



Operating Procedure

Effective Date November 1, 2016	Number 105.2
Amended 5/18/17, 6/1/19	Operating Level Department
Supersedes Operating Procedure 105.2 (8/1/13)	
Authority COV §53.1-10	
Subject EMPLOYEE IDENTIFICATION CARDS	
ACA/PREA Standards 4-4117; 4-ACRS-7F-10; 2-CO-1G-06	
Office of Primary Responsibility Human Resources Director	
Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. PURPOSE

This operating procedure establishes guidelines for the issuance, updating, and destruction of identification cards issued to Department of Corrections employees, volunteers, and others who must enter State owned or leased property to work or for other purposes.

II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Employee - A person who is paid by the Department of Corrections on an hourly, salaried, or contractual basis, or who is paid by another state agency or outside vendor for working in a position within DOC or in a position that supervises offenders.

Organizational Unit Volunteer - A volunteer who has been granted access to a specific organizational unit by the Unit Head

Statewide Volunteer - A volunteer who has been granted volunteer access to all DOC facilities by the Chief of Corrections or designee

Volunteer - A citizen of the community who, of his or her own free will, provides goods or services to the Department without any financial gain. A volunteer provides ongoing voluntary service under the supervision of a correctional employee or another volunteer designated to supervise volunteers. This individual may volunteer more than once per quarter to work with offenders in a group setting or individually (i.e. group co-facilitators, Bible study participants, clerical assistants, job assistance volunteers, etc.)

IV. PROCEDURE

A. Identification card issuance

1. All employees and others required to enter DOC property for work shall be issued an identification card, and, on instructions of the unit head, may be required to show the card at any time when entering or while on DOC property.
2. Volunteers may be issued a DOC Volunteer identification card; in lieu of a DOC Volunteer identification card, units may develop a volunteer identification document to remain on file at the unit in accordance with Operating Procedure 027.1, *Volunteer Program*. (4-4117; 4-ACRS-7F-10; 2-CO-1G-06)

B. Identification cards

1. Identification cards should be consistent in appearance to facilitate employees' movement throughout all of the DOC's organizational units.
2. Variations in identification cards make it more difficult to determine the validity of the identification

card being presented by a person attempting to enter a DOC unit.

3. Consistent appearance includes the background color, the size and color of the State seal, the employee picture size, and the color and font of text on the card.
4. The back side of the identification card may be used for bar codes, magnetic codes, or other devices as needed for the local unit.
5. In accordance with Operating Procedure 445.1, *Employee, Visitor, and Offender Searches*, all DOC employees authorized to carry a DOC approved business cell phone into a secure perimeter will be provided an Employee Identification Card with the inscription "Cell Phone Approved (Y)"
6. All employees will be provided with a standard employee identification card generated from VACORIS upon hire.
7. Employee identification cards are permanent and should be replaced only when the employee changes position, work unit, or replacement is necessary to ensure a likeness suitable for identification purposes.
 - a. Lost or stolen cards shall be immediately reported to the person in charge of security at the location where the employee works, and a request made for a replacement.
 - b. Employees should request replacement for damaged cards by notifying their immediate supervisor.
 - c. The employee's immediate supervisor is responsible to arrange for a replacement identification card when needed.
8. If an employee loses their Identification Card, they will be given a verbal warning.
 - a. If the employee loses their Identification Card a second time within a two-year period, the employee will be given a [Notice of Improvement Needed/Substandard Performance](#) 145_F5.
 - b. If the employee loses their Identification Card a third time within two-year period, the employee will be subject to a Group I offense under Operating Procedure 135.1, *Standards of Conduct*.
 - c. If the employee again loses their ID, then discipline will follow the current process for notices cumulative in nature.
9. Weapons cards shall be prepared and issued in accordance with Operating Procedure 420.1, *Use of Force*, to ensure that they are not confused with employee identification cards.
10. All identification cards are the property of the issuing unit and shall be returned to the unit when no longer needed.

C. Temporary identification cards

1. Volunteers should be issued a DOC identification card in accordance with Operating Procedure 027.1, *Volunteer Program*.
 - a. Organizational Unit Volunteers should be issued an identification card clearly marked as "Volunteer" (in the Class Title section) that will expire after no more than three years.
 - b. Statewide Volunteers will be issued a pink identification card clearly marked as "Statewide Volunteer" or "Statewide Resource Volunteer" for those volunteers providing re-entry resources.
2. A temporary identification card may be issued to all temporary employees, contractor personnel and others on short-term assignments. The expiration date will be the date the assignment expires. Cards will be reissued if the employment or assignment is extended.
3. Visitors' passes may be authorized or required for all visitors, at the option of the organizational unit head.

D. Retiree Identification Cards

1. The Department has authorized the issuance of identification cards for DOC retirees.
2. To obtain a retiree identification card, employees who have submitted applications for retirement and all required documents must contact their Human Resource Officer (HRO) to request a retiree card.

Employee must indicate on the [Retirement Certificate and Retiree ID Request](#) 165_F3 their desire to be issued a retiree identification card. The HRO will forward an employee's request electronically to the Office of Human Resources at Headquarters with an electronic copy of the employee's most recent identification card picture.

3. Authorized retirees will receive an identification card consistent in appearance with employee identification cards with the following exceptions: these cards will have a navy blue background and the word "Retired" printed across the front of the card.

E. Security of Identification Cards

1. Employees are responsible for ensuring that the information on the identification card is accurate before accepting it; for safekeeping of their identification cards; for reporting lost, stolen, or damaged cards; for returning their cards at the time of separation (last date of employment) or issuance of a new card; and for requesting a new card at time of transfer or other major change of status.
2. The immediate supervisor is responsible for seeing that the identification card is turned in by employees at time of separation.
3. The person issuing a new identification card is responsible for obtaining the old card from the employee before issuing a new one.
4. The person who collects the old card is responsible for seeing that the card is burned or shredded so that it cannot be re-used.

F. Verification of Identification Card Validity

1. Security personnel may verify current employment when checking an identification card. An identification card shall be confiscated by security personnel if it is found that the card bearer is not or is no longer employed by the DOC, or if the card shows evidence of tampering. The card shall be turned over to the person in charge of security, who shall take whatever steps appear proper.
2. Bearers of improper identification cards who are found on DOC property should be identified if possible and queried as to where the card was obtained and the purpose in being on DOC property. The incident should be reported to the person in charge of security and to the unit head.
3. Employees may only use the identification cards for the purpose intended. Employee misuse of cards for any non-work related reason may result in disciplinary action. Any ex-employee using the identification card for any reason may be subject to legal action.

V. REFERENCES

Operating Procedure 027.1, *Volunteer Program*

Operating Procedure 135.1, *the Standards of Conduct*

Operating Procedure 420.1, *Use of Force*

Operating Procedure 445.1, *Employee, Visitor, and Offender Searches*

VI. FORM CITATIONS

[Notice of Improvement Needed/Substandard Performance](#) 145_F5

[Retirement Certificate and Retiree ID Request](#) 165_F3

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years from the effective date.

The office of primary responsibility reviewed this operating procedure in November 2017 and no changes are needed at this time.

The office of primary responsibility reviewed this operating procedure in November 2018 and no changes

are needed at this time.

Signature Copy on File

10/1/16

N. H. Scott, Deputy Director for Administration

Date