

Idaho Department of Correction 	Standard Operating Procedure	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page: 1 of 17
		Control Number: 122.04.01.001	Version: 4.0

Brian Underwood, Chief of the Division of Probation and Parole, approved this document on 10/25/2021.

Open to the public: **Yes**

SCOPE

This standard operating procedure (SOP) applies to all Division of Probation and Parole employees. With the exception of guidance provided in this SOP regarding official badges and credentials, uniformed security staff working in Community Reentry Center (CRC) are governed by the grooming, dress and uniform standards in SOP [122.02.01.002](#), *Uniforms and Officer Appearance*.

Revision Summary
Revision date (10/25/2020) version 4.0: Reformatted to meet current standards; provided guidance on allowable flexibility for staff uniform standards; explained credential and badge specifications; updated terminology.

TABLE OF CONTENTS

- A. Statutory Authority 2
- B. Board of Correction IDAPA Rule Number 2
- C. Governing Policy Number 122 2
- D. Purpose 2
- E. Responsibility 2
- F. Definitions 3
- G. Standard Procedures 3
 - 1. Introduction 3
 - 2. Uniformed Security Staff in Community Reentry Centers 3
 - 3. Central Office, District Offices, Community Reentry Centers & Field Attire 3
 - 4. Field Attire 5
 - 5. Training Attire 5
 - 6. Court and Parole Hearing Attire 6
 - 7. Division-issued Uniform and Accessories 6
 - 8. Official Credentials and Badges 6

Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 2 of 17
---	------------------------	---	--------------------------------

9. Identification Patches 7

10. Footwear 8

11. Headgear 8

12. Jewelry 8

13. Hair: Head and Facial 8

14. Personal Hygiene 9

15. Tattoos 9

16. Uniform Issue, Replacement, and Turn in Upon Separation 9

17. Authorized Uniform and Equipment Lists 10

18. Illustration of Approved Credentials: 122

19. Illustration of Metal Badges for the Credentials: 177

20. Authorized Identification Patch for the PPO Uniform and Vest Carrier 177

References 177

A. STATUTORY AUTHORITY

[Idaho Code § 20-214](#)

B. BOARD OF CORRECTION IDAPA RULE NUMBER:

None

C. GOVERNING POLICY NUMBER 122

Staff Grooming Standards and Dress Code

D. PURPOSE

The purpose of this SOP is to establish grooming, dress (business and business casual), and uniform standards for Division of Probation and Parole employees to reflect the dignity and professionalism of the Idaho Department of Correction (IDOC).

E. RESPONSIBILITY

1. Chief of the Division of Probation and Parole:

The Chief of the Division of Probation and Parole, or designee, is responsible for overseeing probation and parole services and for ensuring adherence to the guidelines and procedures herein.

2. District Managers, CRC Managers, Section Supervisors and CRC Sergeants:

District Managers, CRC Managers, Section Supervisors and CRC Sergeants are responsible for implementing this SOP and ensuring all Division of Probation and Parole employees are practicing the guidelines, standards, and procedures provided herein.

Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 3 of 17
---	------------------------	---	--------------------------------

3. Division of Probation and Parole Employees:

All Division of Probation and Parole employees are responsible to reflect professionalism in their appearance and for practicing the guidelines, standards, and procedures provided herein.

F. DEFINITIONS

1. **Administrative Field Work** – Work by employees in the community, or “field” that involves activities such as employment verifications, treatment provider staffing, attending, and testifying in Court, attending, and testifying in parole hearings, treatment court staffing, graduations, collateral contacts, and all other functions that may be attended by Division employees outside of Central Office, District Offices, and CRCs.
2. **Support Staff** – Employees who normally do not directly supervise residents or clients.

G. STANDARD PROCEDURES

1. Introduction

Employees of the Division of Probation and Parole are called upon to interact with members of the Public, Judiciary, Law Enforcement, Executive Branch Agencies, treatment services, clients, and client families. Grooming, dress, and uniform standards are an essential element in the professional image that the IDOC expects its employees to reflect at all times. The IDOC’s professional image is important and has a corresponding link to the expectation for its employees to be dignified and professional in their conduct and appearance while carrying out their duties and responsibilities.

