# Employee Identification Cards

**Authority:**
Directive 105, *Employee Uniforms and Identification Cards*

**Effective Date:** October 1, 2019

**Amended:**

**Supersedes:**
Operating Procedure 105.2, November 1, 2016

**Access:**
- [x] Public
- [ ] Restricted
- [ ] Incarcerated Offender

**ACA/PREA Standards:**
- 5-1G-4117; 4-4117; 4-ACRS-7F-10; 2-CO-1G-06

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**Documentation on File:** 8/12/19  
Signature:  
Date:

**Signature Copy on File:** 8/16/19  
Signature:  
Date:

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**REVIEW**

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

**COMPLIANCE**

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

PROCEDURE

I. Identification Card Issuance
   A. All employees and others required to enter DOC property for work will be issued an identification card, and, on instructions of the Unit Head or designee, may be required to show the card at any time when entering or while on DOC property.
   
   B. 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.

II. Identification Cards
   A. Upon hire, all employees will be provided with a standard employee identification card generated from VACORIS.
      1. Identification cards should be consistent in appearance to facilitate employees’ movement throughout all of the DOC’s organizational units.
      2. Consistent appearance includes the background color, the size and color of the State Seal, the size of the employee’s picture, and the color and font of text on the card.
      3. The reverse side of the identification card may be used for bar codes, magnetic codes, or other devices as needed by the local unit, such as Weapons Card for issuance/usage authorization.
   
   B. 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)”
   
   C. 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.
      1. Lost or stolen cards must be immediately reported to the person in charge of security at the location where the employee works, and a request made for a replacement.
      2. Employees should request replacement for damaged cards by notifying their immediate supervisor.
      3. The employee’s immediate supervisor is responsible for arranging for the creation of a replacement identification card when needed.

   D. If an employee loses their Identification Card, they will be given a verbal warning.
      1. 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.
      2. 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.
      3. If the employee again loses their ID, then discipline will follow the current process for notices cumulative in nature.

   E. All identification cards are the property of the issuing unit and must be returned to the unit when no longer needed.
III. Temporary Identification Cards

A. Volunteers should be issued a DOC identification card in accordance with Operating Procedure 027.1, Volunteer Program.

1. 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 from the date of issue.

2. 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. Statewide Volunteer identification cards will expire three years from date of issue or at the end of their volunteer service.

B. A temporary identification card may be issued to all temporary employees, contractor personnel and others on short-term assignments.

1. The expiration date will be the date the assignment expires.

2. New cards will be reissued if the employment or assignment is extended.

C. Visitors’ passes may be authorized or required for all visitors, at the option of the Organizational Unit Head.

IV. Retiree Identification Cards

A. The DOC has authorized the issuance of identification cards for DOC retirees.

B. 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.

1. The employee’s request to be issued a retiree identification card must indicated on the Retirement Certificate and Retiree ID Request 165_F3.

2. 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.

C. 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” will be printed across the front of the card.

V. Security of Identification Cards

A. Employees are responsible for:

1. Ensuring that the information on the identification card is accurate before accepting it

2. Safekeeping of their identification cards

3. Reporting lost, stolen, or damaged cards

4. Returning their cards at the time of separation (last date of employment) or issuance of a new card

5. Requesting a new card at time of transfer or other major change of status

B. The immediate supervisor is responsible for ensuring the identification card is turned in by employees at time of separation.

C. The person issuing a new identification card is responsible for obtaining the old card from the employee before issuing a new one.

D. The person who collects the old card is responsible for ensuring the card is burned or shredded so that it cannot be re-used.
VI. Verification of Identification Card Validity
   A. Security personnel may verify current employment when checking an identification card.
      1. Security personnel will confiscate an identification card if it is found that the DOC does not currently
         employ the card bearer, or if the card shows evidence of tampering.
      2. The card will be turned over to the person in charge of security, who will: notify the ranking
         organizational duty administrator on duty and request instructions.
   B. 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 as well as their purpose for being on DOC property. The
      incident should be reported to the person in charge of security and to the Organizational Unit Head.
   C. Employees will only use the identification cards for the purpose intended. Employee misuse of cards for
      any non-work related reason may result in disciplinary action.
   D. Any ex-employee using the identification card for any reason may be subject to legal action.

DEFINITIONS OF TERMS USED IN THIS OPERATING PROCEDURE

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 Operations or designee

Volunteer - An individual who provides services to the Department without any financial gain under the
supervision of a correctional employee or another volunteer designated to supervise volunteers to include unpaid
interns. This individual volunteers more than once per quarter to work with offenders in a group setting or
individually as approved by the DOC. Services provided can include but are not limited to conducting research
with prior approval of Human Subject Research Review Committee, participating in events related to Re-entry
such as job assistance, Co-facilitating groups, participating in bible study, and performing clerical tasks.

REFERENCES

Operating Procedure 027.1, Volunteer Program
Operating Procedure 135.1, the Standards of Conduct
Operating Procedure 445.1, Employee, Visitor, and Offender Searches

ATTACHMENTS

None

FORM CITATIONS

Notice of Improvement Needed/Substandard Performance 145_F5
Retirement Certificate and Retiree ID Request 165_F3