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Employee and Visitor Identification	**ACA Standards: 2-CO-1G-06, 5-ACI-1G-03, 4-ACRS-7F-10**		
Steven Harpe, Director **Oklahoma Department of Corrections**			**Signature on File**

Employee/Volunteer/Intern and Visitor Identification

Identification cards will be issued and worn to ensure proper security and the appropriate identification of employees, volunteers, and interns entering and working in agency facilities or administration buildings. Visitors will be required to exchange a valid picture identification card for a visitor badge upon entrance to agency facilities or administration buildings.

I. Employee/Volunteer/Intern Identification Cards

A. Description of Cards

All agency identification cards will contain the following information:

1. First and last name;

2. Job title;

3. Work location (employee only);

4. Date of expiration;

5. Employee/volunteer/intern's photograph;

   a. All uniformed staff will have a photograph taken in the

appropriate uniform that represents the position in which the employee is assigned. Staff that are not required to wear a uniform will have a picture taken of them in appropriate professional business attire as indicated in OP-110245 entitled "Standards for Employee Personal Appearance."

b. Sunglasses are not authorized to be worn over the eyes or on top of the head. Eyeglasses are authorized if worn frequently but cannot be located on top of the head.

c. Hats or head coverings are not authorized except for religious or medical purposes.

d. Staff's full face will be visible with no shadows or clothing obscuring the face.

e. Staff's image will be from head to chest area and facing forward towards the camera. The badge will be visible for correctional officers.

f. The background for the photograph will be white or blue.

6. Oklahoma Department of Corrections (ODOC) logo; and

7. The agency director's signature.

B. Issuance of Cards

1. Employees who work for community corrections centers, probation and parole offices, division offices, ODOC headquarters or other administrative offices within the Oklahoma City metropolitan area will be issued two identification cards through the chief of Operations.

2. All other employees will be issued two identification cards through the Human Resources (HR) unit or chief of security at the assigned work location.

3. Volunteers/interns will be issued two identification cards through the Religious Services/Volunteer Services unit in accordance with OP-090211 entitled "Volunteer Services." (2-CO-1G-06, 5-ACI-1G-03, 4-ACRS-7F-10)

C. Card Renewal

1. Expiration Date

a. Employee identification cards will expire every two years during the month of the employee's employment date with

the agency (i.e., anniversary date).

b. Intern identification cards will expire upon the completion of their intern term, but will not exceed two years before being reissued.

c. Volunteer identification cards will expire two years from the date of issuance. Monitoring and compliance are the responsibility of the agency volunteer coordinator. (5-ACI-1G-03, 4-ACRS-7F-10)

2. Facility/unit HR staff will ensure employee identification cards are renewed during the month of each employee's ODOC anniversary date.

3. Employees in the ODOC administration-building complex are responsible for contacting ODOC Administration Security during their ODOC anniversary month to schedule renewal of their identification card.

4. Supervisors of interns and volunteers will ensure identification cards are renewed as applicable. (5-ACI-1G-03, 4-ACRS-7F-10)

5. Renewal identification cards will include a new photograph of the employee/intern/volunteer. (5-ACI-1G-03, 4-ACRS-7F-10)

II. Wearing of Identification Cards

A. Minimum, Medium, and Maximum Security Facilities and Administration Building

1. Identification cards will be worn while on duty or when visiting a facility. The card will be attached to the employee's/volunteer's/intern's shirt, blouse, or dress with a spring clip, or worn around the neck on a breakaway strap. The picture and identification card information will be clearly visible.

2. Upon entering a facility, the employee/volunteer/intern will surrender one of their two identification cards or other valid picture identification card to a designated person in the control center or other area designated by the facility head/administrator/unit head. The control center officer or other designated employee will place the cards face up in a specified area or in an alphabetically arranged file box.

3. Upon exiting the facility, the employee/volunteer/intern will retrieve their identification card from the control center or other designated area.

4. The control center officer or designated employee will visually

examine the card upon entrance and exit to confirm the wearer's identity.

5. Employees/volunteers/interns visiting a facility/agency administration building will sign in/out of the facility/agency administration building's visitor log.

B. Community Corrections Centers Personnel

1. Employees/volunteers/interns will wear their identification cards as specified in Section II. A. item 1. of this procedure.

2. All employees/volunteers/interns will sign in/out in a log specified for that purpose.

C. Visitors

1. Any non-employee/volunteer/intern who wishes to enter a facility or any ODOC administration building will be identified upon entry and exit. Each facility/unit head will ensure there is a process in place for identifying and recording the entry and exit of non-employees/volunteers/interns based on specific security needs.

2. Facilities/agency administration buildings will require visitors to exchange a valid picture identification card for a visitor badge at the control center or other designated area.

3. Visitors will sign in/out in a visitor log.

4. Visitor badges will be designed by each facility/agency administration building for their specific use. The visitor badge will include the facility head or agency director's signature and will be numbered for accountability.

5. Visitor badges will be colored differently than employee badges. Colors will be changed the first working day of each quarter.

III. Replacing Identification Cards

A. Lost Identification Cards

1. Employees who lose an identification card will immediately report the loss in writing to the facility/unit head. A written authorization from the affected facility/unit head or chief of security will be provided prior to receiving a replacement identification card.

2. Volunteers and interns will immediately report the loss in writing to the facility/unit head and the Religious Services/Volunteer Services

unit. A replacement identification card will be obtained through the Religious Services/Volunteer Services unit.

B. Changing Identification Cards

Employees who change work locations or job classifications will turn in their old identification card at the time they are processed for a new identification card, or provide written documentation from the previous work location that the old identification card has been returned.

IV. Disposition of Identification Cards upon Termination

A. Voluntary Discharge/Termination of Employment

Employees/volunteers/interns who terminate their employment/relationship with the agency will return their identification cards to the office of issuance. Employee identification cards will be filed in the appropriate personnel file.

B. Involuntary Discharge

The facility/unit head will ensure confiscation of the identification cards of employees who are discharged and of volunteers and interns who are relieved of their assignments with the cards returned to the office of issuance.

V. Retirement IDs

Any employee who retires in good standing will be issued a photo ID, if requested, upon their retirement. The photo ID will include the employee's name and job title at the time of their retirement, and will also indicate that they are retired. All requests for IDs for retired/retiring employees will be made in advance and, if approved, will be issued by the chief of Operations.

VI. References

Policy Statement P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-090211 entitled "Volunteer Services"

OP-110245 entitled "Standards for Employee Personal Appearance"

VII. Action

All staff are responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-040112 entitled “Employee, Volunteer/Intern and Visitor Identification” dated September 19, 2023

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