



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
OFFENDER/SPANISH MANUALS

REVISION DATE
10/7/16

PAGE NUMBER
1 of 7

NUMBER
DOC 400.025

POLICY

TITLE
IDENTIFICATION CARDS

REVIEW/REVISION HISTORY:

- Effective: 3/15/96 DOC 400.225
- Revised: 8/31/99 DOC 400.025
- Revised: 3/15/00
- Revised: 2/5/04
- Revised: 8/8/05
- Revised: 8/27/07
- Revised: 6/28/08 AB 08-016
- Revised: 10/6/08 AB 08-028
- Revised: 8/9/10
- Revised: 11/21/11
- Revised: 2/1/12
- Revised: 8/27/12
- Revised: 2/1/14
- Revised: 8/25/14
- Revised: 11/1/15
- Revised: 10/7/16

SUMMARY OF REVISION/REVIEW:

IV.A.2. & 2.a. - Added that an offender authorized to wear a religious head covering on a continuous basis will be allowed to wear it for the ID picture and a picture without the headwear will be maintained in his/her electronic file

APPROVED:

Signature on file

RICHARD "DICK" MORGAN, Secretary
Department of Corrections

9/30/16

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 9.41.060](#); [RCW 9.41.300](#); [RCW 10.93.020](#); [DOC 380.550 Driver's License/Washington State Identification Cards for Offenders](#); [DOC 530.100 Volunteer Program](#); [DOC 560.200 Religious Programs](#)

POLICY:

- I. The Department has established guidelines and procedures for developing, issuing, and maintaining official Department identification (ID) cards.

DIRECTIVE:

- I. Design and Security
 - A. Management Services in the Administrative Operations Division will be responsible for maintaining the official design of the ID card.
 - B. Information Technology (IT) will be responsible for programming the security features against forgery and defacement in the Department electronic ID card database program.
 - C. Department ID cards will be color coded as follows:
 1. Green - Offender
 2. Blue - Employee
 - a. Employee ID cards will include the employee's legal name.
 - b. In facilities, with Superintendent/Community Corrections Supervisor (CCS)/designee approval, numbered temporary blue ID cards will be issued to employees who forget/misplace their permanent ID.
 - 1) All employees issued a temporary ID card will provide government issued photo ID, which will remain at the point of issuance until the temporary ID card is returned at the end of the work period.
 - a) The Superintendent/CCS/designee may authorize a chit in exchange for his/her government issued photo ID if the employee is required to operate a motor vehicle or the employee's ID card has been lost or stolen.

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- 2) Employee identification will be verified against the government issued ID prior to entering or exiting the facility.
3. Yellow - Contract Staff/Vendor
 - a. Yellow ID cards may be issued to contract staff/vendors who require regular visits to a facility/office.
 - b. Contract staff/vendors must complete a Department approved orientation before being issued a yellow ID card.
 - c. In facilities, contract staff may escort guests (i.e., pink ID) when authorized by the Superintendent/CCS/designee.
4. Red - Volunteer/Sponsors/Interns
 - a. In facilities, volunteers may escort guests (i.e., pink ID) when authorized by the Superintendent/CCS/designee.
 - b. Employees/contract staff who are also volunteers will wear the red ID card while performing volunteer services.
5. Pink - Facility Guests
 - a. Pink ID cards will be issued to:
 - 1) Facility guests, not including visitors for offenders.
 - 2) Occasional individual or group service volunteers.
 - 3) Contract staff/vendors who make infrequent or one-time visits to a facility/office.
 - 4) Individuals who have not completed an approved Department orientation.
 - b. All individuals issued a pink ID card will provide government issued photo ID, which will remain at the point of issuance until the pink ID card is returned at the end of the visit.
 - c. Individuals with pink ID cards must be under escort at all times by a Department employee or other facility approved individual.

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6. Orange - Headquarters Duty Officer
 - a. Orange ID cards will be issued in addition to the blue ID card and allow the Headquarters Duty Officer:
 - 1) Unannounced, unrestricted access to any Department facility or office without delay.
 - 2) To maintain a Department issued cellular telephone and/or electronic devices within any Department facility or office.
 - b. When gaining access to a Department facility or office, the Headquarters Duty Officer will report directly to the highest ranking supervisor present and state the purpose of the visit.
 - c. Facilities/offices will establish procedures to ensure orange ID cardholders are allowed access without delay.
- D. Peace Officer ID cards may be issued to employees who qualify as Peace Officers under RCW 10.93.020.
1. Criteria for determining eligibility will include, but not be limited to:
 - a. Job classification
 - b. Rank
 - c. Specialty assignment
 - d. Position description
 - e. Division/office
 2. For employees who have completed Department firearms training and are subject to annual criminal background checks, the ID card may include language showing compliance with RCW 9.41.060 and RCW 9.41.300.
 3. The Peace Officer ID card will expire 5 years after date of issue.
 4. Employees will complete DOC 03-509 Peace Officer Identification (ID) Card Request and Authorization to request/renew a Peace Officer ID card.
- E. Cardholders will wear their Department ID card so it is visible at all times, per requirements established by the Appointing Authority.
1. Supervisors will ensure employees, contract staff, and volunteers understand the requirements to wear their Department ID card at all times while in the facility/building.

