

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 129.20

EFFECTIVE DATE: 05 October 2023

**SUBJECT: EMPLOYEE IDENTIFICATION
(ID) CARDS**

POLICY DIRECTIVE

PURPOSE:

To provide procedures by which employee identification (ID) cards are issued and used.

REFERENCE:

None.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 129.20, dated 01 October 2018.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

Employee – Any person who works in or for the Division of Corrections and Rehabilitation facilities. For the purpose of this Policy Directive, this includes but it is not limited to full time, part-time, temporary, provisional, probationary, and permanent status employees of the State of West Virginia; contractors and their employees (e.g., food service, commissary, Department of Education, etc.); and volunteers.

POLICY:

- I. No individual will be allowed to enter any Division of Corrections and Rehabilitation (DCR) facility without first presenting proper identification.

- A. All DCR employees (including contractors and volunteers as defined above) will present the employee identification (ID) card issued to them by the agency.
- B. In the absence of such card, other means to verify identification and authorization to be on site must be exercised.
- C. When an employee does not have his/her employee ID card, his/her immediate supervisor or the Chief of Security/Chief Correctional Officer or designee must approve the employee's presence on site.
- II. All employee ID cards will be generated by the DCR Corrections Emergency Operations Center (CEOC) in a format approved by the Director of Security Services. Each employee will be issued two (2) ID cards in order to wear one and present one when required by a facility or work unit's procedures.
- A. Facilities and work units will request two (2) employee ID cards for each new employee (including contractors and volunteers as defined above) by completing the ID Request Form (**Attachment #1**) and submitting by email to the DCR Corrections Emergency Operations Center at dcropsctr@wv.gov
1. Requests shall include the employee's full name.
 2. The request shall designate if the individual is employed by DCR or a contractual service provider or volunteer.
 3. A close-up photo of the employee's face numbered in the filename to match the number on the ID Request Form shall also be submitted.
- B. It is the responsibility of the facility to attach any additional features to the employee ID card such as barcodes for retrieval of keys, etc.
- C. DCR employees will be identified by yellow markings on their employee ID card and contractors/volunteers by red markings on their employee ID card. Each employee ID card will also be marked with a hologram of the WV State Seal as an added layer of security. Any employee ID card presented that does not have these security features shall be immediately confiscated and a report filed.
- III. An incident report shall be completed for any lost employee ID card.
- IV. All facilities and work units shall have procedures in place to ensure employees relinquish their employee ID card to designated staff upon departure from employment.

ATTACHMENT(S): #1 ID Request Form

APPROVED SIGNATURE: William K. Marshall III
William K. Marshall III, Commissioner

Oct. 5, 2023
Date

