachment E) and each badge must be issued separately, per the procedures below. Requests for more than one (1) badge shall be approved in advance by the applicant's CPO before a second badge is issued.
5. The original *DOC Badge Application Form* (Attachment E) must then be presented to the DOC Badge of Authority Custodian (or badge Issuing Officer at the local office / facility) at the time the DOC badge is to be issued.
 - a. The DOC Badge of Authority Custodian / Issuing Officer must verify that the form is fully completed and that the badge applicant has signed and dated the form in the appropriate places.
 - b. The DOC Badge of Authority Custodian / Issuing Officer shall also be responsible for ensuring that the type of badge issued conforms to the appropriate job title / rank of the applicant.
 - c. The DOC Badge of Authority Custodian / Issuing Officer must record all pertinent details in the Central DOC Badge Register (or the Local Badge Log) **before** turning over the badge to the badge applicant.
 - d. Before handing over the badge of authority the DOC Badge of Authority Custodian / Issuing Officer must have the applicant raise their hand and repeat their Oath of Office. After the Oath of Office has been taken the DOC Badge of Authority Custodian / Issuing Officer must counter sign the *DOC Badge Application Form* (Attachment E) in the appropriate place.

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- e. Once the badge has been issued the DOC Badge of Authority Custodian shall file away the *DOC Badge Application Form* (Attachment E).
- f. For badges that are issued by an Issuing Officer at locations other than the DOC Training Academy a copy of the *DOC Badge Application Form* (Attachment E) must be forwarded on to the DOC Badge of Authority Custodian at the DOC Training Academy via e-mail at: doc.trainingfiles@alaska.gov.
- g. Copies of the *DOC Badge Application Form* (Attachment E) must also be sent to the applicant's administrative support unit for placement in the employee's field Personnel File and to the applicant's supervisor for inclusion in the applicant's Supervisory File.

D. Logging DOC Badges:

1. Local Badge Logs kept at institutions / offices / facilities other than the DOC Training Academy shall serve to verify and back up the Central DOC Badge Register.
2. Each Issuing Officer who issues a DOC badge at an institution / office / facility other than the DOC Training Academy must keep a Local Badge Log of all DOC badges they issue including the details in Procedures section II, (B), (2) above.
3. Whenever a new batch of badges is received by an Issuing Officer the numbers of the badges must immediately be recorded in their Local Badge Log.
4. Each Issuing Officer who has a badge returned to them must update their Local Badge Log with the information of the individual returning the badge and the badge returned.
5. Each Issuing Officer who receives a report of a lost / stolen / damaged DOC badge must update their Local Badge Log with the information reported.
6. The DOC Badge of Authority Custodian should receive copies of all or part of Local Badge Logs quarterly to verify details in the Central DOC Badge Register.

E. Lost / Stolen / Damaged DOC Badges:

1. The loss, theft or damage (that renders the badge unusable) of a DOC badge must be reported to the employee's supervisor immediately after the loss, theft or damage is discovered. The report may initially be made in writing or verbally, and must be done no later than **24 hours** after the loss, theft or damage is discovered.
2. The loss or theft of a badge must also be officially reported to the local law enforcement agency in

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case the badge is later used illegally or in the commission of a crime. Again, this must be done no later than **48 hours** after the loss or theft.

3. Individuals must then complete a *DOC Badge Loss / Theft / Damage Form* (Attachment F) and must turn it in to their supervisor no later than **48 hours** after the loss, theft or damage to the DOC badge is discovered.
4. Supervisors must forward a copy of the *DOC Badge Loss / Theft / Damage Form* (Attachment F) to the below individuals so that the Central DOC Badge Register and the Local Badge Log can be updated:
 - a. The Issuing Officer at the office / facility which issued the badge; and
 - b. The DOC Badge of Authority Custodian at the DOC Training Academy (doc.trainingfiles@alaska.gov).
5. Supervisors may also contact the DOC IT Helpdesk in order to request an e-mail be sent out Department wide if they feel that a lost badge may possibly be located in a DOC institution, office or facility.
6. The cost of a replacement badge may be required to be paid at the individual's personal expense depending upon the circumstances in which the badge was lost, stolen or damaged:
 - a. If the lost / stolen / damaged badge was not reported in the manner and time frames indicated above, the employee **may** be required to pay for the replacement cost of a new badge.
7. Any badges that are subsequently found or recovered after being reported lost or stolen must be turned in to the individual's Issuing Officer or the DOC Badge of Authority Custodian.
 - a. If the badge was returned to an Issuing Officer, after updating their Local Badge Log the Issuing Officer must then send the recovered badge on to the DOC Badge of Authority Custodian at the DOC Training Academy.

F. Returning DOC Badges:

1. DOC badges remain the property of the State and when a badge is no longer needed by an employee it must be returned to the DOC Training Academy for re-use and re-issue.
2. Employees must turn in their badges on their last day of employment (or when their badge(s) is no longer needed) to the Security Sergeant or Issuing Officer at their local office / facility / institution. This can be done when they turn in their keys, photo ID cards and other State equipment.
3. Any badges that are turned in to a person other than the badge Issuing Officer must be forwarded to the badge Issuing Officer so that their Local Badge Log can be updated. Once the Issuing Officer has updated their Local Badge Log the badge must be sent on to the DOC Badge of Authority Custodian

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at the DOC Training Academy.

