

State Issued Identification Card

POLICY TITLE: State Issued Identification Card

POLICY NUMBER: ISDH-OSC-002-05

PURPOSE: To establish guidelines for issuing identification cards to workforce members of the Indiana State Department of Health and to promote safety and security of the workforce.

To provide standards and requirements for the display of identification and to provide a consistent method of identification.

DEFINITIONS:

Employee: Any person who is employed by the State of Indiana..

Non-employee: Any person who is not a direct employee of the State of Indiana (i.e., contractor, consultant, service provider, etc.), but a member of the workforce.

STATEMENT OF POLICY: When an individual is acting on behalf of the State Department of Health, the State of Indiana identification card must be displayed in order for the public to recognize that he/she is acting in an official capacity.

PROCEDURES/RESPONSIBILITIES:

HR staff will be responsible for the collection of ID card(s) from employees upon separation or transfer from their jurisdiction and will forward the ID Card to Administrative Services.

Administrative Services staff will be responsible for the collection of ID card(s) from non-employees upon separation or transfer from their jurisdiction.

Administrative Services/IDOA:

Administrative Services staff will be responsible for taking new workforce photos and uploading them to the network.

Administrative Services staff will send the photo and a PDF file of the access form for the individual work force member to IDOA for card production.

IDOA will produce the ID card and program their portion of access.

Administrative Services staff will transport cards to 2 N. Meridian, will program the ISDH proximity areas and distribute to all State employees.

Supervisors:

Supervisors will complete the Credential & Access Request and send it to Administrative Services, Supervisors will ensure employees wear the ID card in accordance with this policy.

Employees and non-employees:

- Safeguard the ID card to prevent unauthorized use.
- Never allow another person to use his or her ID card.
- Wear the ID card in view at all times in accordance with this policy.
- Promptly report the loss of the ID card to his or her supervisor and to Administrative Services

Displaying the ID Card:

- All persons will display the ID card while at the ISDH locations and/or Indiana Government Complex.
- All ID Cards must be displayed at or above the waist in such a manner that the photo for the ID is clearly visible from the front at all times. No mementos or other items may be attached to the ID Card or cardholder that would obscure the information on the ID.
- Employees working around machinery or in other potentially dangerous situations are expected to make reasonable decisions regarding displaying their cards. Depending on their assessment of the hazard, employees may keep the card in a pocket when working with or around moving equipment or in other potentially dangerous situations.

Replacement of ID Card:

- The employee will submit a Credential and Access Request form to Administrative Services to obtain a replacement ID Card if:
 - The ID Card is lost or stolen.
 - The card holder's picture no longer accurately represents the card holder.
 - If the ID card becomes worn, damaged, or the photo fades.
 - When a lost or stolen ID card has been replaced and it is subsequently found, the lost or stolen card must be returned to Administrative Services.
 - A replacement cost will be charged for cards that are lost, stolen, or damaged due to neglect.

Failure to comply with the requirements of this policy may subject the employee to discipline.

RELATED POLICIES:

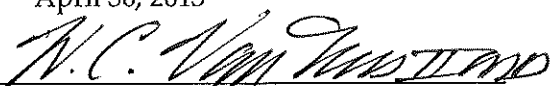
State of Indiana Credential and Access Request Policy

EFFECTIVE DATE:

September 26, 2005

Revised August 6, 2012

REVISION DATE: April 30, 2013

APPROVAL: ** 
William C. VanNess II, MD
State Health Commissioner

**Signature on file in Human Resources and Office of the Commissioner

