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COMMISSIONER

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ADMINISTRATIVE REGULATION
NUMBER 201

OPR: INFORMATION SYSTEMS

ISSUE AND CONTROL OF EMPLOYEE IDENTIFICATION CARDS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the preparation, issuance, use, accountability, and disposition of identification (ID) cards provided to ADOC personnel.

II. POLICY

It is the policy of the ADOC that all employees are issued standardized identification (ID) cards.

III. DEFINITION(S) AND ACRONYM(S)

- A. ID: Identification
- B. IS: Information Systems
- C. Employee: For the purposes of this regulation, employee will refer to the Commissioner, Deputy Commissioners, appointed positions, and all merited employees.

IV. RESPONSIBILITIES

- A. The IS Division Director is responsible for monitoring the issuance, accountability, and destruction of ID cards throughout the ADOC.
- B. Wardens and Division Directors with payroll obligations are responsible for:
 - 1. Developing standard operating procedures (SOPs) as may be necessary for implementation of AR 201, Issue and Control of Employee Identification Cards.
 - 2. Ensuring issuance and accountability of ID cards for their employees.

V. PROCEDURES

A. Use of ID cards:

1. Must be presented by ADOC employees when requested in the execution of ADOC duties or related business.
2. Will identify ADOC employees executing and performing official duties pertaining to their respective departmental positions.

B. Issuance of ID cards:

1. ID cards will be issued to those employees appointed to their positions and all merit system employees.
2. Each ID card will be authenticated by the ADOC Commissioner's signature.

C. Accountability and Supply:

1. The IS Division Director will provide ID cards using an accountability system.
2. IS will send each institution/division a list of employees each year during the months of January and July to account for all ID cards.
3. The list is to be completed and returned to IS within 14 working days.

D. Retrieving ID cards:

The employee, upon termination of employment, must return all ID cards to their respective institution/division. The institution/division will forward the returned ID cards to IS.

E. Loss, Theft, or Damaged ID cards:

1. When an employee claims loss, theft, or damage of an ID card, he/she must provide an incident report describing the circumstances.
2. Disciplinary action may be taken if an employee fails to report a lost card in a timely manner.
3. A fee of \$5.00 will be charged to the employee for the issuance of a replacement ID card, collected by the Business Office.
4. There will be no charges for cards that are replaced due to normal wear and tear.

5. At the Central Office, replacement card money will be turned in to the Accounting Division.

F. Employees Suspended Without Pay:

Employees who are suspended without pay will be required to turn in their ID card to the Warden/Division Director.

G. ID card Pictures and Employee Information:

1. Each institution/division is responsible for digitally photographing employees and capturing their electronic signature.
2. Each institution/division is responsible for transmitting the picture and signature to the IS Division.
3. Central Office employees will call the IS Division to make an appointment to have an ID card made.
4. The photo and signature of all employees will be retained in the ID system until the employee's service is terminated.

H. Reissue of ID cards:

1. New ID cards will be issued to ADOC employees who receive significant promotions.
2. A new ID card will be issued when an individual's name has changed or needs correcting.
3. An employee with an erroneous name, or one who has received a significant promotion, must surrender his/her existing ID card when it is replaced. Wardens and Division Directors ensure that the surrendered ID card is returned to IS for destruction.

I. Destruction of ID cards:

1. When an ADOC employee's service is terminated for any reason, except for retirement, his/her ID card will be taken up and returned to the IS Division for destruction.
2. Retiring employees will be awarded the ID card in effect at the date of their retirement.

3. The IS Division Director/designee must be notified that the retired employee wishes to retain his/her ID card in order to delete his/her record from the ID system.

VI. DISPOSITION

There are no forms prescribed by this regulation. Therefore, disposition procedures are not necessary.

VII. FORMS


This regulation does not implement any forms.

VIII. SUPERCEDES

This regulation supercedes Administration Regulation 201 dated July 30, 2003.

IX. PERFORMANCE

This administrative regulation is published under the authority of the ADOC functions and duties (Code of Alabama, 1975, Section 14-1-8).



Donal Campbell, Commissioner