

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

Directive: 402.02

Subject: Employee Identification / Facility
Effective Date: April 10, 2002 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

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

1. Authority:

1.1. Pursuant to Title 28 VSA, Section 101 (5) and 102 (12) (c) (1) and Department of Corrections Policy 112 (189).

2. Purpose:

2.1. In response to an increased number of personnel, a growing offender population in the facilities and more involvement by the community, the Vermont Department of Corrections has developed an employee identification system that will enhance the personnel identification process. This identification directive will formalize traffic control in correctional facilities and ease identification of department staff for the community, other agency personnel, DOC staff and offenders as well as provide safe guidelines for staff moving inside correctional facilities.

3. Applicability/Accessibility

3.1. Any employee, contractor or volunteer of the Vermont Department of Corrections may have a copy of this directive.

4. Directive

4.1. Identification Cards:

4.1.1 All employees, contract employees and volunteers will be issued an identification card. This identification card will contain the following:

4.1.1.1 Photograph of the employee (Taken the date the request for an id is submitted)

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- 4.1.1.2 Employee's name, (printed and signature)
- 4.1.1.3 Division/worksites the employee is assigned
- 4.1.1.4 Position title
- 4.1.1.5 Security clearance (Color)
- 4.1.1.6 Date issued and expiration date
- 4.1.1.7 Authorized signature
- 4.1.1.8 Date of birth
- 4.1.1.9 Physical description including height, weight, eye and hair color
- 4.1.2 When a new employee or contract employee is hired or a volunteer is authorized to enter any Department of Corrections facility, the work site manager will insure an identification card is issued.
- 4.1.3 Individual worksites will issue volunteer and construction contractors identification cards locally and will include the information described in section I.
- 4.1.4 The Security unit will issue the following employee identification cards, temporary officers, permanent classified staff, contract employees and all subsequent renewals.
- 4.1.5 The employee's or contract employee's employment, personal information and photograph will be sent to the Security Unit by electronic mail. Identification cards will be printed and mailed to the worksite.
- 4.1.6 Personnel will carry the Department issued identification card whenever they are on duty.
- 4.1.7 Facility personnel will wear a locally issued identification card as follows:
 - 4.1.7.1 Uniformed personnel will wear the identification card on the right chest pocket, under the nametag.
 - 4.1.7.2 Non-uniformed personnel will wear the identification card on a chain around the neck, or on a clip on the front of the upper body where it can be viewed at all times.
- 4.1.8 In the event that an identification card is lost, the following process must be followed to insure unauthorized persons do not utilize the card.

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- 4.1.8.1 The staff member missing the identification card must file a report of the missing card to their supervisor immediately upon discovery.
- 4.1.8.2 The supervisor will issue a statewide electronic mail alerting all worksites of the missing identification card. All work sites will post this memo in Main Control, Admissions Control and staff common areas and read during roll call.
- 4.1.8.3 The supervisor will file a security incident report to the Director of Security and Supervision within 1 workday. (Code 2..10.4)
- 4.1.8.4 The staff member will be issued a new card in accordance with number III or IV of this section. This identification card will replace the old ID card.

4.2. Security Clearance:

- 4.2.1 The Director of Security/Designee will authorize/assign all security clearances. The guidelines for security clearances follow:

- 4.2.1.1 **Unlimited: (RED)**-Personnel holding positions that require access to all areas of all facilities will be issued an identification card with an unlimited security clearance. This card will be red in color. Personnel that hold unlimited clearances may enter any area of any DOC worksite and may have access to any key. Those Personnel include:

- 4.2.1.1.1 Commissioner

- 4.2.1.1.2 Deputy Commissioner

- 4.2.1.1.3 Director/Assistant Director/Correctional Services

- 4.2.1.1.4 Director/Security & his/her immediate security staff

- 4.2.1.2 **Facility Unlimited: (Green)** Personnel holding positions requiring access to all areas of their assigned facility will be issued an identification card with a Facility Unlimited security clearance. Personnel that hold level facility unlimited clearances may enter any area of their assigned worksite and draw any key. These Personnel may enter any other worksite, but may not enter the High Security Area of any other worksite, or draw any restricted key of any other worksite. These positions include:

- 4.2.1.2.1 Superintendent (Any facility they are responsible for.)

- 4.2.1.2.2 Correctional Services Manager/Security

- 4.2.1.2.3 Correctional Services Manager/Programs

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4.2.1.2.4 Case Work Supervisor

4.2.1.2.5 Security Operation Supervisor

4.2.1.2.6 Corrections Living Unit Supervisor

4.2.1.2.7 Correctional Facility Shift Supervisor

4.2.1.2.8 Correctional Services Specialist/Facility

4.2.1.2.9 Correctional Officer

4.2.1.2.10 Buildings Personnel responsible for work site maintenance

4.2.1.2.11 Medical Personnel

4.2.1.2.12 Mental Health Workers

4.2.1.2.13 Administrative Personnel

4.2.1.2.14 Cooks

4.2.1.3 Facility Limited: (Blue) Personnel holding positions that require access to facilities, but no restricted area, will be issued an identification card with a facility limited security clearance. Personnel that hold level 3 clearances may enter any worksite, but may not enter any high security area unless they are escorted by staff holding Unlimited or Facility Unlimited clearance for that worksite. Those Personnel include:

4.2.1.3.1 All other Directors/Asst. Directors

4.2.1.3.2 HRD Training Coordinators

4.2.1.3.3 Community Correctional Officers

4.2.1.3.4 Any Personnel with responsibilities in more than one facility

4.2.1.3.5 Teachers

4.2.1.3.6 Volunteers

4.2.1.3.7 Vermont Correctional Industries

4.2.1.3.8 Any personnel not required to enter as a part of their official duties

4.2.1.3.9 Construction Contractors

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4.2.2 The appointing authority may further restrict clearance of personnel in their respective work site procedures. No personnel will be given a higher security clearance than that outlined above without the approval of the Director of Security /Designee.

4.2.3 The Director of Security can grant security increases to any employee where deemed appropriate. (I.e. security auditors, investigators, etc.)

4.3. Badges:

4.3.1 The Director of Security and Operations will issue badges to department staff that hold positions requiring them.

4.3.2 In the event that a badge is lost the following process must be followed to insure unauthorized persons do not utilize the badge.

4.3.2.1 The staff member missing the badge must file a report of the missing badge to their supervisor immediately upon discovery.

4.3.2.2 The supervisor will issue a statewide electronic mail alerting all worksites of the missing badge. This memo will be posted in Main Control, Admissions Control, Staff common areas and read during role call.

4.3.2.3 The supervisor will file a security incident report to the Director of Security and Supervision with in one workday. (Code2.10.4)

4.3.2.4 The Director of Security /Designee will notify local law enforcement.

4.3.3 Uniform staff will display the badge in the approved area of the uniform only.

5. Training Method

5.1.

6. Quality Assurance Processes

6.1. The Security and Supervision unit will maintain a record of each identification card and badge number.

6.2. This directive will be audited in accordance with Directive 403.01 Security and Supervision Audits.

7. Financial Impact:

7.1.

References

7.2.

8. Responsible Director and Draft Participants

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Jay W. Simons, Hearing Administrator wrote this directive under the advisement of Heinz Arenz and Gary Dillon of the Security Unit.