I. **Authority**

In accordance with 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. **References**

*Alaska Statutes*
AS 33.30.011

*Alaska Administrative Code*
22 AAC 05.196

III. **Purpose**

To set standards for proper and approved wear of uniforms, rank insignia, and functional insignia by Correctional Officers.

IV. **Application**

Division of Institutions

V. **Definitions**

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

A. **Identification Badge of Authority**

   Official photo-identification card issued to Department employees and the accompanying cloth or metal badge of office provided as standard equipment in accordance with 202.10, Identification Badge of Authority.

B. **Uniform**

   The official attire, including identification badge of authority and rank insignia when applicable, worn by Correctional Officers includes a designated hat or cap, jacket, tie, blouse/short, belt, trousers/slacks and footwear.

C. **Grooming**

   Appearance standards based on safety, hygiene, neatness and a professional image.

VI. **Policy**

A. While on duty, all Correctional Officers will wear a uniform in accordance with established requirements to aid in identification and to ensure the professional appearance of personnel.

B. Correctional officers will wear, as part of the uniform, rank insignia and Identification badge as established by the Deputy Commissioner for Operations. Only Correctional Officers will display rank insignia as part of the official uniform.

C. While on duty Correctional Officers shall present a professional appearance. Officer grooming standards shall be no more restrictive than necessary to present a neat and clean appearance and not present an undue risk to personal safety or prevent the officer from performing all assigned routine and emergency duties.
VII. Procedures

A. The parameters for the issue, maintenance and wearing of the prescribed correctional staff uniforms are as follows:

1. Uniforms will be provided by institutions or through a voucher system with an appropriate vendor and replaced as needed. Each officer will receive seven uniforms upon hire. Up to three uniforms may be replaced each year upon return of the unusable uniform(s).
2. A jacket or coat will be issued based on assigned duties and replaced upon return of the unusable jacket or coat.
3. The care, minor repair and cleaning of the uniform will be the responsibility of the employee to whom the uniform is issued;
4. During duty hours Correctional Officers 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 (e.g., Correctional Academy or Prisoner Transportation Unit);
5. Uniforms will not be worn while engaged in non-official functions, except traveling to or from official duty station and home;
6. Each Superintendent or Unit Supervisor 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;
7. Departmental identification badges will be worn as part of the uniform and/or displayed when and where appropriate and in conformance with 202.10, Identification Badge of Authority, to aid in the identification and recognition of employees of the Department;
8. Correctional Officers and other personnel shall not wear the uniform or display the official identification badge of authority in a manner or under circumstances which are likely to reflect negatively on the Department. See 202.10, Identification Badge of Authority, for specific badge/I.D. standards and procedures and 202.01, Code of Ethical and Professional Conduct, for specifics relating to employee conduct;
9. Metal pins not authorized under C. (below) 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.
10. At their own cost and choice, uniformed staff may wear a United States or Alaska State flag of appropriate size on their right shoulder.

B. The Correctional Uniform

1. For Correctional Officer (CO) I & II:
   a. Shirt: long- or short-sleeve, dark blue, with Department patch, subdued style, on left sleeve beneath shoulder seam and functional insignia per C. 3 below; shirts shall be tucked in. Undershirts shall be white or dark blue in color.
   b. Pants: cargo, dark blue, with belt, black. The Department does not provide a belt; however, the officer shall wear a black belt of his or her choice. Buckles shall be conservative and professional in appearance.
c. Tie: dark blue, clip-on/break away. Correctional Officers I and II are not required to wear ties; however, the above-specified tie will be provided for those officers who elect to wear them.

d. Metal badge of office clipped to the belt on the right side.

e. Cap: dark blue, baseball type, with Department 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: mid-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 black shoes or boots of his or her choice as to style.

