

| GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures | | |
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| Functional Area: Support Services/Personnel | Reference Number: IVO15-0005 | Revises Previous Effective Date: 09/01/01 |
| Subject: Georgia Department of Corrections (GDC) Identification Cards | | |
| Authority: Ryan | Effective Date: 7/01/03 | Page 1 of 11 |

I. POLICY:

- A. All employees, contractors, and volunteers, who regularly conduct business, and who have on-going business relationships with the Georgia Department of Corrections (GDC) will secure and retain approved identification cards.
- B. An employee must visibly wear, while on duty, the official identification card issued by the Department.
- C. Individuals with volunteer or contractor status must visibly wear, while on GDC premises, the identification card appropriate for their type of official business with the Department.

II. APPLICABILITY:

All full-time and part-time employees in GDC and those contractors and volunteers approved by the appropriate Appointing Authority.

III. RELATED DIRECTIVES:

- A. GDC Board Rule 125-2-1.04, Identification
- B. GDC Standard Operating Procedures:
 - IV015-0006 Issuance of Police Powers Identification Cards
 - IIA07-0011 Guidelines for Civilian Construction Workers, Consultant and Contract Personnel
 - VF01-0001 Local Management of Volunteer Services

IV. DEFINITIONS:

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Employee Identification Card: The blue card with a magnetic stripe. When printed, this card will have a blue-colored header indicating the "Georgia Department of Corrections" and the word EMPLOYEE in large print.

Contractor Identification Card: The green card with a magnetic stripe. When printed, this card will have a green-colored header indicating the "Georgia Department of Corrections," and the word CONTRACTOR in large print.

Volunteer Identification Card: The gold card with magnetic stripe. When printed, this card will have a gold-colored header indicating the "Georgia Department of Corrections," and the word VOLUNTEER in large print.

Locator Card: Cards with a blue background and bold black letters designating "Locator." They do not have a magnetic stripe.

NOTE: Locator cards are issued to Employees, Volunteers, and Contractors at the discretion of the Appointing Authority, and are presented at front gates of secured facilities for traffic control.

V. ATTACHMENTS:

Attachment 1- GDC Request for Identification Card Form

Attachment 2- Report for Missing Identification Card Form

Attachment 3- Notice of Discontinuation Form

VI. PROCEDURE:

A. RECEIPT AND STORAGE OF IDENTIFICATION CARDS AT IMAGING SITES

1. Each site must maintain a supply of plain white I.D. cards with the magnetic black stripe.

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2. The personnel representative at the facility/unit responsible for I.D. production and/or his/her designee will ensure that the cards are stored in a secure storage area.
3. Each facility will maintain a supply of plain white cards with no magnetic stripe on back to be used for locator cards. While the locator cards do not require as high a level of security storage measures as the identification cards, these locator cards are to be used only for authorized personnel employed by or doing business with the Department, and must also be kept in a secure storage area.

B. ISSUANCE OF IDENTIFICATION CARDS - ALL SITES

1. Employees (full-time/part-time), volunteers, and contractors, must complete a "Request for Identification Card" form (see Attachment 1). The request must be approved and signed by the appropriate Appointing Authority or his/her designee for the requestor's facility/section/work unit.

NOTE: Student interns will be issued Volunteer identification cards, if deemed appropriate by the Appointing Authority.

2. The procedures in SOP's addressing background checks, security clearances, etc. must be followed **before** issuing employee, volunteer, or contractor identification cards.
3. Currently, each State Prison, West Central PDC, and Central Personnel Administration (CPA) are locations where Identification Cards can be produced. Work sites without imaging and printer equipment must contact the Personnel Office at an approved imaging site to schedule dates and times to send employees, volunteers, and/or contractors to obtain identification cards.
4. Staff, volunteer, and contractor identification card processing should be scheduled on days other than prisoner transfer days. Afternoon scheduling

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on transfer days is permissible, if approved by the Appointing Authority at the imaging site.