2. Uniformed Security Staff in Community Reentry Centers

Uniformed CRC security staff are governed by the grooming, dress and uniform standards in SOP [122.02.01.002](#), *Uniforms and Officer Appearance*. However, guidance regarding official badge and credential requirements for CRC uniformed security staff are contained in section 8 of this SOP.

3. Central Office, District Offices, Community Reentry Centers

- a. When working in Central Office, District Probation and Parole Offices and CRCs owned, leased and/or operated by the IDOC and when conducting official IDOC business in the field, all Probation and Parole employees who are not uniformed CRC security staff shall adhere to the grooming and dress standards as follows:

Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 4 of 17
---	------------------------	---	--------------------------------

Business Attire	
Men	Women
Typically consists of a suit, collared shirt, and tie; sport-coat or blazer, collared shirt, tie, and dress slacks; closed-toe professional looking shoes. Shirts shall be tucked in. Must present a professional looking appearance	Typically consists of a dress or dress suit; pants or pants suit; blouse and slacks; blouse and skirt (must not be shorter than three inches above the knees); closed-toe professional looking shoes. Must present a professional looking appearance

Business Casual Attire	
Men	Women
Typically consists of casual collared shirt (pull-over or button down without a tie) to include sport shirts, knit shirts and golf shirts; dress pants or slacks; colored jeans (blue denim not allowed); and closed-toe shoes. Flip-flop type footwear is not allowed. Shirts shall be tucked in.	Typically consist of casual collared shirts (pull-over or button down) to include sport shirts, knit shirts, and golf shirts; blouses; dress trousers or slacks; colored jeans (blue denim not allowed); *dresses; *skirts. Open toe professional looking shoes may be worn when not involved in enforcement or use of force situations. . Flip-flop type footwear is not allowed. * Must not be shorter than three inches (3") above the knees.

- b. In addition to the requirements established above, when in Central Office, District Office(s) or CRCs, staff may wear the division-issued uniform and optional uniform accessories (see section 7), or attire that is suitable for court or parole hearings (see section 4(a)).
- c. Probation and Parole security staff in the districts have the discretion to be armed with their IDOC-issued firearm while in business or business casual attire. If they choose to carry their IDOC-issued firearm, it must be concealed or if openly visible, an official IDOC badge shall be prominently displayed near the firearm.
- d. It is not mandatory that Probation and Parole District security staff (Probation and Parole Officers, Leads, Section Supervisors and District Managers) wear their uniform, firearm and/or all use of force equipment while in the District Office. Some flexibility is allowed as long as the appearance remains professional-looking and positively reflects upon the employee and the Division of Probation and Parole. However, when conducting a planned arrest in the office, the arresting officer must wear all use of force equipment as

Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 5 of 17
---	------------------------	---	--------------------------------

outlined in SOP [307.04.02.001](#), *Use of Force: Probation and Parole*, and have proper law enforcement identification prominently displayed front and back.

4. Field Attire

District Managers, Section Supervisors, Lead PPOs, and PPOs shall have the discretion to wear business, business casual, or the Division-issued uniform when conducting administrative field work.

- a. Examples of administrative field work include but are not limited to employment verifications, treatment provider staffing, treatment court graduations, collateral contacts, and similar type events.
- b. Staff members may choose to be armed with their IDOC-issued firearm while conducting administrative field work either concealed or openly visible with the official badge prominently displayed. The determination as to whether the IDOC-issued firearm should be displayed or concealed should be based on the circumstances.
- c. Courtroom testimony and Parole Hearing testimony require the wearing of business attire unless the staff member is also working in the field that same day in which case they may wear the approved uniform.
- d. District Managers, Section Supervisors, Lead PPO's, and PPO's shall wear the Division-issued uniform and all use of force equipment when taking enforcement action in the field. Examples of this include but are not limited to home visits, planned arrests, planned searches, and assisting other law enforcement agencies with operations. It is permitted to conduct law enforcement action in business attire for urgent situations, provided that body armor, all use of force equipment, and proper law enforcement identification is prominently displayed on the front and back of the upper body.
- e. Exceptions to wearing the Division-issued uniform and/or use of force and safety equipment during any enforcement action should be rare, for a very limited number of situations, and require District Manager's or designee approval. Examples of when an exception may be granted would be if the PPO has an assignment on a specific law enforcement task force or with a training agency that requires being out of uniform.

