I. Authority
In accordance with AS 44.18.030 and 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

III. Purpose
To establish procedures for the issuance of identification cards and badges of authority to employees and to set forth the parameters for the use and accountability of the cards and badges.

IV. Applicability
All employees.

V. Definitions
A. Issuing Officer: A department official or manager who signs into effect and therefore authorizes the use of identification cards and badges.

VI. Policy
A. All employees of the Department of Corrections will be issued a photo-identification card. The card will be carried on the employee’s person while on duty. Identification cards will be signed into effect by the senior official or designee at the employee’s duty station or the Division Director or a Deputy Commissioner in the capacity of issuing officer.
B. Employees on official business in institutions, transporting prisoners intra-state, or escorting a probationer or parolee under arrest, will wear their official identification card clipped to the left collar/epaulet or left front breast pocket of outer clothing or a break-away lanyard around their neck to ensure proper identification and to display appropriate authority.
C. Certain security personnel, officers of the court and personnel commissioned to carry firearms while on duty will be issued metal badges of authority to clearly identify them as peace officers under color of law.
D. Identification cards and badges of authority are issued state equipment and must be turned in upon termination of employment or failure to pass a background check.

VII. Procedures
A. The Chief Executive Officer or designee at each departmental facility shall be responsible for the issuance of identification cards and/or badges of authority, as follows:
   1. Entering proper information on identification card from State I.D. Application (Form 202.10A) and preparing card for authorizing signature of the issuing officer;
2. Ensuring employee signs card, has photograph taken with appropriate color coded card and background per E. below;
3. Issuing to each employee a laminated card equipped with removable clip and fastener tab;
4. Issue numbered badge with carrying cases as assigned by the Training Academy;
5. Entry of required information into the Register of Employee Identification (Form 202.10B);
6. Retention of a photo-identification card, security information, and any other information pertaining to the identification card and badge in the employee's on-site personnel file; and
7. Routing the 202.10A application with photo-I.D. affixed for each employee (or volunteer) to the institution's security officer in accordance with VII.F.3. below.

B. Identification cards, when worn in the conduct of official business, will 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. I.D. cards will be carried on the employee's person at all times while on duty. The card must be offered for verification of official status, singularly or in combination with a badge of authority, when and where necessary in the performance of duties. Cards will not be used to obtain privileges and/or access beyond that directly connected with the employee's official responsibilities or contrary to P&P 202.01 (Code of Ethical and Professional Conduct) and P&P 202.15 (Standards of Conduct).

C. The badge of authority will be carried on the employee's person while on duty and in a badge case, attached to a belt clip, or in the uniform tabs sewn onto the upper left chest area of the uniform jacket. Correctional Officers III/IV and Transportation Officers will display metal badge of authority on a belt clip; and, in the case of Transportation Officers, in the badge tab on the left chest area of the uniform jacket. Probation Officers will carry and display the badge of authority as a belt badge or in a wallet type badge case which may also contain the officer's photo-I.D. card in a display window opposite the metal badge.

D. Badges of authority will not be displayed to obtain privileges or access beyond that directly connected with the official duties of the employee. Institutional personnel and Transportation Officers issued badges of authority will wear said badges in accordance with P&P 201.07 (Correctional Staff Uniform, Appearance & Rank Insignia).

E. Identification cards issued to employees will be color coded to denote security status. The I.D. Card will confirm, by color and configuration, the following security and firearms certification codes:
   1. Highest-Security
      Red accent stripes diagonally across the upper right and lower left portions of the bottom of the card denotes security staff of institutions and/or field, academy, central office, institutional probation officers or personnel holding the highest security clearance for entry to all areas of an institution or other security areas
under the jurisdiction of the department. All photo backgrounds shall be red in color, except institutional probation officers. See Appendix A for further details.

2. Intermediate-Security

Blue accent stripes diagonally across the upper right and lower left portion of the bottom of the card denotes program staff of institutions and/or field, academy or central office personnel holding clearance for unescorted entry to all areas of the institution except maximum security areas when cleared by an employee displaying security I.D. per 1. above. This card denotes entry clearance for all other areas under the jurisdiction of the department. All photo backgrounds shall be blue in color. See Appendix A.

3. Firearms Certified

A red or blue background with a round yellow sticker affixed to the upper right corner of the card, indicates the employee has been certified in the use of firearms and is authorized to carry firearms in the line of duty on institutional grounds; and, in the case of Prisoner Transportation Officers or Probation Officers assigned to the Division of Probation and Parole, may conduct official business while armed in accordance with statutory authority and pertinent departmental policy. The yellow sticker, as described and applied under E1 and E2 above, denoting current firearms certification may also be applied to employees at the discretion of the Deputy Commissioner for Operations, provided the employee is trained, certified and current in the authority to carry firearms in the conduct of official duties.

4. Non-Security

A. Yellow accent stripes diagonally across the upper right and lower left portion of the bottom of the card denotes support staff for the department. Support staff, have limited access to program areas of institutions at the discretion of the Superintendent. Access to other areas under the jurisdiction of the department is determined by the employees (or volunteers, in accordance with 819.01, Volunteer Services Program) immediate supervisor and assigned duties. See Appendix A.