5. Employees, volunteers, and contractors must surrender all former official picture identification cards and **any transitional, temporary, or imitation cards** prior to issuance of new cards. Employees, contractors, and volunteers who possess unauthorized identification cards may be subject to disciplinary action.
6. The personnel representatives at all sites must verify information supplied or completed by employees on the "Request for Identification Card" form (Attachment 1), including the verification of the Phoenix Employee I.D. numbers and Scribe I.D. numbers for Contractors and Volunteers. All forms must be properly authorized by the employee/contractor/volunteer's Appointing Authority.
7. The personnel representative will escort each employee, volunteer, and contractor approved for I.D. issuance to the photo I.D. room and produce the appropriate card(s) or personally deliver the appropriate card(s) to the designated I.D. Officer.
8. From the "Request for Identification Card" form, the SCRIBE Personnel Imaging I.D. Officer must produce the **official card** only containing exact information as to identification card type, formal name of individual, Phoenix Employee I.D. or SCRIBE I.D. (for contractors and volunteers) and Primary Location of assignment (e.g., Facilities Division, Probation Division) as the position title. (See the "Processing Activities At Imaging Sites" section "G" of this SOP for more details.)

NOTE: As indicated, the job or position title field must be the **official** Division or Section of assignment from the Position Type drop-down menu in the Edit Personnel Profile panel.

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9. Locator cards are to be issued only to employees, contractors, and volunteers who regularly work in or visit, for business purposes, secured facilities. The "Request for Identification Card" form must be checked and approved by management at the employee's work site in order for the employee to receive the locator card. Imaging sites must not issue a locator card if the request form is not properly completed by indicating that a locator card is necessary. Locator cards are checkpoint cards, and they will be presented at the front gate and possibly other necessary checkpoints at Department of Corrections facilities and secured offices while employees, volunteers, and contractors are in the buildings conducting departmental business. **Locator cards must not be hole punched and cannot be worn for identification purposes.** Local Appointing Authorities may issue more than one locator card to an individual, if deemed necessary.
 10. All original "Request for Identification Card" forms must be filed in the local personnel files. For those I.D.'s produced in Central Personnel Administration, the original form will be scanned into the employee's official personnel file.
 11. Expiration dates for Employee Identification Cards ONLY, will be the employee's birth month and day with the year being two (2) years from the year of issuance. (FOR EXAMPLE: Employee's birth date is 3/1/60 and the I.D. is being produced in the year 2003. Expiration date for the Employee Identification Card is 3/1/2005.) NOTE: Contractor and Volunteer cards expiration dates are twelve (12) months from the date of issuance OR the life of the contractual agreement, whichever is less.
 12. The strictest security must be maintained at all times for the employee, volunteer, and contractor cards to avoid unofficial or counterfeit cards.
- C. PERSONS AUTHORIZED TO ISSUE IDENTIFICATION CARDS AT IMAGING SITES

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1. Personnel imaging (computer system for producing identification cards) for employees, contractors and volunteers is the responsibility of personnel representatives at each location where identification cards can be produced. System access to view or produce information within the Personnel Imaging I.D. System is limited to those individuals that have a current business need to access I.D. information. At some locations, Offender I.D. Officers are permitted access to produce I.D.s with the Personnel Imaging I.D. System, with verification of the personnel representative at the site.
2. The personnel representative and his/her designee will maintain the inventory of staff identification cards. Likewise, the personnel representative and his/her designee will be the only persons authorized to issue identification cards and escort employees to the photo I.D. room, except for persons approved by the Appointing Authority for unusual situations of extended absences of all staff in the personnel unit.
3. The only persons authorized to produce picture identification cards for employees, volunteers, and contractors are the designated I.D. officers in the photo I.D. rooms as approved by the Human Resources Division, and the personnel representatives at the sites approved for identification card production. These named individuals are the **only** staff authorized to produce identification cards except in special circumstances and as deemed necessary by the Appointing Authority at the facility/unit.

