
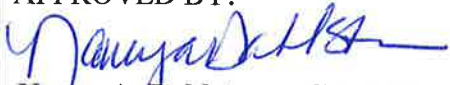


STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Administration		PAGE: Page 1 of 7
	CHAPTER: 200	NUMBER: 201.06	P&P TYPE: Public
	TITLE: Division of Pretrial, Probation and Parole Dress		
	APPROVED BY:  Nancy A. Dahlstrom, Commissioner		DATE: 01/21/2020
ATTACHMENTS / FORMS: A. Personally-Owned Equipment Request		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 33.30.011 AS 33.05.010 AS 33.30.021 AS 33.16.180 AS 44.28.030	

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to provide Officers of the Division of Pretrial, Probation and Parole (DP3) with equipment and duty gear to safely perform their job duties.
- II. It is the policy of the Department of Corrections that the Division of Pretrial, Probation and Parole employees, while on duty, maintain a neat, well-groomed and professional appearance. All clothing must be neat and in good repair.
- III. The Department does not provide non-uniform clothing for employees.

APPLICATION:

This policy and procedure shall apply to all Division of Pretrial, Probation and Parole employees.

DEFINITIONS:

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

Business / Office Attire:

Dress shirt, blouse, polo shirt, sport jacket, blazer, sweater, dress pants, tactical pants, slacks, skirt or dress.

Concealed:

Carrying a firearm in public in such a manner that the firearm or magazine remains hidden from view.

DP3 Executive Team:

A team comprised of the Division Director, Division Operations Managers, Chief Probation Officers and Probation Officer (PO) IV(s).

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External Carrier:

A cloth shell that covers a ballistic vest, clearly marked with a DOC cloth badge.

Field Work:

Offender transports, home or residence visits, employment visits, off-site treatment provider contacts with offenders, Interstate Compact investigations, and any other function outside of the office that may have the potential for an officer safety risk.

Footwear:

Footwear that is professional in appearance, which is secured by laces, zipper, or Velcro to include secure fitting slip-on shoes or boots, suitable for the demands of the job which includes covering the toes and heel of the foot.

Internal Carrier:

A cloth shell that carries a ballistic vest and is the approved / provided method for the ballistic vest.

Panel Jacket:

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

Pretrial Officer Field Attire:

A DOC issued long-sleeved or short-sleeved polo shirt (navy in color), panel jacket or coat, and tactical pants (gray in color).

Probation & Parole Officer Field Attire:

A DOC issued long-sleeved or short-sleeved polo shirt (navy in color), panel jacket or coat, tactical pants, dress shirt, blouse or polo shirt, sport jacket, blazer, sweater, dress pants, or jeans that are solid in color.

PROCEDURES:

I. Professional Appearance:

- A. All DP3 employee clothing shall be clean, appropriately pressed and in good repair. A professional appearance includes good hygiene and personal grooming.
- B. Hooded sweatshirts (ie: hoodies) and clothing containing writing or images other than brand logos are not authorized to be worn during work hours.

II. DOC Issued Clothing:

- A. The care, minor repair and cleaning of DOC issued clothing will be the responsibility of the employee to whom the clothing is issued.
- B. Uniforms (or identifiable portions thereof) will not be worn while engaged in non-official functions, except traveling to or from official duty station and home. In addition, DOC uniforms

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or badged clothing shall not be visible in any business where the primary function is serving alcohol or while purchasing or publicly consuming alcohol.

