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| Idaho Department of Correction  | Policy | Identification Cards and Issuing Department Property | | Page: 1 of 2 |
| | | Control Number: 215 | Version: 3.0 | Adopted: 12-15-1982 |

Bree Derrick, chief of staff, approved this document on 10/04/2019.

Open to the public: Yes

Revision Summary

Revision date (10/04/2019) version 3.0: This revision includes clarification on who can obtain retirement identification and who will be responsible for issuing the cards.

BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY STATEMENT

All personnel are issued and must have on their person, official Idaho Department of Correction (IDOC) identification cards while on duty. In addition, certain employees may be issued department property which is required in connection with their official duties - handcuffs, badges, keys, etc.

PURPOSE

Official Idaho Department of Correction identification cards will be issued to department personnel to wear on duty in order to ensure employee, incarcerated/supervised individual, and public safety.

SCOPE

All employees are issued identification cards by their appointing authority.

Identification cards must be kept current by appointing authorities by issuing new identifications cards whenever their employees' titles or positions are changed. Employees are required to surrender any old identification cards to their immediate supervisor.

While on duty, an employee is expected to produce, upon request, his official department identification card. The official department identification card must be worn and visible at all times when an employee is at any Idaho Department of Correction work site.

Identification cards will be maintained in a secure manner. Personnel must immediately report the loss of their identification card to their immediate supervisor.

Employees must handle department property with care while in their possession. Negligent and careless handling of department property may be grounds for disciplinary action.

Upon separation from service with the department, employees are required to surrender their official identification cards and any other department property issued to them while employed with the department to their immediate supervisor.

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Supervisors will destroy old identification cards in a manner that makes the card unusable by another person.

Identification cards will be issued to contract personnel, temporary employees, and construction workers at the discretion of the division administrator.

Retirement identification cards may be issued to retired employees who have retired from positions that require Peace Officer Standards and Training (POST) certification or those hired prior to July 1, 2005, that were required to attend an academy. The retired employee must submit a request to Human Resource Services (HRS) to obtain a retirement card. HRS will review employee personnel records to determine eligibility. Employees must have retired from the department under good standing to be eligible to receive the card.

RESPONSIBILITY

Human Resource Services will:

- Review eligibility for retirement identification cards
- Issue retirement identification cards to eligible employees who have retired from the department

Supervisors and managers will:

- Promote safety by requiring employees to wear badges
- Request badges from personnel that are separating from the department
- Destroy any badges that are turned in from personnel that have separated from the department

Employees will:

- Wear their official IDOC badge while on duty
- Report any lost, stolen or damaged badges to their supervisor as soon as possible

REFERENCES

None

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