5. Training Attire

There are times when all Probation and Parole employees will be required to attend IDOC-sponsored or outside agency-sponsored trainings. The following standards shall be adhered to:

- a. All Probation and Parole employees shall wear attire and/or uniform/uniform accessories and equipment appropriate for the training environment. If a uniform or equipment is not required or needed for the specific training, staff shall adhere to the business or business casual standards described in section 3(a).
- b. Staff have the discretion to wear their IDOC-issued firearm concealed or openly visible with the official badge displayed unless firearms are prohibited at the training venue or wearing a firearm would detract from the training environment.

Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 6 of 17
---	------------------------	---	--------------------------------

6. Court and Parole Hearing Attire

Supervisors, Correctional Officers, Lead PPOs, PPOs, and Presentence Investigators are expected to represent the IDOC during various court or parole hearings regarding clients or residents who are under the jurisdiction of the IDOC. The following expectations should be met:

- a. Supervisors and PPOs – It is preferred that these staff wear business professional attire. PPOs may wear the division-issued uniform (see section 4), to include all use of force and safety equipment but only if they are also conducting planned compliance or law enforcement actions that same day.
- b. Presentence Investigators – shall wear appropriate business attire described in section G.3(a).

7. Division-issued Uniform and Accessories

The Division-issued uniform and optional uniform accessories shall be kept clean and in good repair. Black t-shirts worn under Division-issued ballistic vests are not a substitute for the official black polo uniform shirt. The Division-issued PPO Uniform shall consist of the following:

- a. Black polo shirt – may be long or short-sleeved. For those staff who do not wear the outer vest, the uniform shirt shall have the proper law enforcement identification on the back (see section 20). The black polo shirt must be tucked in when worn.
- b. Khaki, Coyote Brown, OD Green, Black, or Gray tactical pants
- c. Footwear – Black or Tan (see section 10)
- d. Ballistic vest and duty equipment

8. Official Credentials and Badges

Probation and Parole staff will be issued official photo credentials along with metal badges and cases signifying their duly authorized employment and authority to perform their job duties.

- a. Credentials
 - i. Probation and Parole Division staff, who are designated as Supervisors, or who have Peace Officer authority for the supervision of clients and residents, or who conduct presentence investigations, shall be issued an official photo credential. This credential is in addition to the IDOC-issued photo identification.
 - ii. Staff shall surrender all issued credentials and badges upon leaving the Agency. Those who officially retire in good standing may keep their credential (stamped “retired”) upon retirement.
- b. Gold Badges
 - i. The Division Chief, Deputy Chiefs, District Managers, Deputy District Managers, CRC Managers, CRC Sergeants and Section Supervisors shall be issued uniform

Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 7 of 17
---	------------------------	---	--------------------------------

badges that are gold in color and have the wording “SUPERVISOR, PROBATION, PAROLE, IDAHO” with the Idaho State Seal in the center.