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2. When gaining access to a Department facility or office, the Headquarters Duty Officer will wear his/her blue ID card while on site and present the orange ID card only upon request.

F. When a cardholder no longer resembles the picture on the card, s/he may be required to get an updated ID card.

G. Equipment and supplies to make and issue ID cards will be kept in a secure place and available only to individuals designated by the issuing authority.

II. ID Card Use

A. Cardholders will use their Department ID card as required ID when accessing secure facilities and performing other Department-related business.

1. Custody employees assigned to posts providing movement and perimeter security (e.g., control points, gates, towers) will make positive identification before allowing any individual to enter/exit their zone of control. The individual will be matched against the photo on his/her Department ID card, as applicable.

a. In Level III, IV, and V facilities, the main entry point will be equipped with an electronic ID magnifier. Anyone entering/exiting the facility will place his/her Department ID card in the identified space and wait to be positively identified by the assigned custody employee.

2. The Peace Officer ID card will not be used for secure facility access.

3. Anyone encountering an individual in the facility/building that is not wearing a Department ID card or visitor pass should ask the individual to identify him/herself.

a. If the individual cannot produce his/her Department ID card or visitor pass, s/he should be accompanied directly to Control or building security personnel.

b. If the individual refuses to be accompanied to security, Control or building security personnel should be notified immediately.

B. Employees may present their Department and/or Peace Officer ID card to law enforcement to verify employment/peace officer status only upon request.

C. No other uses of the ID card are permitted. Misuse of the ID card may result in corrective and/or disciplinary action.

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III. Tracking

- A. Individuals responsible for assigning ID cards to employees, contract staff, and volunteers will track the issuance and expiration of the ID cards in the electronic ID card database program.
 1. Employees/contract staff who are also volunteers will have a red ID card issued with “staff” added behind their name for tracking in the database.
- B. ID cardholders will report lost, stolen, or damaged cards as soon as possible to the Appointing Authority/designee(s). For lost or stolen ID cards, a report will be submitted via the Incident Management Reporting System (IMRS).
- C. ID cards are Department property and will be surrendered to the Appointing Authority/designee upon a change in eligibility, suspension or termination of employment, contract, assignment, or services, or upon request of the Appointing Authority/designee.
 1. These cards will be returned to the point of issuance to be destroyed, and the database updated accordingly.

IV. Offender ID Cards

- A. Offenders housed in Department facilities will be issued an offender ID card. Offender ID cards will include offender name and DOC number.
 1. All newly printed offender ID cards will be laminated using the Department secure laminate and include the offender’s signature.
 2. Offenders will be required to remove any religious head coverings for their ID card picture unless authorized for continual wear per DOC 560.200 Religious Programs.
 - a. A picture of the offender without his/her head covering will be maintained in the offender’s electronic file.
- B. If an offender loses or intentionally damages/destroys his/her ID card, s/he will be required to pay \$3 to replace the entire ID card.
- C. Offenders will keep their ID cards when they are transferred to other Washington Prisons or Work Releases and when they are released from confinement.
 1. Before transfer to Work Release and upon release, all offender ID cards must have the offender’s signature and Department secure laminate.

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- D. If offenders in the community need assistance obtaining a Washington State Driver's License or Washington State ID, the Community Corrections Officer (CCO) or designee will request a Department ID card for the offender. An email request with the offender's name and DOC number will be sent to the nearest badging station. The offender will be scheduled to report to that station to complete the process.
- E. Requests for bar code information embedded in the offender ID cards must be submitted for authorization by executive management through the chain of command. Authorized uses of bar code information include:
1. Correctional Industries/approved worksites - To clock offenders in and out to track offender movement and to calculate pay.
 2. Washington State Library - For offenders to check out library materials.
 3. Dining halls - To scan offender ID cards to ensure diet compliance.
- F. An offender may request any of the following notices be printed on his/her ID card when verified as appropriate. The notice(s) will be placed between the offender's name and DOC number:
1. Deaf or Hard of Hearing
 2. Sight Impaired
 3. Limited English

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

[DOC 03-509 Peace Officer Identification \(ID\) Card Request and Authorization](#)