D. EMPLOYEE, CONTRACTOR, AND VOLUNTEER TRANSFERS/MOVEMENT
ALL SITES

1. The identification cards for employees, contractors, and volunteers are designed for individuals to carry their cards with them on transfer or movement to other sites, as long as they are employed and/or conducting business with the Department.

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2. In instances of a secured facility questioning an individual pre-screened at another site, the Appointing Authorities for all involved sites must be alerted to manage the situations and decide the course(s) of action.
3. Appointing Authorities at the receiving sites for individuals transferring in must ensure that employees, contractors, and/or volunteers possess appropriate cards from their former assigned sites. New cards will only be necessary if the employee, contractor, or volunteer changes Divisions (such as Facilities to Probation).

E. TERMINATIONS AND RESIGNATIONS - ALL SITES

1. All persons issued a photo identification card or card with any inscription designating the property of the GDC will, in every conceivable situation, relinquish or turn in all identification cards when business with the GDC terminates or ceases. Volunteers and contractors must also relinquish identification cards.
2. Any holder of a GDC identification card who cannot relinquish his/her card at the time business with the GDC ceases will offer his/her driver's license or equivalent identification for a photocopy reproduction.
3. For those individuals who discontinue their business with the GDC and who did not relinquish their official photo identification cards, the facility/unit will complete the "Notice of Discontinuation" form (Attachment 3), along with a reproduction of the individual's drivers' license or other picture identification, and forward copies of the completed "Notice of Discontinuation" form to Internal Investigations within three (3) business days.
4. The Internal Investigations coordinator will promptly distribute lists of those individuals who did not relinquish their official identification card to facilities and secured offices throughout the state.

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F. LOST/STOLEN IDENTIFICATION CARDS - ALL SITES

1. Employees, volunteers, and contractors, in current status, who report lost or stolen cards must complete the "Report for Missing Identification Card" form (Attachment 2) as soon as the missing card is detected and turn this report form into their personnel unit.
2. The missing card(s) must be reported immediately by submitting a copy of the "Report for Missing Identification Card" form, and an "Incident Report," or a notarized signed statement from the cardholder to Internal Investigations. If the card is reported stolen, a police report is required. The required information on the police report must include:
 - a. full name;
 - b. job title;
 - c. social security number;
 - d. name of facility, office, or location;
 - e. summary of incident.
3. Employees (full-time and part-time), volunteers, and contractors must pay a **\$5.00 fee (by personal check or money order)** for replacement of each lost/stolen **official** identification card printed using the SCRIBE Personnel Imaging I.D. System. If a copy of the police report is provided, the fee will be waived.

NOTE: There is no charge for replacement of lost/stolen/damaged Locator Cards.

4. All fees collected for lost/stolen identification cards and the remittance sheets must be sent to the facility/center/office business managers no later than the end of the month in which the fees are collected. The business managers will be responsible for forwarding, in a timely manner, the fees and proper revenue documents (i.e., money orders) to Central Office Accounting/Payroll Services.

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5. New identification cards will be issued in accordance with regular procedures.

G. PROCESSING ACTIVITIES AT IMAGING SITES

1. Identification cards cannot be produced for newly hired employees until the employee has been entered into the PeopleSoft system. SCRIBE Personnel Imaging is updated nightly with employee information, directly from PeopleSoft. Field personnel offices should prioritize new hire packages and forward them to CPA as soon as possible. Personnel Technicians in CPA will also make new hires a priority and enter them promptly. New employees may be required to work a number of days before an I.D. is issued. The individual may be required to use another form of picture identification (e.g., Driver's license) when entering Corrections facilities during this interim period.