- ii. One additional metal belt badge issued to Supervisors will be gold in color and the wording may be personalized with the supervisor’s name and position.
- iii. No employee will be issued more than two metal badges.

c. Silver Badges

- i. Senior PPOs, Lead PPOs, and PPOs shall be issued and wear uniform badges that are silver in color and have the wording “PEACE OFFICER, PROBATION, PAROLE, IDAHO” with the Idaho State Seal in the center.
- ii. One additional metal belt badge issued to Lead PPOs shall be silver with gold panels and may be personalized with name and position.
- i. The additional metal belt badges issued to PPOs and Senior PPOs will match the design of the uniform but will not include the name.
- ii. Correctional Officers and Corporals assigned to posts in CRCs shall be issued and wear uniform badges that are silver in color and have the wording “CORRECTIONAL PEACE OFFICER, IDAHO” with the Idaho State Seal in the center. One additional metal belt badge issued to Corporals shall be silver with gold panels and may be personalized with name and position.
- iii. Presentence Investigators shall be issued a badge that is silver in color and has the wording “PRESENTENCE INVESTIGATOR, PROBATION, PAROLE, IDAHO” with the Idaho State Seal in the center.

Note: Badges issued to staff prior to the implementation of this policy are still permitted to be worn, but over time will be phased out as replacements are ordered. A depiction of these badges and credentials are shown in sections 18-20.

9. Identification Patches

- a. Identification patches shall be prominently displayed and easily recognizable as identification is critical for safety when taking compliance or enforcement action(s).
- b. The Division of Probation and Parole uses the following standards for identification: an IDOC badge must be visible on the front of the upper body and the words “STATE OF IDAHO PAROLE OFFICER” visible on the back.
- c. Uniforms and identification patches issued prior to the implementation of this policy are still permitted to be worn but identifying patches that do not conform to this SOP shall be replaced by July 1, 2022.
- d. A depiction of the approved patch is shown in section 20.

Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 8 of 17
---	------------------------	---	--------------------------------

10. Footwear

- a. PPOs:
 - i. Uniform footwear must either be black or tan leather/nylon laced boots with or without an optional side zipper.
 - ii. Black socks must be worn if wearing low-quarter shoes.
 - iii. Business and business casual footwear must be worn when not in the official uniform and must look professional and provide adequate fit and mobility to perform the essential job duties of their position.
- b. Support Staff Members:

Support staff shall wear footwear that is appropriate for business or business casual attire (see section 3a).

11. Headgear

- a. A black baseball-style, flex-fit or snap back hat (either plain or with an IDOC/Probation and Parole identifier) may be worn.
- b. The bill of the cap must be centered and facing forward.
- c. In cold weather, staff may wear a black stocking cap (either plain or with an IDOC/Probation and Parole identifier).
- d. All headgear must be clean and present a professional appearance.
- e. Sweat stained, or dirty headgear shall not be worn and will be replaced.
- f. Wearing of the approved headgear is at the discretion of individual staff but is not required.

12. Jewelry

All Division of Probation and Parole staff members who choose to wear jewelry while at work or on duty shall ensure that it is appropriate for their work environment and does not present a safety hazard. When wearing jewelry while on duty, the following standards shall be adhered to:

- a. Earrings worn while on duty must be a standard post style. No hoops, barbells or open gauges are allowed in any portion of the ear.
- b. Ears are not to be gauged larger than a ½ inch. If gauged larger than a normal stud piercing, plugs must be worn while on duty. Any gauges larger than ½ inch must be approved by the Division Chief or Deputy Chief previous to assuming duty.
- c. Facial piercings, other than the ears, are not allowed.
- d. Jewelry shall not be offensive or unprofessional in nature.

13. Hair: Head and Facial

While on duty, all Division of Probation and Parole staff members shall maintain their hair in a clean and well-groomed manner, styled in a way so that it does not interfere with uniform

Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 9 of 17
---	------------------------	---	--------------------------------

headgear, specialized equipment, or interfere with the staff member's safety and effectiveness.

- a. Hair must not, in any manner, interfere with vision.
- b. Styles must be neatly combed, conventional, and conservative in accordance with the following standards:
 - i. Clean and neatly groomed
 - ii. Must be kept out of the eyes, be professional-looking, and not impede performance of duties
 - iii. No extreme haircuts (ex: number, initials, or designs)
 - iv. Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair
 - v. Must not extend below the upper shoulder blade on the back of the uniform shirt. If hair is longer, it must be worn up in a professional style such as a bun, French braiding, ponytail, or cornrows. Banana clips and hair sticks are not authorized.
 - vi. Full beards, goatees, sideburns, and mustaches cannot exceed one inch in length and must be clean and neatly trimmed.

