



SUBJECT: Photo Identification System - Staff	PAGE <u> 1 </u> OF <u> 8 </u>
	NUMBER: 33-ERD-04
RULE/CODE REFERENCE:	SUPERSEDES: 33-ERD-04 dated 12/22/15
RELATED ACA STANDARDS:	EFFECTIVE DATE: January 19, 2017
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to provide guidelines for the utilization, distribution, and control of information and images created through the Photo Identification System.

III. APPLICABILITY

This policy applies to all permanent and temporary employees, volunteers, interns and contractors of the Ohio Department of Rehabilitation and Correction (DRC) who are issued DRC photo identification cards, commonly referred to as ID badges.

IV. DEFINITIONS

ERS-Portal - Web-based Employee Relations System - A computerized database of employee information.

Non-Employee - Any person providing services within DRC in a contractual, internship, temporary, volunteer, or other capacity relationship for which the employment terms of service are renewable on an annual or more frequent basis.

Permanent Employee - Any person holding a position that requires working a regular schedule of twenty-six consecutive bi-weekly pay periods, or any other regular schedule of comparable consecutive pay periods, which is not limited to a specific season or duration. It does not include student help, intermittent, temporary, seasonal, external interim, or individuals covered by personal service contracts.

Photo Identification System - A portrait capturing system with the capacity of storing, retrieving, transmitting, and producing images in a variety of formats through the DRC communication network.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to utilize a singular automated image capturing system to provide for the identification of Permanent Employees and Non-Employees. The system will create identification cards that are singular in format for all prescribed applications.

VI. PROCEDURES**A. Database – Permanent And Non Employees**

1. The main database in ERS-Portal to which the Photo Identification System is linked shall include, but is not limited to, the following information:
 - a. Name;
 - b. State of Ohio User ID;
 - c. Height, weight, hair color, eye color, gender, race;
 - d. Date of birth;
 - e. Position title;
 - f. Work location/institution;
 - g. Expiration;
 - h. Address; and
 - i. Telephone numbers (e.g., home, work and emergency).

B. Permanent Employee Identification Cards

1. All employee identification cards produced, commonly referred to as ID badges, shall have “Staff”, “DPCS”, or similar wording along the side of the image. Staff whose ID badges do not currently have such wording across the image shall still be valid; however, those badges shall be replaced through attrition or as needed due to loss, damage, change of appearance, name, position, or any other reason for issuance of a new ID badge.
2. For Permanent Employees, the employee identification cards created by this system shall show the following information:
 - a. Employee designation;
 - b. Name;
 - c. Bar Code of the State of Ohio User ID;
 - d. Position title;
 - e. Work location/Institution;
 - f. Portrait photo; and
 - g. Digitized signature.
3. Institution ID badges for Permanent Employees shall have solid dark blue backgrounds with yellow lettering.

4. Operation Support Center identification cards shall have white backgrounds with black lettering unless otherwise noted.
5. DPCS identification cards shall have white backgrounds with black lettering. Cards for parole officers will show the "parole officer" designation and the "...duly authorized" wording needed for interaction with other law enforcement agencies. Cards for other DPCS staff will not show such wording.
6. Identification cards with red or cyan blue backgrounds shall be issued only to Permanent Operation Support Center Employees in accordance with sections VI.E.3 and VI.E.4 of this policy. No other cards or designs shall use red or cyan blue for background colors.

C. Non-Employees Identification Cards

1. Contractor ID badges shall carry the designation of "Contractor" and shall be brown with yellow lettering and display the following information:
 - a. Name;
 - b. Height, weight, gender, hair color and eye color;
 - c. Bar code of the State of Ohio User ID;
 - d. Position title;
 - e. Work location/Institution;
 - f. Portrait photo;
 - g. Digitized signature; and
 - h. Expiration date.
2. Interns and temporary agency workers ID badges shall carry the designated title and shall be light purple with white lettering and display the following information:
 - a. Name;
 - b. Height, weight, gender, hair color and eye color;
 - c. Bar code of the Employee ID Number;
 - d. Position title;
 - e. Work location/Institution;
 - f. Portrait photo;
 - g. Digitized signature; and
 - h. Expiration date.
3. DRC identification requirements for DRC volunteers shall be defined in DRC policy 71-SOC-01, Recruitment, Training and Supervision of Volunteers.