2. For the Correctional Officer III:

a. Shirt: long- or short-sleeve, light blue, with Department patch, non-subdued style, on left sleeve beneath shoulder seam, rank insignia on the collar, and functional insignia per C. (below); shirts shall be tucked in. Undershirts shall be white or dark blue in color.

b. Pants: cargo, dark blue, with belt, black. The Department does not provide a belt; however, the officer shall wear a black belt of his or her choice. Buckles shall be conservative and professional in appearance.

c. Tie: dark blue, clip-on/break away. Correctional Officers III are not required to wear ties; however, ties shall be provided to those Sergeants who choose to wear them.

d. Metal badge of office clipped to belt on right side.

e. Cap: dark blue, baseball type, with Department 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. The cap or hat will only be worn indoors at the discretion of the Unit Supervisor.

f. Jacket: mid-weight, dark blue, with removable liner, and shoulder patch and cloth badge over 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 black shoes or boots of his or her choice as to style.

3. For the Correctional Officer IV:

a. Shirt: long- or short-sleeved, white, with Department patch, non-subdued style, on the left sleeve beneath shoulder seam, rank insignia, and functional insignia, on the collar per C. (below); shirts shall be tucked in.

b. Pants: dress slacks, black, with black belt. The Department does not provide a belt; however the officer shall wear a black belt of his or her choice. Buckles shall be conservative and professional in appearance.

c. Tie: black, clip on, break away.

d. Metal badge of office clipped to the belt on the right side.

e. Cap: dark blue, baseball type, with Department 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. The cap or hat will be worn indoors at the discretion of the Unit Supervisor.

f. Jacket: mid-weight, dark blue, with removable liner, and shoulder patch and badge tab to accommodate the metal badge. 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 black boots or shoes of his or her own choice as to style.

C. Uniform Rank, Name Tags and Functional Insignia:

1. A Correctional Officer I/II does not wear rank insignia. A Correctional Officer I/II shall wear name identification (last name) embroidered on a rectangular blue cloth tag stitched over the right breast pocket. The designation “Corrections” shall be embroidered on a rectangular blue cloth tag and be stitched over the left breast pocket.

2. A Correctional Officer III will display rank insignia as part of the correctional uniform regardless of work assignment. The authorized rank insignia is a three-stripe, gold/brass colored metal chevron, of the size, style, and manner associated with the United States Army buck sergeant's rank and intended for wearing on the shirt collar affixed by a post-pin and clip mechanism; A Correctional Officer III shall wear name identification on a gold/brass colored metal rectangular tag affixed over the right breast pocket.

3. A Correctional Officer IV will display rank insignia as part of the correctional uniform regardless of work assignment. The authorized rank is a silver 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;

4. Name tags shall be worn as part of the uniform by Correctional IV. Name tags shall be worn centered over the right breast pocket of the uniform shirt affixed by a post-pin and clip mechanism.

5. Functional insignia may be worn by Correctional Officers III and IV (e.g. Standards Officer, Shift Supervisor, Security Officer). Pinned tags must be in the form of a metal rectangular tag, either gold/brass colored (CO III, function only), or silver colored (CO IV). The configuration of the functional insignia and the job title(s) engraved on them are determined by the Superintendent. Function tags shall be worn over the left breast pocket.

6. Field Training Officer (FTO) functional insignia may be displayed as part of the correctional officer uniform at the discretion of the Superintendent of the facility 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.

D. Honor Guard Uniform

Pursuant to P&P 201.01 (Honor Guard) Correctional Officers assigned to the Honor Guard will be given an Honor Guard Uniform to use while officially representing the Department at approved/sponsored events and recognition ceremonies. The Honor Guard Uniform will not be worn while attending non-Department approved/sponsored events. Dress Uniform standards are attached as Annex A.

1. 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, and
f. Department approved/sponsored funeral/memorial services for current or former employees.

E. Class A Uniform:
   The Department may make available a Class A Uniform for Correctional Officers to wear at approved, sponsored events and recognition ceremonies to include, but not limited to those stated in D. 1 above.

F. Grooming
   1. Officers will be required to maintain facial hair in a professional manner which includes hair being trimmed and neatly kept.
   2. Officers on duty will wear their hair and jewelry in such a manner as to minimize risk to personal safety by unnecessarily presenting a prisoner with a handhold to assault and or disable the officer.

VIII. Implementation
   This policy and procedure is effective when it is 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.

4/10/2014
SIGNATURE ON FILE

Joseph D. Schmidt, Commissioner
Department of Corrections

Attachments:
Annex A (Dress Uniform Standards)