	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>DEPARTMENT ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> ADM.08.03
		<b>SUPERSEDES (Policy No. &amp; Date):</b> ADM.08.03 of October 08, 2021	
	<b>SUBJECT:</b> <b>DEPARTMENT IDENTIFICATION BADGES</b>		Page 1 of 10

## 1.0 PURPOSE

To establish procedures for the authorization, issuance, display, and control of identification (ID) badges and commission cards for the State of Hawai'i, Department of Corrections and Rehabilitation (DCR) staff members and to establish security standards.

## 2.0 SCOPE

This policy applies to all divisions, sections, branches, programs, units, and staff offices within the State of Hawai'i, Department of Corrections and Rehabilitation.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Hawai'i Revised Statutes (HRS), Section (§) 26, Executive and Administrative Departments.
- b. HRS, §353, Department of Corrections and Rehabilitation.
- c. 5 U.S. Code Section 552a, Public Law 93-579, Privacy Act of 1974, (includes Criminal History Information).

### .2 Definitions

- a. Authorizing Officer - The Director, Deputy Directors, Division Administrators, and Branch Administrators, and in their absence, their designated alternates.
- b. Confidential Information - All applications and records concerning an individual (staff member or inmate) within the Department shall be treated as confidential information or privacy information.
- c. Full Access - Staff members authorized to enter all controlled areas and granted access to confidential information, as granted by the Director of Corrections and Rehabilitation, except for medical information which shall be on a "need- to-know" basis.

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- d. Need-to-Know - Authorized access to controlled areas and confidential information only when a staff member's official duties and responsibilities require such access. Staff members in this category are normally restricted access to certain areas and information unless required in the performance of their assigned duties and responsibilities. Prior to granting access, a staff member in this category must be considered capable of safeguarding confidential information.
- e. Identification Badge (ID) - a badge bearing identifying data about the individual whose name appears on it.
- f. Commission Card - Card issued to all law enforcement officers in accordance with HRS §353C-4, the director may appoint employees to be public safety officers who shall have all of the powers of police officers; that the director may establish and assign the employees to positions or categories of positions that may have differing titles, specific duties, and limitations upon the exercise of police powers. (See sample Exhibit B).
- g. ID Officer - Person assigned, in addition to their regular duties, by an administrator or staff officer to process ID badge requests and to maintain accountability of all badges and commission cards issued, returned, lost, or destroyed within their organization.
- h. Safeguarding - the act of protecting the unissued ID badge forms and issued ID badges and commission cards from theft, illegal duplication, loss, damage, or destruction. Safeguarding also pertains to the protection of confidential information from unauthorized disclosure, inspection, mishandling, loss, or theft.
- i. Staff Member - Any person employed by the Department whether permanent, temporary or contract.
- j. Security - The act of controlling the movement of unauthorized personnel in the Department and in its facilities/work sites by establishing procedures for controlling access or movement within certain areas or limiting access to confidential and/or personal privacy type of information.
- k. Security Officer - Staff member who is the Security Coordinator located within the Inspection and Investigation Office (IIO).

NOTE: Should there be any questions concerning the granting of access to controlled areas or to confidential information, please contact the Department's Security Officer.

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.3 Forms

- a. DCR 0044 (Rev. 10/08/2021), Staff Identification (ID) Card
- b. DCR 0045 (Rev. 10/08/2021), Print Log.
- c. Appendix A- Standard Format for Photo ID Badges
- d. Appendix B - Photo ID Badges Form
- e. Appendix C - ID Accountability Log
- f. Exhibit A- D - Sample ID Badges

**4.0 POLICY**

To ensure the integrity of the Department facilities and work sites and that only authorized people are allowed access, the following standards shall apply:

- .1 Only authorizing officers shall have the authority to approve or disapprove the issuance of ID badges and commission cards and have the authority to authorize access to restricted areas within the Department.
- .2 All staff members shall be issued standardized ID badges. The ID badge shall be worn as required by procedures established by this policy.
- .3 All official visitors, visiting the Department or its facilities/work sites for business purposes shall be issued a Visitor Badge and shall be escorted when necessary.
- .4 Authorized persons assigned to temporarily perform official duties or are on a contract to provide services for a limited period of time within the Department or a facility/work site shall be issued a "Contractor ID Badge".