D. Institution Issuance and Collection

1. All new non-employees and all newly hired permanent staff shall complete an Employee Photo Identification Request form (DRC1687).
2. The completed form shall be sent to staff designated by the managing officer who shall be responsible for the following:

- a. Assignment of the employee identification number; and
 - b. Producing the computerized photo identification card.
3. The personnel office/designee is responsible for maintaining the original request form and maintaining a log of numbers assigned.
 4. The personnel office/designee shall retrieve the ID badge for all Permanent Employees during the exit interview or when replacement cards are issued.
 5. The immediate supervisor is responsible for providing the service/contract end date of all Non-Employees, collection of identification cards from all Non-Employees upon termination, and for turning in all collected badges to the facility's personnel office.

E. Operation Support Center and Parole & Community Services Issuance and Collection

1. Permanent Employees
 - a. The personnel officer/designee shall ensure the new employee completes an Employee Photo Identification Request Form (DRC1687) and if assigned to Operation Support Center, the Building Access Request Form (DRC1948).
 - b. All newly hired Operation Support Center and DPCS staff shall be issued an appropriate identification card during the orientation session upon completion of an Employee Photo Identification Request form (DRC1687).
 - c. The personnel officer/designee shall be responsible for the following:
 - i. Assignment of the employee identification card number;
 - ii. Producing the computerized photo identification card;
 - iii. Collecting and maintaining the request forms; and
 - iv. Forwarding the Building Access Request Form (DRC1948) to the operations program administrator/operations manager.
 - d. The information on the Building Access Request Form (DRC1948) shall be entered into the entrance security system within seventy-two (72) hours after approval.
2. Non-Employees:
 - a. All Non-Employees, including contractors, temporary agency workers and interns, shall complete the Employee ID Card Request Form (DRC1687) and, if assigned to Operation Support Center, the Building Access Request Form (DRC1948).
 - b. The immediate supervisor is responsible for providing the service/contract end date.
 - i. When a new ID card is requested, the Non-Employee's actual end of service/contract date shall be entered by the immediate supervisor into the "Contract End Date" box on the Employee ID Card Request Form (DRC1687).

- ii. When a replacement ID card is requested, the Non-Employee's actual end of service/contract date shall be entered by the immediate supervisor on the "Other" line in the Replacement ID section on the Employee ID Card Request Form (DRC1687).
 - iii. If the Non-Employee's actual end of service/contract date has NOT been established, the immediate supervisor shall enter an end of service/contract date on the Employee ID Card Request Form (DRC1687) that is no greater than six (6) months from the actual date the non-employee began the start of service/contract.
- c. The completed form(s) shall be sent to the Bureau of Personnel which shall be responsible for assigning the card number, taking the photo, and forwarding the information to be entered into the entrance security system, if applicable.

3. Cyan Blue ID Cards

Staff authorized to carry cyan blue cards shall be allowed unescorted visits to all DRC institutions during normal working hours or on an "as needed basis".

- a. The employee shall complete the Employee ID Card Request Form (DRC1687) and, if applicable, the Building Access Request Form (DRC1948) and obtain approval from the appropriate deputy director.
- b. Once the deputy director has approved the request, the forms shall be submitted to the regional director/designee and the regional operations manager/designee for review and approval.
- c. Upon approval by the regional director and regional operations manager/designee, the request shall be forwarded to the Bureau of Personnel.
- d. The personnel officer/designee shall assign a photo identification card number, produce a new card, and forward the information to be entered into the entrance security system.
- e. The information on the Building Access Request Form (DRC1948) shall be entered into the entrance security system within seventy-two (72) hours after approval (all efforts should be exercised to complete the entry within 24 hours).

