

	State of Alaska Department of Corrections Policies and Procedures		Index #: 201.12	Page 1 of 2	
			Effective: 7/16/07		
	Distribution: Public	Due for Rev: 7/09			
Chapter:	Personnel				
Subject:	Division of Institutions - Probation/Parole Officer 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

22 AAC 05.196

Standards for Adult Correctional Institutions; 4th Edition 2003

No pertinent standards apply.

Standards for Adult Local Detention Facilities; 3rd Edition 1991

No pertinent standards apply.

III. Purpose

To establish uniform dress procedures and guidelines for Probation Parole Officers assigned to a correctional facility.

IV. Application

Probation/Parole Officers assigned to a Correctional facility.

V. Definitions

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

A. Business Attire

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

VI. Policy

It is the policy of the Department that Probation/Parole officers, while on duty, maintain a neat, well-groomed, professional appearance. The Department does not provide non-uniform clothing for employees.

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.

C. Probation Officer I/II

The following attire shall be worn by Probation Officers I/II assigned to a facility.

1. Dress slacks or pants. (BDUs are not authorized.)

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2. Dress shirt, blouse or department-issued polo shirt. Polo shirts must have the DOC logo embroidered above the left breast pocket.
 3. Boots or sturdy shoes of a professional appearance.
 4. Belt and buckle of a professional appearance.
 5. Probation Officers I/II may wear business attire as described in V. A. above.
- D. Probation Officers III assigned to a facility shall dress in business attire.
- E. Functional insignia, Identification Badge and Metal Badge of Authority:
1. Functional insignia may be worn by facility probation staff. If worn:
 - a. On a polo shirt, will be embroidered over the right breast pocket.
 - b. On a dress shirt or blouse, will be worn as a metal tag of either 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 officer's name may be included on the tag.
 2. Probation staff shall wear the identification badge in accordance with Policy and Procedure 202.10.
 3. Metal badges may be worn on the front left side of a belt, on a breakaway necklace, or carried in a wallet.

VIII. Implementation

This policy and procedure is effective as of 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.

7/3/07
Date



Joseph D. Schmidt, Commissioner
Department of Corrections