4. An exemption to returning a badge that is no longer needed to the DOC Training Academy may be made for badges that have been approved to be retired with an employee. See Procedures section III, below, for more details on retiring badges.
5. Any DOC badges found at a DOC office / facility / institution that are not assigned to an individual or that are not part of an Issuing Officer's batch of badges shall be reported and returned to the DOC Training Academy.

G. Re-Issuing DOC Badges:

1. Employees who request a replacement badge due to a promotion or change in job class may be re-issued a badge according to the procedures described above in Procedures section II, (C). However, badges may only be re-issued to employees who surrender their previous badge. Whether or not an employee has a previously issued badge to surrender can be verified by consulting the Central DOC Badge Register or the Local Badge Log.
2. Employees who request a replacement badge due to a loss, theft or damage may be re-issued a badge according to the procedures described above in Procedures section II, (C). However, badges may only be re-issued to employees who have properly reported the loss, theft or damage of their previous badge. This proper reporting can be verified by consulting the Central DOC Badge Register or the Local Badge Log.
3. The DOC Badge of Authority Custodian shall be responsible for inspecting any badges that are returned to the DOC Training Academy.
4. If a badge is in good condition and can be re-issued, the DOC Badge of Authority Custodian must keep the badge in circulation and re-issue the badge per the procedures described above in Procedures section II, (C) above.
5. If the badge is in bad condition or damaged beyond use or repair, it must be removed from circulation and must be destroyed in a manner approved by the DOC Training Academy supervisor so as to render it unusable. The destruction of the badge must be recorded in the Central DOC Badge Register.

III. DOC Retiree Photo ID Cards And Badges Of Authority:

A. Retiree Photo ID Card:

1. Retiree photo ID cards will be issued from the DOC Commissioner's Office to former employees who request a card and meet certain eligibility requirements. (See below.)

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2. Retiree photo ID cards will be plain white in color, as described on the *DOC Photo ID Card Spreadsheet* (Attachment A) and as shown on the *Sample DOC Photo ID Card Sheet* (Attachment B).

3. Retiree photo ID cards will display the following information:

- a. Former employee's full name;
- b. DOC institution / facility / office last worked;
- c. Job title at retirement;
- d. State of Alaska Employee ID Number; and
- e. A notation that the card is a "RETIRED" photo ID card.

B. Retiree Badge Of Authority:

1. Retiree badges of authority will be issued from the DOC Commissioner's Office to former employees who formerly carried a badge of authority as part of their duties and whom request a badge and meet certain eligibility requirements. (See below.)

2. Retiree badges will be similar to current badges in that they will display the former employee's title / rank at the time of their retirement from DOC service. However, retiree badges shall also include the wording "RETIRED" in order to distinguish it from current badges used by DOC employees.

Note: As with badges in use by current DOC employees, any misuse of a retiree badge may constitute a criminal offense and lead to criminal charges under certain circumstances.

3. The retiree requesting the badge of authority will be responsible for the cost of the badge, if the request is approved.

C. Retiree Photo ID Card And / Or Badge Application Process:

1. An employee who has shown exemplary service and commitment to the State of Alaska for at least 20 years may request a special retiree badge of authority and / or photo ID card after their service to the Department has ended.

Note: The retiree badge and photo ID card may be requested after an employee leaves the Department with 20 years of State service, regardless of whether they are retiring from State service or not.

2. A request for a retiree badge and / or photo ID card from an employee who is leaving State service due to an injury suffered in the line of duty, may also be considered even if the employee has provided less than 20 years of service to the State.

3. A request for a retiree badge and / or photo ID card for an employee killed in the line of duty may also be considered, regardless of the employee's years of service to the State.

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4. Employees retiring from the Department who had more than one (1) badge (such as Probation Officers) while actively employed by DOC may only request one (1) retiree badge after leaving DOC service.
5. In addition to the requisite minimum years of State service (as described above) former employees must also meet the following criteria which will be verified before any retiree badges or photo ID cards are issued:
 - a. Former employees must have retired from DOC service in good standing. Any pending administrative, personnel or disciplinary issues against the employee must be resolved in the employee's favor before any retiree badges or photo ID cards will be issued.
 - b. Former employees must not have any outstanding DOC property that should have been returned, such as a badge of authority that they used while they were an active employee.
 - c. Former employees requesting a retiree badge must have been issued and used a badge during their employment with the Department as part of their regular duties.
6. Former employees may request a retiree badge and / or photo ID card by completing a *DOC Retiree Badge / Photo ID Card Request Form* (Attachment G) and submitting it to the DOC Commissioner's Office.
7. Once a completed request form is received by the DOC Commissioner's Office, the request will be reviewed before an approval / disapproval decision is rendered. In addition to confirming that the former employee meets the eligibility criteria described above, the following staff may also be contacted for input regarding whether to approve the request or not:
 - a. The Superintendent, CPO or other senior manager in charge of the former employee's office / facility / institution;
 - b. The Director of the former employee's Division;
 - c. The DOC Badge Custodian at the DOC Training Academy; and
 - d. The Deputy Commissioner or their designee.
8. After the review process is complete, former employees will be notified in writing whether their request was approved or disapproved.

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