- C. Supervisors shall record all DOC uniforms, badged clothing or duty gear issued to an employee per DOC P&P 108.05 (District Pretrial, Probation & Parole Offices and Equipment). The supervisor, or designee, shall ensure all issued clothing and duty gear is returned or accounted for when an employee ends employment. Damaged clothing or duty gear shall be returned to the supervisor for replacement.
- D. Criminal Justice Technicians may be issued two (2) long-sleeved polo or short-sleeved polo shirts (gray in color) or any combination thereof, not to exceed two (2) shirts.
- E. Pretrial Officers, upon hire or shortly thereafter shall be issued the following:
1. Three (3) shirts, long-sleeved polo or short-sleeved polo shirts (navy in color) or any combination thereof, not to exceed three (3);
 2. Two (2) pairs of tactical pants (gray in color);
 3. One (1) panel jacket or coat will be issued based on assigned duties and replaced upon return of the unusable jacket or coat; and
 4. One (1) hat / cap, dark blue or black with Department patch.
- F. Probation / Parole Officers may be issued the following when resources permit:
1. Two (2) shirts, long-sleeved polo or short-sleeved polo shirts (navy in color) or any combination thereof, not to exceed (2);
 2. Two (2) pairs of tactical pants (beige or gray in color);
 3. One (1) panel jacket or coat will be issued based on assigned duties and replaced upon return of the unusable jacket or coat;
- G. All Pretrial / Probation / Parole Officers shall be issued the following duty gear:
1. One (1) reinforced belt 1.5-2.25 inches in width, material not specified;
 2. One (1) ballistic vest;
 3. One (1) holster;
 4. Two (2) sets of handcuffs and cases;

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5. Two (2) handcuff keys;
6. One (1) Taser;
7. One (1) flashlight;
8. One (1) canister of oleoresin capsicum (OC) spray;
9. One (1) OC carrier;
10. Three (3) magazines; and
11. One (1) magazine pouch.

III. Criminal Justice Technician and Support Staff Attire:

- A. Criminal Justice Technicians and Support Staff shall wear business / office attire or other approved wear defined by the DP3 Executive Management team.
- B. Criminal Justice Technicians may wear DOC issued long-sleeved or short-sleeved polo shirts (gray in color).
- C. Staff shall wear footwear that is suitable for the job. Athletic / tennis shoes that are solid black in color are authorized.

IV. Pretrial Officer Field, Office and Court Attire:

- A. Officers shall wear attire and footwear suitable for the physical and / or official demands of the job, including, but not limited to:
 1. Situations that require restraint and / or pursuit of offenders;
 2. Working outdoors, including during periods of inclement weather.
- B. Pretrial Officer I, II, and IIIs shall wear approved field attire at all times while on duty. PO IV's and PO V's may wear business / office attire while on duty.
- C. If required to appear in Court, Pretrial Officers may wear business / office attire during the timeframe they are required to appear in Court.
- D. Metal badges may be worn on the belt (weapon side), on a necklace, or carried in a wallet. Department of Corrections Identification cards shall be carried on the employee's person at all times while on-duty.

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E. Pretrial Officers shall be equipped with at least one pair of handcuffs, a handcuff key and one less than lethal force option (i.e. Oleoresin Capsicum, or Taser).

V. Probation and Parole Officer Field, Office and Court Attire:

A. Probation / Parole Officers shall wear attire and footwear suitable for the physical and official demands of the job, including, but not limited to:

1. Situations that require restraint or pursuit of offenders;
2. Working outdoors, including during periods of inclement weather; and
3. Appearing before the Superior Court or Parole Board to report on an offender's conduct.

B. Probation / Parole Officers may wear business / office attire, or approved field attire for non-field work functions, including: office visits, meetings, or training, or other venues approved by the DP3 Executive Management team.

C. Probation / Parole Officers shall wear approved field attire for all home visits.

D. For scheduled Court and Parole Board appearances, all Probation / Parole Officers shall be dressed in business / office attire and appropriate footwear. For unscheduled appearances, officers are authorized to wear approved field attire.

E. Metal badges may be worn on the belt (weapon side), on a necklace, or carried in a wallet. Department of Corrections identification cards will be carried on the employee's person at all times while on-duty.

F. Probation / Parole Officers are encouraged to be equipped with at least one pair of handcuffs, unless armed and then shall comply with Section VI., B, below.