4. Red ID Cards

Staff authorized to carry red cards shall be allowed twenty-four (24) hour, unescorted, non-restrictive entrance to all DRC institutions.

- a. Upon approval of the regional director, Operation Support Center shall issue identification cards with a solid red background and white lettering to the following personnel:

- i. Director
 - ii. Managing Directors
 - iii. Chief Inspector
 - iv. Regional Directors
 - v. Regional Operations Managers
 - vi. Communications Chief
 - vii. Chief Counsel
 - viii. Special Operations Commander
 - ix. STG Investigation Coordinator
 - x. Medical Director and Assistant Medical Director
 - xi. Legislative Liaison
 - xii. Religious Services Administrator
 - xiii. Superintendent, Ohio Central School System
 - xiv. Chiefs of the following Bureaus:
 - a. Medical Services
 - b. Mental Health
 - c. Classification
 - d. Operational Compliance
 - e. Labor Relations
 - xv. Audit Administrators designated by the chief of the Bureau of Operational Compliance.
- b. The employee shall complete the Employee ID Card Request Form (DRC1687), obtain approval from the appropriate deputy director, if applicable, and submit the form to the regional director/designee for review and approval.
- c. Once approved by the regional director, the request shall be forwarded to the Bureau of Personnel.
- d. The personnel officer/designee shall assign a photo identification card number, produce a new card, and forward the information to be entered into the entrance security system.
- e. The information on the Building Access Request Form (DRC1948) shall be entered into the entrance security system within seventy-two (72) hours after approval (all efforts should be exercised to complete the entry within 24 hours).
5. Accountability and Control
- a. The Bureau of Personnel shall be responsible for maintaining the original request form, maintaining a log of numbers assigned, and forwarding information to have the entrance security system updated.
 - b. The Bureau of Personnel shall retrieve photo ID cards when replacement cards are issued.
 - c. Immediate supervisors shall retrieve the photo ID card at the termination of employment or during the exit interview and return it to the Bureau of Personnel.

- d. The Bureau of Personnel designee shall destroy all cards retrieved or returned and forward the information to be purged from the entrance security system.
- e. A password shall be assigned to all staff authorized to update the entrance security system.

F. Replacement ID Cards

1. The employee requesting a replacement ID card must complete the Employee Photo Identification Request form (DRC1687) and obtain signature approval from their immediate supervisor and any other authorizing signatures as required for the type of ID requested.
2. All requests to replace a lost or stolen ID card must be accompanied by a completed Incident Report Form (DRC1000).
3. Cards lost or damaged due to employee negligence shall be replaced upon the employee showing proof of payment of the \$5.00 charge in accordance with DRC policy 35-PAY-05, Pin Punching & Proxy ID Cards.

G. Instructions

1. At the location of every photo ID device, guidelines or instruction sheets shall be developed and implemented governing the use, maintenance, and security of the equipment and supplies. These guidelines or instruction sheets shall be reviewed and revised as necessary on no less than an annual basis by the appropriate staff person designated by the managing officer.
2. The managing officer shall designate an employee to be the administrator of the Photo Identification System in his/her respective work location. This employee shall be trained on the system and shall supervise the use of the system to ensure the guidelines or instruction sheets are followed.

H. Security

- B. All photo imaging equipment shall be password protected to ensure the security of confidential information.
- C. Under no circumstances shall an inmate/offender be allowed to operate, use, or otherwise be involved with the Photo Identification System, including any supplies or peripheral devices (e.g., cards, ribbons, print cartridges, scanners, printers).
- D. Non-Employees, by virtue of their transient duties, require a higher level of monitoring and supervision than DRC employees. Therefore, immediate supervisors of contractors, temporary agency workers and interns shall physically check the ID badges of non-employees on a periodic basis to ensure the badges meet the requirements of this policy.

Related Department Forms:

Incident Report	DRC1000
Employee Photo Identification Request	DRC1687
Building Access Request Form	DRC1948