14. Personal Hygiene

- a. All Division of Probation and Parole staff members shall practice appropriate personal hygiene while on duty.
- b. Personal hygiene issues shall be addressed and corrected by the District Manager, CRC Manager, or designee, on an individual basis, after consultation with Human Resources.

15. Tattoos

Visible tattoos must not display images that are crude, offensive, Security Threat Group (STG)-related, sexual in nature, or otherwise fail to demonstrate professional decorum. Staff may be required to cover tattooing that does not comply with the standards set forth in this SOP or which detract from professional decorum.

16. Uniform Issue, Replacement, and Turn in Upon Separation

- a. Issue - PPOs shall be issued uniforms and uniform accessories (see section 17 (b) i upon hire. For purposes of the Probation and Parole Division, this will occur during New Employee Orientation.
- b. Replacement - District managers, CRC Managers, or their designees may order replacement uniforms and optional uniform accessories when worn or damaged. Uniforms and Division-issued optional uniform accessories will be periodically reissued and replaced throughout the Division of Probation and Parole as deemed necessary by the Division Chief. The Chief may also authorize an annual allowance for PPO's, Lead PPOs, and Section Supervisors, to use for uniform and equipment replacement through an approved vendor. Until such time as a formal uniform and equipment allowance is

Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 10 of 17
---	------------------------	---	---------------------------------

established, each District and CRC will be allocated a specific budgeted amount per employee to ensure uniformity and fairness across the Division.

- c. Turn in Upon Separation
 - i. PPOs who separate from their position must turn in all division uniforms, accessories, and use of force equipment to the District Manager, CRC Manager, or designee.
 - ii. Division staff who simply transfer to another District or CRC continuing in the same capacity, are not required to turn in division-issued uniform or uniform accessories.
 - iii. Use of Force equipment shall be turned in pursuant to SOP 307.04.02.001, *Use of Force: Probation and Parole*.

17. Authorized Uniform and Equipment Lists

- a. New Hire Initial Uniform and Equipment Issue – Staff members have the option to choose *either* a ballistic vest carrier with modular light-weight load-carrying equipment (a. k. a. molle) attachments *or* a duty belt gear option with related accessories and attachments.
- b. Approved uniform items consist of the following and will be issued based on the request of the PPO. See SOP [307.04.02.001](#), *Use of Force: Probation and Parole*, for specifics regarding use of force equipment identified below with an asterisk (***).
 - i. All PPOs will receive the following:
 - a) Three pair of tactical pants (initial issue will be khaki)
 - b) Three long or short sleeve shirts (in any combination)
 - c) Two IDOC metal badges (one full size, one wallet size for official credential)
 - d) Badge holder belt/neck
 - e) Leather wallet badge/credential holder
 - f) Coat/Jacket (with Law Enforcement identification)
 - g) Baseball style hat
 - h) Tactical boots - black or tan
 - i) Flashlight
 - j) Gloves
 - k) Key holder
 - l) Duty bag
 - m) Restraint key
 - n) Firearm holster
 - o) Firearm and three magazines***

Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 11 of 17
---	------------------------	---	---------------------------------

- p) Ammunition***
 - q) Wrist restraints hinged***
 - r) Wrist restraints chained***
 - s) Ballistic vest***
 - t) Expandable baton (ASP)***
 - u) Oleoresin capsicum (OC)***
- ii. If the PPO chooses the option of wearing a ballistic vest carrier load-bearing (with molle attachments) the following items are included:
- a) External vest carrier
 - b) Rigors belt
 - c) Velcro badge
 - d) Velcro law enforcement identification patches
 - e) Velcro name tape (First initial, Last Name)
 - f) Baton holder
 - g) Magazine pouch
 - h) Radio holder
 - i) OC pouch
 - j) Restraint case(s)
 - k) Flashlight holder
 - l) Glove/utility pouch
- Note:** Additional patches or markings are not authorized on the external vest carrier.
- iii. If the PPO chooses the option of wearing a duty-belt, the following items are included:
- a) Ballistic vest carrier (to be worn under shirt)
 - b) Inner Velcro belt
 - c) Outer duty belt with Velcro for securing to the inner belt
 - d) Four belt keepers (must be worn with duty belt)
 - e) Rotating scabbard for expandable baton
 - f) Magazine carrier
 - g) OC holder
 - h) Restraint case(s)

