

	State of Alaska Department of Corrections Policies and Procedures		Index #: 201.06	Page 1 of 2	
			Effective: 06/05/08	Reviewed:	
			Distribution: Public	Due for Rev:	06/09
	Chapter:	Personnel			
Subject:	Division of Probation/Parole Employee Dress				

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

Standards for Adult Probation and Parole Field Services

No pertinent standards apply

III. Purpose

To establish uniform dress procedures and guidelines within the Department for all Division of Probation/Parole employees.

IV. Application

Division of Probation and Parole Officers, Criminal Justice Technicians and Support Staff.

V. Definitions

As used in this document, the following definition shall apply:

A. Carrier

A cloth device that allows for the wearing of a ballistic vest.

B. Business attire

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

C. Panel Jacket

Jacket with pull down panels for the display of identification and authority.

VI. Policy

It is the policy of the Department that probation/parole officers and support staff, while on duty, maintain a neat, well-groomed, professional appearance. The Department does not provide non-uniform clothing for employees. All clothing must be neat and in good repair.

VII. Procedures

A. Professional appearance

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

B. Court and Parole Board attire

For scheduled appearances, officers will be dressed in business attire as described in V. above to include a tie with a dress shirt. For unscheduled appearances, field officers are authorized to wear approved field attire as described in C. of this section.

C. Field and Office Attire

The following attire shall be worn whenever an officer is in the field or office.

1. Dress pants, or when approved by the supervisor for non-routine and temporary circumstances, dark-colored jeans or other approved wear. (Blue jeans and B.D.U.s shall not be approved for any wear.)
2. Dress shirt, blouse, or Department issued blue polo shirt. Polo shirts shall have the DOC logo embroidered above the left breast pocket.
3. Department issued jacket, panel, dark blue, 3" lettering "D.O.C." on back panel, 1" lettering "Parole" on right breast panel and cloth badge on left breast panel.
4. Metal badges may be worn on the belt, weapon side; worn on a necklace; or carried in a wallet.
5. Footwear shall be either a sturdy shoe or a boot. Tennis shoes are not authorized.
6. Belt and buckle shall be professional in appearance.
7. Unarmed Probation/Parole Officers are encouraged to wear a ballistic vest. All ballistic vests shall be worn in compliance with D. 2. below.

D. Concealed carry attire/ Business attire

The following shall be worn when the officer is carrying concealed in the field or office. Armed Probation Officers are authorized to carry concealed only.

1. Officers shall wear business attire when carrying a concealed firearm.
2. Department approved ballistic vest, concealed under clothing or jacket. Note: An outer wear type vest is authorized but must be worn under a jacket, fleece vest or other outer garment.
3. For the purposes of this policy panel jackets may be worn with business attire in the field or office. Panel jackets are not authorized for court wear.
4. Approved footwear shall be sturdy and appropriate for field work.

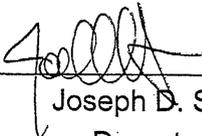
E. Criminal Justice Technician and Support Staff attire

1. Dress pants; shirt, blouse or Department-issued blue polo shirt with letters "DOC" embroidered above the left breast pocket. Functional designation such as "Criminal Justice Technician" shall be embroidered below the letters "DOC".
2. Approved footwear may be a shoe or boot. Tennis shoes are not authorized.

VIII. Implementation

This policy and procedure is effective June 6, 2008. Officers needing to qualify with a concealed holster have until August 1, 2008 to do so. The Training Academy will coordinate with Division of Probation/Parole field offices to expedite needed training. Managers shall incorporate the contents of this document into local policy and procedure. Any deviation from the contents of this document must be approved in writing by the Director of Probation/Parole.

6/5/08
Date


Joseph D. Schmidt, Commissioner
Department of Corrections