

**Idaho Department of  
Juvenile Corrections  
Administrative  
Policy/Procedure**

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**SUBJECT: IDENTIFICATION BADGES**

**APPROVED:**   
SHARON HARRIGFELD, DIRECTOR

**CATEGORY: ADMINISTRATION**

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## **Policy**

Identification (ID) badges provide a means of quick identification thereby facilitating staff's responsibility to know who is on Idaho Department of Juvenile Corrections (IDJC) premises. From a security standpoint, ID badges provide a means for staff to quickly identify people who are not employees and of controlling persons entering unauthorized areas. For security purposes only the last name will appear on the front of the ID badge, but the first and last name will appear on the back.

It is therefore the policy of IDJC that the Division Administrator determines when employees, visitors (including family members), temporary employees, interns and volunteers are required to wear ID badges.

## **Procedure**

- I. ID badges are issued by the Department of Administration Facility Services Bureau to all new employees. Visitor badges (laminated and colored) are made available at Headquarters (HQ) and IDJC facilities for non-IDJC employees.

The HQ building is equipped with electronic access boxes by the Department of Administration. Any IDJC employee requiring regular access to HQ must have supervisor and Director authorization to have one of two accesses: 5 a.m. – 9 p.m., excluding holidays, or 24 hours/7 days a week, including holidays. This authorization requires the completion of the State of Idaho Personnel Photo ID and Access Request form since a new ID badge will be issued.

- II. All new IDJC employees will have their picture taken and will complete and sign the State of Idaho Personnel Photo ID and Access Request form at the beginning of their employment. The picture and form will be forwarded to the Management Assistant, or designee, who will forward to Department of Administration to request the photo ID. When the ID badge is received it will be forwarded to the employee or designated staff.

III. Employees are responsible for:

- A. Wearing the ID badge, when required, where it can be seen while at work, unless wearing the ID badge poses a safety or security risk as determined by a Division Administrator.
- B. Maintaining the ID badge in proper condition and taking the normal precautions against loss or damage.
- C. Paying for replacement ID badges at the time of reapplying for another badge. However, an ID badge may be replaced at IDJC's expense (no cost to the employee) if:
  - 1. There is a change in the employee's name,
  - 2. The ID badge becomes frayed or worn from age,
  - 3. The employee transfers to another IDJC location, or
  - 4. The ID badge is damaged in the course of work.
- D. Notifying the Management Assistant, or designee, if the ID badge is lost.
- E. Assuring that any pins or stickers placed on the ID badge do not cover the employee's picture or name.

IV. Supervisory personnel are responsible for:

- A. Assuring that all employees receive and wear their ID badges when necessary.
- B. Assisting employees in obtaining replacement ID badges when necessary.
- C. Obtaining ID badges from all terminated employees, interns, volunteers, and contractors and returning them to a Human Resources staff person or to the Management Assistant, or designee.

V. Replacement of Lost or Damaged ID Badges

- A. If an ID badge with access to HQ is lost, the Management Assistant, or designee, when advised, will notify Facility Services at the Department of Administration who will then deactivate it. If the lost ID badge isn't returned within 72 hours, then the employee shall complete the appropriate procedure to reissue the ID badge.
- B. The Management Assistant, or designee, will send the replacement fee, if applicable, and a completed State of Idaho Personnel Photo ID and Access Request form and request for a replacement ID badge to the appropriate contact person at Department of Administration. Upon receipt from the

Department of Administration, the Management Assistant, or designee, will forward the replacement ID badge to the appropriate staff person.

- VI. Other Identification Badges: Visitor, Temporary Employee, Interns and Volunteers
- A. Visitor Badges (laminated and colored) are made available at the HQ office and IDJC facilities for non-IDJC employees. Employees should assure that visitors have a visitor badge (when required) and that the badge is returned upon checking out. Visiting state employees must wear their state-issued ID badge and are not required to wear a visitor badge.
  - B. As required by the Department of Administration, employees hired for temporary employment and paid directly by the state, are issued a regular state of Idaho ID badge.
  - C. Individuals contracted from a temporary staffing company for a period of more than one month are issued a contractor state of Idaho ID badge from the Department of Administration. If the period is one month or less, the contractor (temporary) wears a visitor badge.
  - D. As required by the Department of Administration, individuals working as interns or volunteers are issued intern or volunteer state of Idaho ID badges. However, IDJC facilities may choose to issue laminated colored badges.

*Reference:* *Glossary of Terms and Acronyms*  
*Department of Administration Security Measures in State Buildings in top threat level by Homeland Security (Refer to State Security Manager)*

*Desk Manual(s):* N/A

*Related Policies:* *Signing In and Out (107)*  
*On-Campus Parking (5/730.03)*  
*Visitation (5/6/740.10)*

*Related Forms:* *State of Idaho Personnel Photo ID and Access Request*