VI. DP3 Firearms Qualified Officers

A. Firearms qualified Officers may carry their firearm concealed or unconcealed when in the office, during employment verifications, during field or home visits and during trainings. The officer shall wear the appropriate holster, as detailed in this section, for the method in which they elect to carry their firearm.

B. While armed, an Officer shall have on their person at least one set of handcuffs, a handcuff key and one less than lethal force option (i.e. Oleoresin Capsicum, or Taser).

C. When carrying unconcealed, all Officers shall use a Level III holster and have on their person at a minimum two (2) spare magazines. Officers are approved to carry a Level III holster that was previously purchased by the Department, or those currently under contract with the Department. For

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holsters not currently on contract or previously purchased by the Department, the officer may request to use a personally-owned holster, following the steps detailed in Section VIII below.

- D. When carrying concealed, all Officers shall use a Level I or Level II holster and carry on their person at a minimum one (1) spare magazine. Officers are approved to carry a Level I or Level II holster that was previously purchased by the Department, or those currently under contract with the Department. For holsters not currently on contract or previously purchased by the Department, the officer may request to use a personally-owned holster, following the steps detailed in Section VIII below.

VII. Ballistic Vest & Carrier

- A. Officers will be issued one (1) ballistic vest following their hire. Supervisors will be responsible to record the issuance of an officer's vest and note the expiration date. An officer's vest shall be replaced when necessary, due to: its expiration, fitment issues, or as a result of damage.
- B. Officers may choose to wear an external carrier. The carrier will be purchased by the officer and must be black or navy in color. Officers wearing an external carrier will be considered unconcealed and must wear the appropriate holster in accordance with VI., C. above.
- C. Any officer that goes out to perform field work, unless otherwise exempted in VII., D below, must wear the ballistic vest provided to them by the Department.
- D. While carrying a firearm, Officers must wear their DOC issued ballistic vest during field work functions but are not required to wear them while armed in the following circumstances: in the office, during DOC approved trainings, during parole hearings, during court or during community meetings.

VIII. Personally-Owned Pistol / Holster Requests

- A. An Officer may request to use a personally-owned pistol or holster that is not currently on contract or previously purchased by the Department.
- B. Requests to carry a personally-owned pistol will be conducted in accordance with DOC P&P 1207.01 (Use of Force) by completing DOC Form 201.06A (Personally-Owned Equipment Request).
- C. For holster requests, an Officer shall complete a DOC Form 201.06A and submit to their Supervisor.
 - 1. The Supervisor shall then submit the request to a local Firearms Instructor (FI) for review.
 - 2. The FI shall review the request and submit their recommendation to the DOC Training Academy.

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3. The DOC Training Academy shall review the request and submit their recommendation to the employee's Probation Officer IV or Chief Probation Officer.
 4. The PO IV or PO V shall review the request and submit their recommendation to the Division Director.
 5. The Division Director shall make a final determination whether to allow the use of the personally-owned holster.
- D. At any time, the Division Director may rescind its prior approval of a personally-owned pistol or holster.

IX. Damaged Clothing

- A. An employee's personal clothing that is damaged as a result of conducting their official work duties may be reimbursed at the expense of the Department.
 1. Requests for reimbursement shall be made through an employee's supervisor detailing the manner in which the clothing was damaged, and the approximate cost of the clothing item(s) damaged.
 2. Final determination as to reimbursement, including amount, shall be made by the DP3 Executive team on a case-by-case basis.
- B. DOC issued clothing which is damaged as a result of an employee conducting their official work duties shall be replaced by the Department at the Department's expense.

X. Casual Wear / Special Events / Variance:

- A. Unless scheduled to appear in Court or for a scheduled parole hearing, all DP3 employees on-duty on calendar days Fridays, Saturdays or Sundays are permitted to wear jeans (that are in good repair) in conjunction with an appropriate shirt that complies with this policy.
- B. The DP3 Executive Management Team may permit a clothing variance from this policy for special events, occasions or based upon other requests.

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