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COMMISSIONER

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**ADMINISTRATIVE REGULATION
NUMBER**

223

OPR: GENERAL SERVICES

BADGES

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes procedures for the issuance and accountability of badges to authorized employees.

II. POLICY

It is the policy of the Alabama Department of Corrections (ADOC) to issue badges to authorized departmental staff to delineate the authority granted by law to perform duties specific to their office, as prescribed in Title 14, Chapter 3 of the Code of Alabama, as amended.

All Supervisors/Managers and above will have gold plated badges. Line staff will have silver plated badges.

ADOC employees who are not certified law enforcement or correctional officers are prohibited from receiving a badge unless specifically authorized in writing by the Commissioner.

III. DEFINITIONS AND ACRONYMS

Badge: A badge issued to ADOC employees is a credential that signifies the individual's authority to perform duties as a certified law enforcement or correctional officer, or, for employees authorized by the Commissioner, based on their specific responsibilities. The badge serves as an official identifier of the employee's position and authority within the ADOC.

IV. RESPONSIBILITIES

- A. The General Services Division Director is responsible for monitoring the issuance of badges in accordance with prescribed procedures and applications.
- B. The Director of the Training Division, or his/her designee, is responsible for issuing badges to Correctional Officer Trainees (COT's) who have successfully completed the requirements to become certified correctional officers by the Alabama Peace Officers Standards and Training Commission (APOSTC). Upon the reassignment of these employees from the Training Division, responsibility for badge accountability transfers to the Facility or Division Directors.
- C. Facility/Division Directors are responsible for the issuance, accountability, and retrieval of badges issued to employees within his/her respective chain of command.

V. PROCEDURES

- A. Issuance:
 - 1. Badges will be issued to all certified law enforcement and correctional officers, as well as to certain employees who are authorized in writing by the Commissioner, based on their specific responsibilities.
 - 2. Badges will be issued to COT's who have successfully completed the requirements set by APOSTC to become certified correctional officers.
- B. Supply and Accountability:
 - 1. The General Services Director or designee adheres to prescribed procedures and applications to authorize badges to each facility/division based on the number of assigned law enforcement and correctional officers.
 - 2. Facility/Division Directors are responsible for issuing badges to authorized employees and ensuring proper use and accountability. The Training Division Director or Designee handles badge issuance for COTs completing APOSTC certification.
 - 3. Employees must immediately notify their supervisor if their issued badge is damaged, stolen, or lost. This notification must include a written statement detailing the circumstances. If the badge is damaged, stolen, or lost due to the employee's gross negligence, corrective action may be taken, and the employee may be required to cover the replacement cost.

4. Employees must surrender their badge upon promotion to a higher-ranking position. A new badge reflecting their updated classification will be issued.
5. Employees who are suspended without pay must turn in their badge to their supervisor for the duration of the suspension. The badge will be returned to the employee upon reinstatement to active duty.
6. Employees separating from the ADOC, whether voluntarily or involuntarily, must return their badge to their supervisor. However, retiring employees in good standing may retain their badge as a token of recognition for their service and accomplishments.
7. Supervisors are responsible for returning collected badges to the facility or division business office. The business office will forward the badges to the General Services Division Director or designee. The General Services Division Director or designee will reissue badges in accordance with prescribed procedures and applications.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. ANNEXES AND FORMS

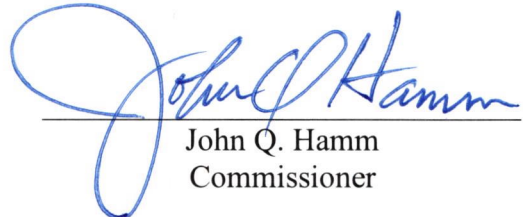
This regulation does not implement any forms.

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 223, *Badges*, dated April 9, 1985, and any changes.

IX. PERFORMANCE

- A. Code of Alabama 1975 § 14-1-1.1 *et seq.*
- B. Title 14. Chapter 3 Code of Alabama, as amended.



John Q. Hamm
Commissioner