2. Contractor information must be entered into the SCRIBE Personnel Imaging System by the Office of Information Technology (OIT), Application and Security Administration group. To request the addition of a **CONTRACTOR**, personnel representatives are to submit a request via E-mail to GroupWise ID: **ID_REQUEST**. The subject line of the e-mail must read: **SCRIBE-IMAGING** and the following information must be included:

- Individual's First, Middle, Last Name
- Social Security Number
- Birth Date (Month, Day, Year)
- Personnel Type - **Contractor**
- Original Start Date
- Primary Location

All information is **REQUIRED**. Requests that do not include the required information will be returned, resulting in a delay in processing. Requests should be processed and completed within

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24 hours except on occasion when there are unforeseen circumstances. Personnel Representatives should check the imaging system periodically until the individual is available in the system.

3. To request the addition of a **VOLUNTEER**, Personnel Representatives are to submit a request to A.J. Sabree (via e-mail: **sabrea00 [Sabree, A.J.]**), Chaplaincy Services, Central Office, to include the following information:

- Individual's First, Middle, Last Name
- Social Security Number
- Birth date (Month, Day, Year)
- Personnel Type - **Volunteer**
- Function - **Associate, Chaplain, Intern, or Mentor**
- Original Start Date
- Primary Location

Upon approval, Chaplaincy Services will forward the request to OIT Application and Security group. Chaplaincy Services will notify requester (Personnel Representative) of any disapproval. All requests should be processed within 48 hours. The OIT Security Group will not notify originators that a request was processed. Personnel Representatives should check the imaging system periodically until the individual is available in the system. On occasion, due to unforeseen circumstances, the process time may be longer than 48 hours.

NOTE: For non-I.D. sites, it will be the responsibility of the originating site to submit the request for the addition of Contractors or Volunteers. The site should wait a few days and coordinate with the imaging site to ensure the record has been added to the system.

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4. Personnel Imaging users should ensure that all information in the system is correct and that pictures are current and active. Pictures should be clear distinguishable head shots. Users do not have the ability to delete pictures and will need to notify Central Personnel (via e-mail: **per-centper [Personnel, Central Personnel Admin]**) in the event that an individual's record has incorrect information or pictures, specifically, if a picture is of the wrong individual.
5. All I.D. cards that are **flawed or damaged** in the production or printing process **must be destroyed** or cut into pieces and discarded appropriately. Likewise, all cards that are inactive through employment changes must also be cut into pieces and discarded appropriately. Voided and expired locator cards are to be cut into pieces and discarded appropriately.
6. All forms necessary for the SCRIBE Personnel Imaging system must be filed in the local personnel files as documentation for card tracking and security. For identification card requests from walk-ins (i.e., staff, volunteers, and contractors who do not work in the actual site approved for I.D. production), the procedure is as follows:
 - complete the appropriate form(s);
 - photocopy the completed form(s);
 - return the original completed form(s) to the card holders, and;
 - retain the photocopies of the form(s) in a file for walk-ins for record-keeping purposes.
7. All I.D. cards that are turned in to personnel offices for new issuance or employment changes **must be destroyed** or cut into pieces and discarded appropriately by the personnel representatives at the sites approved for employee identification production. Individuals who are in possession of unauthorized

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identification cards, after being issued new cards, will be subject to disciplinary action.

8. Card inventories must be maintained to ensure that the personnel offices at the approved imaging sites do not exhaust their supplies. It is recommended that personnel offices at the approved employee identification imaging sites set up regular purchase orders for media cards, printer ribbons, I.D. cards with the magnetic stripe and the plain, white cards (10 mil. thickness) for Locator cards. Requisitioning and purchasing of cards and printer ribbons are responsibilities of the facilities, sections or units approved for identification card production.

VII. RETENTION SCHEDULE:

- A. Attachment 1: Request for Identification Card form
Retain permanently in local personnel file. Imaging sites should retain a copy for two (2) years for any employee from a non-imaging site. Retained permanently in official personnel file if I.D. is produced in Central Personnel Administration.
- B. Attachment 2: Report for Missing Identification Card form
Retain permanently in local personnel file. Copy retained for one (1) year in Internal Investigations Section.
- C. Attachment 3: Notice of Discontinuation form
Retain permanently in local personnel file. Copy retained for one (1) year in Internal Investigations Section.