

|   |   |
|---|---|
| Employee, Volunteer/Intern and Visitor Identification.....                      | 1 |
| I. Employee/Volunteer/Intern Identification Cards.....                          | 1 |
| A. Description of Cards .....   | 1 |
| B. Issuance of Cards.....   | 2 |
| II. Wearing of Identification Cards.....  | 3 |
| A. Minimum, Medium, and Maximum Security Facilities and Administration Building | 3 |
| B. Community Corrections Centers and Work Center Personnel (4-ACRS-2A-01)....   | 3 |
| III. Replacing Identification Cards .....                                       | 4 |
| A. Lost Identification Cards .....  | 4 |
| B. Changing Identification Cards.....   | 4 |
| IV. Disposition of Identification Cards Upon Termination .....                  | 4 |
| A. Voluntary Discharge/Termination of Employment.....                           | 4 |
| B. Involuntary Discharge .....  | 4 |
| V. Retirement ID's .....  | 5 |
| VI. References .....  | 5 |
| VII.Action.....   | 5 |

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| <b>Section-04 Security</b>  | <b>OP-040112</b>   | <b>Page: 1</b>           | <b>Effective Date: 02/15/2017</b> |
| <b>Employee and Visitor Identification</b>                                    | <b>ACA Standards: 2-CO-1G-06, 4-4117, 4-4503, 4-ACRS-2A-01, 4-ACRS-2A-02, 4-ACRS-7F-10</b> |                          |                                   |
| <b>Joe M. Allbaugh, Director</b><br><b>Oklahoma Department of Corrections</b> |  | <b>Signature on File</b> |                                   |

## **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. (4-ACRS-2A-02)

### **I. Employee/Volunteer/Intern Identification Cards**

#### **A. Description of Cards**

All agency identification cards will contain the following information:

1. First and last name and job title;
2. Work location (employee only);
3. Date of expiration;
4. Employee/volunteer/intern's photograph;
5. Oklahoma Department of Corrections (ODOC) logo; and
6. 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 Office of Inspector General.
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 Agency Volunteer Services in accordance with [OP-090211](#) entitled "Volunteer Services." (2-CO-1G-06, 4-4117, 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 is the responsibility of the agency volunteer coordinator.
2. Facility/districts/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, Classen building, and Cameron building are responsible for contacting ODOC 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. Renewal identification cards will include a new photograph of the employee/intern/volunteer.

## 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 shirt, blouse, or dress with a spring clip, or worn around the neck on a breakaway strap. The picture and identification card information must be clearly visible.
2. Upon entering a facility, employees, volunteers, and interns 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 employees, volunteers, and interns 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 and interns visiting a facility will sign in and out of the facility/agency administration building's visitor log.

### B. Community Corrections Centers and Work Center Personnel (4-ACRS-2A-01)

1. Employees, volunteers, and interns will wear their identification cards as specified in Section II. A. item 1. of this procedure.
2. All employees, volunteers, and interns will sign in and 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 must be identified upon entry and exit. Each facility/district/unit head will ensure there is a process in place for identifying and recording the entry and exit of non-employee(s)/volunteers/interns based on specific security needs. (4-4503, 4-ACRS-2A-02)

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 and 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 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 must immediately report the loss in writing to the facility/district/unit head. A written authorization from the affected facility/district/unit head or chief of security must be provided prior to receiving a replacement identification card.
2. Volunteers and interns must immediately report the loss in writing to the facility/district/unit head and Agency Volunteer Services. A replacement identification card must be obtained through Agency Volunteer Services.

#### B. Changing Identification Cards

Employees who change work locations or job classifications must 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, and 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 files.

#### B. Involuntary Discharge

The facility/district/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 ID's

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

VI. References

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-090211 entitled "Volunteer Services"

VII. Action

The regional/division/unit head is responsible for compliance with this procedure.

The regional director, Region II, is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040112 entitled "Employee, Volunteer/Intern and Visitor Identification" dated November 24, 2014

Deleted: OP-040112 Revision-01 dated February 22, 2016

Distribution: Policy and Operations Manual  
Agency Website