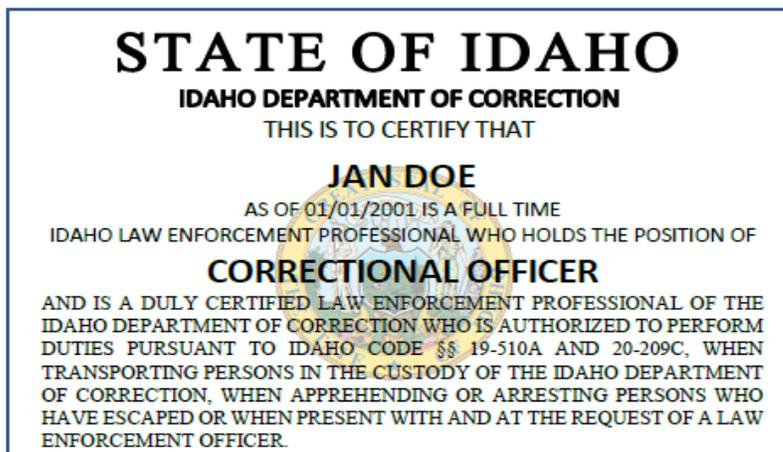
Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 12 of 17
---	------------------------	---	---------------------------------

- i) Glove pouch
- j) Radio holder
- k) Flashlight holder

18. Exceptions

Requests for exceptions to any of the grooming, dress, and uniform standards set forth in this SOP for religious or medical reasons shall be submitted in writing to IDOC Human Resources representatives for processing and approval. The HR representative will present the exception request to the appropriate person in HR for review. Upon approval of a medical or religious exception, IDOC Human Resources will notify the Division Chief and all other appropriate individuals of the exception. All other requests for exceptions are at the discretion of the Division Chief or his designee.

19. Illustration of Approved Identification or Official Credentials for Probation and Parole Correctional Officer:



Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 13 of 17
---	------------------------	---	---------------------------------

Presentence Investigator:

PRESENTENCE INVESTIGATOR




Director Signature

Current Name, IDOC Director

Jan Doe

ID# 0235

STATE OF IDAHO

IDAHO DEPARTMENT OF CORRECTION

THIS IS TO CERTIFY THAT

JAN DOE

AS OF 01/01/2001 IS A FULL TIME
IDOC EMPLOYEE WHO HOLDS THE POSITION OF

PRESENTENCE INVESTIGATOR

AND IS A DULY COMMISSIONED INVESTIGATOR FOR THE IDAHO
DEPARTMENT OF CORRECTION, WHO IS AUTHORIZED TO
CONDUCT A PRESENTENCE INVESTIGATION PURSUANT TO
IDAHO CRIMINAL RULE 32, PERFORM ALL NECESSARY TASKS
INCIDENT THERETO AND COMPLETE OTHER DUTIES AS ASSIGNED
BY THE DIRECTOR.

Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 14 of 17
---	------------------------	---	---------------------------------

Probation/Parole Officer, Lead Probation/Parole Officer:

PROBATION/PAROLE OFFICER




Director Signature
Current Name, IDOC Director

Jan Doe
ID# 0235

STATE OF IDAHO
IDAHO DEPARTMENT OF CORRECTION
THIS IS TO CERTIFY THAT

JAN DOE

AS OF 01/01/2001 IS A FULL TIME
IDAHO LAW ENFORCEMENT PROFESSIONAL WHO HOLDS THE POSITION OF

SENIOR PROBATION/PAROLE OFFICER

AND IS A DULY CERTIFIED LAW ENFORCEMENT PROFESSIONAL OF THE IDAHO DEPARTMENT OF CORRECTION WHO IS AUTHORIZED TO CARRY A FIREARM, EXECUTE AGENT AND PAROLE COMMISSION WARRANTS, MAKE ARRESTS OF PERSONS WHO ARE SUSPECTED OF HAVING VIOLATED THE TERMS AND CONDITIONS OF THEIR PROBATION OR PAROLE AND PERFORM OTHER PEACE OFFICER DUTIES PURSUANT TO IDAHO CODE §§ 19-510A AND 20-209C.

STATE OF IDAHO
IDAHO DEPARTMENT OF CORRECTION
THIS IS TO CERTIFY THAT

JAN DOE

AS OF 01/01/2001 IS A FULL TIME
IDAHO LAW ENFORCEMENT PROFESSIONAL WHO HOLDS THE POSITION OF

LEAD PROBATION/PAROLE OFFICER

AND IS A DULY CERTIFIED LAW ENFORCEMENT PROFESSIONAL OF THE IDAHO DEPARTMENT OF CORRECTION WHO IS AUTHORIZED TO CARRY A FIREARM, EXECUTE AGENT AND PAROLE COMMISSION WARRANTS, MAKE ARRESTS OF PERSONS WHO ARE SUSPECTED OF HAVING VIOLATED THE TERMS AND CONDITIONS OF THEIR PROBATION OR PAROLE AND PERFORM OTHER PEACE OFFICER DUTIES PURSUANT TO IDAHO CODE §§ 19-510A AND 20-209C.

Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 15 of 17
---	------------------------	---	---------------------------------

Supervisor: CRC Sergeant, Section Supervisor, Deputy District Manager, CRC Manager, District Manager:

SUPERVISOR




Director Signature
Current Name, IDOC Director

Jan Doe
ID# 0235

STATE OF IDAHO
IDAHO DEPARTMENT OF CORRECTION
THIS IS TO CERTIFY THAT

JAN DOE
AS OF 01/01/2001 IS A FULL TIME
IDAHO LAW ENFORCEMENT PROFESSIONAL WHO HOLDS THE POSITION OF
CRC SERGEANT

AND IS A DULY CERTIFIED LAW ENFORCEMENT PROFESSIONAL AND DULY APPOINTED LEADER OF THE IDAHO DEPARTMENT OF CORRECTION WHO IS AUTHORIZED TO CARRY A FIREARM, EXECUTE AGENT AND PAROLE COMMISSION WARRANTS, MAKE ARRESTS OF PERSONS WHO ARE SUSPECTED OF HAVING VIOLATED THE TERMS AND CONDITIONS OF THEIR PROBATION OR PAROLE AND PERFORM OTHER PEACE OFFICER DUTIES PURSUANT TO IDAHO CODE §§ 19-510A AND 20-209C.

STATE OF IDAHO
IDAHO DEPARTMENT OF CORRECTION
THIS IS TO CERTIFY THAT

JAN DOE
AS OF 01/01/2001 IS A FULL TIME
IDAHO LAW ENFORCEMENT PROFESSIONAL WHO HOLDS THE POSITION OF
SECTION SUPERVISOR

AND IS A DULY CERTIFIED LAW ENFORCEMENT PROFESSIONAL AND DULY APPOINTED LEADER OF THE IDAHO DEPARTMENT OF CORRECTION WHO IS AUTHORIZED TO CARRY A FIREARM, EXECUTE AGENT AND PAROLE COMMISSION WARRANTS, MAKE ARRESTS OF PERSONS WHO ARE SUSPECTED OF HAVING VIOLATED THE TERMS AND CONDITIONS OF THEIR PROBATION OR PAROLE AND PERFORM OTHER PEACE OFFICER DUTIES PURSUANT TO IDAHO CODE §§ 19-510A AND 20-209C.

Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 16 of 17
---	------------------------	---	---------------------------------

STATE OF IDAHO
IDAHO DEPARTMENT OF CORRECTION
THIS IS TO CERTIFY THAT

JAN DOE
AS OF 01/01/2001 IS A FULL TIME
IDAHO LAW ENFORCEMENT PROFESSIONAL WHO HOLDS THE POSITION OF

DEPUTY DISTRICT MANAGER

AND IS A DULY CERTIFIED LAW ENFORCEMENT PROFESSIONAL AND DULY APPOINTED LEADER OF THE IDAHO DEPARTMENT OF CORRECTION WHO IS AUTHORIZED TO CARRY A FIREARM, EXECUTE AGENT AND PAROLE COMMISSION WARRANTS, MAKE ARRESTS OF PERSONS WHO ARE SUSPECTED OF HAVING VIOLATED THE TERMS AND CONDITIONS OF THEIR PROBATION OR PAROLE AND PERFORM OTHER PEACE OFFICER DUTIES PURSUANT TO IDAHO CODE §§ 19-510A AND 20-209C.

STATE OF IDAHO
IDAHO DEPARTMENT OF CORRECTION
THIS IS TO CERTIFY THAT

JAN DOE
AS OF 01/01/2001 IS A FULL TIME
IDAHO LAW ENFORCEMENT PROFESSIONAL WHO HOLDS THE POSITION OF

DISTRICT MANAGER

AND IS A DULY CERTIFIED LAW ENFORCEMENT PROFESSIONAL AND DULY APPOINTED LEADER OF THE IDAHO DEPARTMENT OF CORRECTION WHO IS AUTHORIZED TO CARRY A FIREARM, EXECUTE AGENT AND PAROLE COMMISSION WARRANTS, MAKE ARRESTS OF PERSONS WHO ARE SUSPECTED OF HAVING VIOLATED THE TERMS AND CONDITIONS OF THEIR PROBATION OR PAROLE AND PERFORM OTHER PEACE OFFICER DUTIES PURSUANT TO IDAHO CODE §§ 19-510A AND 20-209C.

STATE OF IDAHO
IDAHO DEPARTMENT OF CORRECTION
THIS IS TO CERTIFY THAT

JAN DOE
AS OF 01/01/2001 IS A FULL TIME
IDAHO LAW ENFORCEMENT PROFESSIONAL WHO HOLDS THE POSITION OF

CRC MANAGER

AND IS A DULY CERTIFIED LAW ENFORCEMENT PROFESSIONAL AND DULY APPOINTED LEADER OF THE IDAHO DEPARTMENT OF CORRECTION WHO IS AUTHORIZED TO CARRY A FIREARM, EXECUTE AGENT AND PAROLE COMMISSION WARRANTS, MAKE ARRESTS OF PERSONS WHO ARE SUSPECTED OF HAVING VIOLATED THE TERMS AND CONDITIONS OF THEIR PROBATION OR PAROLE AND PERFORM OTHER PEACE OFFICER DUTIES PURSUANT TO IDAHO CODE §§ 19-510A AND 20-209C.

Control Number: 122.04.01.001	Version: 4.0	Title: Grooming, Dress, and Uniform Standards: Probation and Parole Staff Members	Page Number: 17 of 17
---	------------------------	---	---------------------------------

20. Illustration of Metal Badges for the Credentials:



21. Authorized Identification Patch for the PPO Uniform and Vest Carrier

This identification patch will be placed on the back of every external vest. If a vest is worn by the officer, this identification marking is not required on the upper back of the PPO uniform shirt. The identification marking should measure 4" x 11". The markings on the external vest will be reflective. These markings enhance safety, and clearly identify the authority and position of the PPO.



REFERENCES

- SOP [122.02.01.002](#), *Uniforms and Officer Appearance*
- SOP [701.04.02.001](#), *Supervision Strategies*
- SOP [307.04.02.001](#), *Use of Force: Probation and Parole*

– End of Document –