



STATE OF ALABAMA
DEPARTMENT OF CORRECTIONS

April 9, 1985

ADMINISTRATIVE REGULATION

OPR: PERSONNEL

NUMBER 223

BADGES

I. GENERAL

1. The purpose of this regulation is to establish procedures for issue and accountability of badges to employees of the Department of Corrections.
2. Badges are issued to delineate the authority of Department of Corrections law enforcement personnel to execute and perform duties appertaining to their office by law (Title 14, Chapter 3 Code of Alabama, as amended).
3. Investigators, Assistant Wardens/Directors, Warden/Directors, Regional Coordinators, Associate/Deputy Commissioners and the Commissioner, will be issued a gold plated badge, others a silver plated badge.

II. RESPONSIBILITY

1. The Departmental Personnel Officer is responsible for monitoring the issue and accountability of badges throughout the system.
2. Institutional and Departmental Staff Heads with payroll responsibilities and the Commandant of the Training Academy are responsible for the issue and accountability of badges.

III. PROCEDURE

1. Issue:
 - a. Badges will be issued to all Department of Corrections law enforcement personnel.
 - b. Badges will be issued to Correctional Officer Trainees upon their graduation from academy training.

2. Supply and Accountability

- a. An initial supply of badges will be issued by the Departmental Personnel Officer to each institution based on the number of assigned Correctional personnel. Central Accounting will be kept advised of the number of badges issued for audit purposes.
- b. Badges will be issued by institutional heads, receipted for by recipients, and will be recorded on their property records. Accountability of badges will be subject to audit by staff members of Central Accounting.
- c. When an employee's service is terminated, his/her badge will be taken up, except that retirees may retain their badges as souvenirs of their employment, if they so desire.
- d. When an employee claims loss, theft or destruction of a badge, he will be required to provide a written statement describing the circumstance; a copy will be retained on file at the institution for audit and a copy will be furnished the Director of Investigative and Security Services. *When it is determined that a badge was lost, stolen or damaged thru gross negligence, replacement will be at the expense of the employee concerned.*
- e. Employees who are suspended without pay will be required to turn in their badges until such time as they return to duty.

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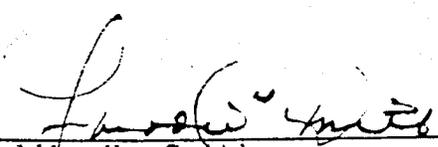
3. Disposition of badges collected from employees who terminate employment:

- a. Silver badges will be accumulated and turned over to the Commandant of the Training Academy on a quarterly basis for reissue to academy graduates. A receipt will be obtained with a copy filed at the institution and at the academy for audit.
- b. Gold badges will be retained for issue to the individual's replacement or returned to the Departmental Personnel Officer, as appropriate.

4. Transfer within the Department or change in classification.

- a. Silver badges will be retained by the employee if transfer or change in classification is within the Correctional Officer series (Correctional Officer Trainee thru Correctional Officer Supervisor II); otherwise they will be collected for disposition as stated in para. 3a Title 14, Code of Alabama, as amended, except for retirees indicated in para. 2c.
- b. Gold badges will be collected for issue to the individual's replacement or return to the Departmental Personnel Officer as stated in para. 3a., except for retirees indicated in para. 2c.

IV. REFERENCES


Freddie V. Smith
Commissioner