**5.0 PROCEDURES**

The following procedures shall govern the issuance and use of ID badges and commission cards:

- .1 Provisions

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- a. ID badges shall comply with the format prescribed in Appendix A.
- b. Staff Identification (ID) Card form, DCR 0044R (Rev.05/01/2021) may be found on the DCR Intranet, under the Forms heading.
- c. The Director has authorized staff in the Departmental Human Resources Office, Staffing and Technical Services (STS) and Suitability Section to process department staff ID badges. There shall not be pre-signing of ID forms in advance of the issue date.
- d. STS Suitability staff are the designees in the department who shall finalize and authorize the issuance of an ID badge and commission card. STS Suitability staff also have the authority to revoke a person's ID badge and commission card for proper cause after the review and concurrence of the Department of Human Resources Development (DHRD) who shall consider departmental policies and directives.
- e. Designated locations with ID equipment capable of entering information for ID cards and photographing shall designate (in writing) an ID officer for their facility/work site.
- f. The ID Officer shall be accountable to the Chief of Security of the issuing facility/work site. They shall maintain a log for each badge processed and issued. The log shall contain the date of issuance, name of the staff member, position title, facility/work site or organization, expiration date, date badge returned, destroyed, or lost, signature of the person disposing of the badge, and signature of the Chief of Security witnessing the disposal of badge(s). See Appendix C, Print Log, DCR 0045 (Rev. 05/01/2021).

**.2 Restrictions**

An ID badge represents identification only and does not represent authority to breach or bypass security requirements, permit unlimited access to restricted or controlled areas, or circumvent restrictions relating to confidential information or records without approval by an authorizing officer. A violation of this policy shall result in an investigation and disciplinary action if warranted.

- a. Any staff member on duty shall have the authority to stop and to inquire into the business of any person on Department premises, who is not displaying an authorized ID badge.

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- b. No staff member shall alter, deface, or destroy an issued ID badge or commission card.
- c. No staff member shall loan or give their ID badge or commission card to another person nor shall they use the ID badge or commission card of another staff member.
- d. ID badges shall only be worn or used for official purposes.

**.3 Issuing and Use of ID Badges and Commission Cards:**

**a. New Staff Members**

- 1. Designated facility/work site personnel shall fill out a Staff Identification (ID) Card form: DCR 0044R (Refer to Appendix B).
- 2. The information on Form DCR 0044R shall be transferred to the ID Badge. Exhibits A through D are samples of the ID badges and commission cards used by staff members of the respective departments, divisions, or offices. Completed forms shall be forwarded to an authorizing officer for signature. Blank forms shall never be signed by an authorizing officer.
- 3. The staff member shall be directed to the ID Officer at the facility/work site or Suitability staff members for photographing and processing of the badge and commission card after being authorized to be issued an ID badge and/or commission card.
- 4. If the facility/work site concerned does not have ID processing capability, the Warden/Administrator concerned shall make arrangements for their staff members to be processed by the nearest or most convenient facility/work site having such capability.
- 5. The expiration date of the ID badge shall at no time exceed:
  - a) Permanent staff member: Four (4) years from the date when a badge was initially or previously issued.
  - b) Temporary staff member: Date the position or staff member's appointment ends.
  - c) Exempt Staff member: Two (2) Years

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d) 89 Days Staff Member: One (1) Year

b. Present Staff Members

1. Present staff members having an ID badge or commission card, that does not relate to their current identifying characteristics or personal data or conform to required standards, shall be issued a new ID badge and commission card (as applicable).
2. Wardens/Administrators shall establish an appropriate schedule for their staff members who require the issuance of new IDs. Such schedule shall be in consideration of the number of staff impacted, the time element needed, the availability of the materials to make new IDs, and the availability of the designated ID Officer to conduct the processing.
3. Procedures for processing shall be the same as for new staff members (Section 5.3.a.1-5).

c. Volunteers

1. The "Volunteer" badge shall be issued to all approved volunteers of DCR (Refer to Exhibit D). Volunteers are approved by the Department Volunteer Coordinator.
2. The expiration date for the "Volunteer" badge shall not exceed one (1) year from the date of issue.
3. Volunteers shall be processed in the same manner as Departmental staff members (See Section 5.3.a.1-5).
4. The need for an ID badge shall be approved by the Warden/Administrator or their designated alternate at the location where the volunteer is assigned. The Warden/Administrator shall sign as the "Authorizing Officer".

d. Contractors (Refer to Exhibit D)