B. A plain white bottom portion of the card denotes Visitor, Volunteer or Contractor. See Appendix A.

5. All identification cards issued, will be laminated in clear plastic. Every card issued for field use must be laminated and equipped with a clip fastener tab.

6. All identification cards issued, except those listed in Appendix A section 3B and 3C shall have a date of issuance printed on the card with an expiration date of 5 years from the issuance date.

a. Upon a re-issuance date, the security office shall conduct a background check of the employee or staff member in accordance with the requirements of the Prison Rape Elimination Act (PREA). The background check shall include a check of the Alaska Public Safety Information Network (APSIN), the National Crime Information Center (NCIC) and a check of the local court documents via Court View. The background check shall include whether the staff member or employee has:

i. Engaged in sexual abuse in a prison, jail, lockup, juvenile facility or community confinement facility.
ii. Been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse or;

iii. Been civilly or administratively adjudicated to have engaged in the activity described in 6A(ii).

b. Any staff member or employee who does not pass the re-issuance background check shall be referred to the superintendent and human resource department.

F. A record of identification card and badge issue must be maintained by each security officer, as follows:

1. Each employee, volunteer or contractor being issued an identification card shall complete an Employee Application for Identification Card (Form 202.10A).

2. The employee or volunteer will have three I.D. photographs taken on the I.D. card format prepared, issued and signed in accordance with section A. and D. above. The completed photo-identification cards will be processed and retained, as follows:
   a. One card will be laminated, punched and equipped with clip and fastener, then issued to the employee as official identification; volunteer photo-I.D's will not be issued, but laminated and retained at the work site for issue and display on the premises;
   b. One card will be attached by adhesive or cellophane tape to the Employee Application for Identification Card (Form 202.10A) in the space provided; and security officer's security file;
   c. One card shall be retained by the security officer for administrative retention in the employee's on-site personnel file.

3. The Employee Application (form 202.10A), with a photo I.D. card affixed per 2.b. above, will be sent to the designated institutional security officer along with a record of badge issue, if a badge is issued to the employee. For the Division of Probation and Parole, Central Office personnel and volunteers, the I.D. Application and Photo-I.D. set will be sent to and maintained by the institutional security officer nearest the issuing office or as designated by the Director of Institutions where more than one institution is in close proximity or there is not an institution situated near the office.

4. Each security office shall maintain a permanent Register of Employee Identification (Form 202.10B).

G. The Official Identification and Badge of Authority are sensitive security items subject to misuse if not maintained secure and accounted for at all times. These items falling into the hands of unauthorized persons, prisoners, or individuals intent upon compromising the security of an institution or departmental jurisdiction could cause grave jeopardy. Therefore, the importance of safeguarding credentials cannot be overemphasized:

1. Employee identification cards, badges and accessories remain the property of the Department. The employee to whom the identification and badge of authority are issued is responsible for the safe guarding and proper utilization of the items issued. The aforementioned items must be turned in upon an employee's leaving employment and/or the invalidation of the identification/badge by administrative
action and/or damage. Failure to turn in badges or identification may result in punitive personnel action and a hold being placed on the employee’s paycheck;

2. The loss or theft of the I.D. Card or Badge of Authority must be reported immediately to the employee’s supervisor;

3. The cost of I.D. or Badge replacement may be required to be paid at the employee’s personal expense; and

4. Nothing in this policy precludes an employee or volunteer or visitor from being denied access to an institution, or institutional grounds, or other secure area under the jurisdiction of the Department for cause.

H. Deactivated Identification and/or Badge(s) of Authority will be processed as sensitive security items established under G above. Identification cards or badges turned in or invalidated by administrative action in accordance with this policy will be processed as follows:

1. Identification Card(s) turned in for replacement or employment termination purposes will be:
   a. Received by the Institutional Security Officer designated under Section F. 3. above who shall ensure that the I.D. has been deleted from the Register of Employee Identification, (form 202.10B) maintained by the issuing officer; and
   b. The Security Officer receiving the deactivated card shall destroy same in such a fashion as to render it unusable.

2. Badges of Authority turned in for replacement or employment termination purposes will be received by the issuing officer, who shall ensure that the record of badge issue on the Register of Employee Identification (form 202.10B) is adjusted to indicate the administrative action resulting from the turn-in. All Badges of authority will be returned to the Training Academy so they may be reissued to another employee. Exceptions to this may be a result of:
   a. Destruction of the badge if it is damaged to such an extent as to be unusable for reissue; or
   b. Retirement of the badge in accordance with procedures established by the Commissioner, including submission of a Retired Badge Memo (Attachment A).

   Note: A retired badge must be mounted or encased in such a manner as to render it unusable as a badge of authority.

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 within 14 days. All local policies and procedures must conform to the contents of this document.
Date: 11/25/2014

SIGNATURE ON FILE

Joe Schmidt, Commissioner
Department of Corrections

Applicable Forms to this Policy:
Appendix A
202.10A Identification Application
202.10B Register of Employee Identification
Attachment A (Retired Badge Memo)

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