

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Policy: 402

Subject: Employee Identification
Effective Date: March 2, 1984 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1. As part of a comprehensive security procedure, it is important, particularly for a Department such as Corrections, to have a method of employee identification, particularly when employees are away from their assigned duty stations.

2. Purpose:

2.1. To provide a system for the issuing of an employee identification cards for use during the course of their official duties.

3. Applicability/Accessibility

3.1.

4. Policy

4.1. EMPLOYEE IDENTIFICATION

4.1.1 Each employee of the Department of Corrections will be issued a numbered identification card to be utilized as a means to identify the employee as an employee of the Department of Corrections.

4.1.2 These identification cards shall be carried by the employee while the employee is working.

4.1.3 The employee I.D. cards shall be signed by the Commissioner of Corrections.

4.1.4 Employee I.D. cards shall be valid for the following periods of time.

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- 4.1.4.1 Permanent Full-Time Employee and Permanent Part-Time Employees - I.D. cards for Permanent Full-Time Employees and Permanent Part-Time Employees shall be valid for the maximum period of two years. These cards shall be green in color.
- 4.1.4.2 Temporary Employees - I.D. cards for temporary employees shall be valid for a maximum period of six months. These cards shall be yellow in color.
- 4.1.5 Department of Corrections employee I.D. cards shall be issued through the Security and Operations Office.
- 4.1.6 To obtain an I.D. card for an employee, a Director, District Manager, or Superintendent shall apply in writing to the Security and Operations Office, supplying the following information.
 - 4.1.6.1 Name of Employee (Last, First, Middle Initial)
 - 4.1.6.2 Position/Title
 - 4.1.6.3 Division
 - 4.1.6.4 Date of Birth
 - 4.1.6.5 Place of Birth
 - 4.1.6.6 Height
 - 4.1.6.7 Weight
 - 4.1.6.8 Color of Eyes
 - 4.1.6.9 Color of Hair
- 4.1.7 The Security and Operations Office will then return the completed I.D. card to the requestor. The employee will then be required to sign the card, as well as supply a right thumb print and a picture shall be taken and be returned along with the signed I.D. card to the Security and Operations Office.
- 4.1.8 The Security and Operations Office shall have the picture affixed, have the I.D. signed by the Commissioner, laminated, and then returned to the requestor.
- 4.1.9 Each time an employee is issued an I.D. card, he must surrender the I.D. card previously issued, if any. This card shall be destroyed and verified in writing to the Security and Operations Office.

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4.1.10 Each I.D. card shall be numbered with a register maintained by the Assistant Director of Security and Operations. This number shall be applied after signature by the employee, and prior to signature by the Commissioner.

4.2 BADGES

4.2.1 Certain employees within the Department of Corrections may be issued badges. Each employee issued a badge must sign for it. This receipt will be maintained by the respective District Manager/Superintendent or Assistant Director of Security and operations for those employees assigned to the Central Office.

4.2.2 Employees issued badges shall carry them with them while working.

4.2.3 If a badge is lost, it is the employee's responsibility to notify, in writing, the Superintendent or District Manager who will, in turn, insure that the Assistant Director of Security and Operations is notified.

4.2.4 It shall be the employee's responsibility to pay for a lost badge. This may be waived by the Assistant Director of Security and Operations under mitigating circumstances if it is determined that the employee was not at fault for the loss.

4.2.5 A register of whom all badges are assigned shall be maintained by the Assistant Director of Security and Operations.

4.2.6 Upon termination or resignation, an employee shall turn in any assigned I.D. card and badge issued. This shall be done on or before the employee's actual last day worked.

4.2.7 The Superintendent or District Manager who receives such shall certify to the Assistant Director of Security and Operations that the I.D. card was returned and destroyed, and that the badge, if issued, was also returned.

4.2.8 The Department of Corrections may withhold the last paycheck of any employee who fails to turn in any assigned badge, and/or seek reimbursement through the Small Claims Commission, until the employee either turns in the badge or pays for it.

5 Training Method

5.1

6 Quality Assurance Processes

6.1

7 Financial Impact:

8 References

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9 Responsible Director and Draft Participants