1. Contractors shall be processed in the same manner as other staff members (See Section 5.3.a.1-5).

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2. The need for a DCR ID badge shall be authorized by the Warden/Administrator under whom the individual is contracted to provide services.
  3. The expiration date of a contractor's ID shall be the date of the expiration of their contract or employment, but not more than two (2) years from the date of hire.
- e. Visitors (Refer to Exhibit D)
1. All visitors shall be issued a Visitor ID badge before being allowed into any DCR facility/work site.
  2. The visitor shall be screened as required by policy.
  3. Visitors are required to complete the requested information on the Visitors Log prior to the issuance of a Visitor badge for their use while in the facility/work site.
- f. Other Departmental employees and Agencies attached for administrative purposes.
1. Requests from other departmental agencies for DCR ID badges for their employees shall be processed only after verification for said need is approved by the Warden/Administrator of the facility/work site where they are to be granted access or assigned subject to authorization by the DCR Director or designee.
  2. The Warden/Administrator where the employee is to be granted access shall sign as the "Authorizing Officer".
- g. Administratively Attached Agencies
1. Crime Victims Compensation Commission (CVCC):  
Shall be processed as staff members under the Director's Office (Refer to Exhibit A).
  2. Hawai'i Paroling Authority (HPA):  
Shall be processed as staff members under the Director's Office with the HPA specific ID Badge (Refer to Exhibit D).

\*The procedure for processing shall be the same as for new staff

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members (See Section 5.3.a.1-5).

h. Other State Agencies or Employees from Private Agencies

1. DCR ID badges shall not be issued to employees of other governmental agencies or private agencies even though they may be frequent visitors to our facilities/work sites unless written authorization is obtained from the Director.
2. Such persons shall be defaulted and treated as "Visitors". Each visitor shall be properly logged in and out according to established procedures.
3. A "Visitor" ID badge, laminated with clip holder, shall be issued to such visitors (Refer to Exhibit D).

.4 Wearing an ID Badge

a. Staff Members, Volunteers, and Contractors

1. ID badges shall be clearly visible with the picture in plain view on a badge clip or lanyard, displayed above the individual's natural waistline unless dictated otherwise by departmental uniform and dress code policies.
2. ID badges shall be worn whether on or off duty to gain access to Department facilities/work sites.
3. Staff members shall present their ID badge for inspection when requested by supervisory or security personnel or be made available for viewing by the public when requested.

.5 Reissuance of an ID Badge and Commission Card

- a. A new DCR ID badge and card shall be issued whenever a staff member has a change in position, facility/work site, physical appearance, section or office, or a change in name.
- b. The replacement ID shall be authorized for issuance following a verified report of the work-related damage, loss, or theft of an original ID badge.
- c. The damage, loss or theft of an ID badge or commission card shall be

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reported immediately through the chain of command. A written report citing the circumstances of such damage, loss, or theft shall be submitted by the staff member with a copy directed to the Department's Security Officer via proper channels. A staff member who is found negligent or careless by an authorizing officer shall pay for a replacement ID badge.

**.6 Surrender of ID Badge and/or Commission Card**

A staff member shall surrender their ID Badge and/or Commission Card under the following conditions:

- a. Upon being suspended from duty, for a leave pending an investigation.
- b. Upon termination of employment with the Department.
- c. Upon issuance of a new badge and commission card.
- d. Whenever directed for proper cause by an authorizing officer.

**.7 Control of ID Badges and Commission Cards**

All DCR ID card blanks shall be maintained and secured in the Human Resources Office. Only upon request by the Warden/Administrator or designee through channels shall new ID badges or cards be issued. When ID badges are issued to an Authorizing Officer, they shall be kept secure at all times (Authorizing Officer shall sign and account for all new IDs).

- a. The Facility/Program shall notify the Department's Security Officer and Internal Affairs Office of lost or stolen badges and/or commission cards.
- b. The ID Officers of Issuing Facilities/worksites shall:
  1. Have all staff members sign for ID Badges and Commission Cards.
  2. Report any missing badges and/or commission cards to the Department's Security Officer by phone or email followed by a written report via the chain of command.
  3. Maintain the Identification Badge Accountability Log (DCR 0045).


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APPROVAL RECOMMENDED:

  
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Deputy Director for Administration      JAN 0 1 2024  
Date

APPROVAL RECOMMENDED:

  
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Deputy Director for Corrections      JAN 0 1 2024  
Date

APPROVED:

  
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DIRECTOR      JAN 0 1 2024  
Date

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