

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.....	2
A. Minimum, Medium, and Maximum Security Facilities and Administration Building	2
B. Community Corrections and Work Center Personnel (4-ACRS-2A-01)	3
III. Replacing Identification Cards	3
A. Lost Identification Cards	3
B. Changing Identification Cards.....	3
IV. Disposition of Identification Cards Upon Termination	4
A. Voluntary Discharge/Termination of Employment.....	4
B. Involuntary Discharge	4
V. References	4
VI. Action.....	4

Section-04 Security	OP-040112	Page: 1	Effective Date: 11/24/2014 Annual Review: 08/2015 Revision-01 Effective: 02/22/2016 Page 1
Employee and Visitor Identification	ACA Standards: 2-CO-1G-06, 4-4117, 4-4503, 4-ACRS-2A-01, 4-ACRS-2A-02, 4-ACRS-7F-10		
Robert Patton, 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. (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. (Revision-01 02/22/2016) Date card expires. Employee identification cards will expire two years from the date of issuance. Intern identification cards will expire upon the completion of their intern term, but will not exceed two years before being reissued. Volunteer identification cards will expire two years from the date of issuance;
4. Employee/volunteer/intern's photograph;

5. Oklahoma Department of Corrections (DOC) logo; and
6. Director's signature.

B. Issuance of Cards

1. Employees who work for community corrections, division offices, DOC 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 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)

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 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 DOC 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.

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 the Agency Volunteer Services . A replacement identification card must be obtained through the 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. References

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

OP-090211 entitled "Volunteer Services"

VI. Action

The division head is responsible for compliance with this procedure.

The associate director of Field Operations 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 March 27, 2014

Distribution: Policy and Operations Manual
Agency Website