



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**  
FACILITY/SPANISH MANUALS

REVISION DATE  
11/5/21

PAGE NUMBER  
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NUMBER  
**DOC 400.025**

**POLICY**

TITLE  
**DEPARTMENT IDENTIFICATION CARDS**

**REVIEW/REVISION HISTORY:**

Effective: 3/15/96 DOC 400.225	Revised: 2/1/12
Revised: 8/31/99 DOC 400.025	Revised: 8/27/12
Revised: 3/15/00	Revised: 2/1/14
Revised: 2/5/04	Revised: 8/25/14
Revised: 8/8/05	Revised: 11/1/15
Revised: 8/27/07	Revised: 10/7/16
Revised: 6/28/08 AB 08-016	Revised: 9/25/18
Revised: 10/6/08 AB 08-028	Revised: 11/14/18
Revised: 8/9/10	Revised: 7/28/19
Revised: 11/21/11	Revised: 11/5/21

**SUMMARY OF REVISION/REVIEW:**


Added clarifying language to title and updated terminology throughout  
 II.B.1. - Removed unnecessary language  
 Added II.J. that requests for copies of ID cards will be submitted per DOC 280.510 Public Disclosure of Records  
 III.A.3., & 4., III.A.6.-8.- Adjusted language for clarification  
 III.A.3.a. Added that facilities other than Prisons will have the individual submit a money order and forward it to the Headquarters Business Office  
 III.C. - Removed contractors/vendors from being issued a yellow ID card  
 Added III.C.1.a. procedures for when a yellow ID card is issued to a contracted service provider authorized to provide services to more than one facility  
 III.D. - Added contractors/vendors as being issued red ID cards

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
 Department of Corrections

10/8/21  
 \_\_\_\_\_  
 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 280.510 Public Disclosure of Records; 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. General Responsibilities
  - A. Management Services in the Administrative Operations Division will be responsible for maintaining the official design of the ID card.
  - B. Information Technology will be responsible for programming security features against forgery and defacement in the Department electronic ID card database program.
  - C. Employees responsible for creating and issuing ID cards will document issuance, destruction, and expiration of ID cards in the electronic ID card database program.
    1. Appointing Authorities will designate an employee to conduct an annual audit of the electronic ID card database system to prevent duplicative records and ensure deactivation of invalid cards for their facility.
- II. General Requirements
  - A. Equipment and supplies to make and issue ID cards will be kept in a secure place and available only to employees designated by the issuing authority.
  - B. Cardholders will wear their Department ID card, so it is visible at all times per requirements established by the Appointing Authority. Cardholders will not alter/ obstruct the front of the card (e.g., sticker, marker) to ensure the name and photo can be seen.
    1. Supervisors will ensure employees, contract staff, and volunteers understand the requirements to wear their Department ID card at all times while on facility grounds.
  - C. Cardholders are required to use their Department ID card when accessing facilities and performing Department-related business.

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1. Custody employees assigned to facility access or posts providing movement and perimeter security (e.g., control points, gates, towers) will make positive identification before allowing anyone to enter/exit their zone of control. Persons will be matched against the photo on the Department or government-issued 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 their Department ID card in the identified space and wait to be positively identified by the assigned custody employee.
2. Anyone encountering a person on facility grounds or in the building that is not wearing a Department ID card should ask the person to identify themselves.
  - a. If the person cannot produce a Department ID card, Control or building security personnel should be notified immediately and the person should be accompanied directly to Control or building security personnel.
- D. Employees may present their Department and/or Peace Officer ID card to law enforcement to verify employment/peace officer status only upon request.
- E. No other uses of the ID card are permitted. Misuse of the ID card may result in corrective and/or disciplinary action.
- F. When a cardholder no longer resembles the picture on the card, the cardholder may be required to get an updated ID card.
- G. 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.
- H. 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).
- I. Specialty Team members may be issued a second ID card, which will be documented in the electronic ID card database. The second card will be surrendered when a cardholder is no longer a Specialty Team member.


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J. Requests for copies of ID cards will be submitted per DOC 280.510 Public Disclosure of Records.

### III. Department ID Cards Issued

A. Green ID cards will be issued to incarcerated individuals housed in Department facilities and will include the individual's legal first and last name and DOC number.

1. All newly printed cards will be laminated using the Department secure laminate.
2. Individuals 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 individual without the head covering will be maintained in the electronic file.
3. In Prisons, if an individual loses or intentionally damages/destroys the ID card, the individual will complete DOC 06-075 Request to Transfer Funds in the amount of \$3 to replace the entire ID card.
  - a. All other facilities will have the individual submit a money order and forward to the Headquarters Business Office.
4. Individuals will retain their ID cards when transferred to other Washington Prisons or Reentry Centers and when released from confinement.
5. Requests for bar code information embedded in green ID cards must be submitted for authorization by executive management through the chain of command. Authorized uses of bar code information include:
  - a. To check out library materials from the Washington State Library.
  - b. To ensure diet compliance in the dining halls.
  - c. To clock individuals in and out of Correctional Industries/approved worksites to track movement and calculate pay.
6. An individual may request any of the following notices be printed on the ID card when verified as appropriate and will not be charged. The notice(s) will be placed between the name and DOC number:
  - a. Deaf or Hard of Hearing
  - b. Low Vision or Blind
  - c. Limited English

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d. Do Not Resuscitate

- 1) A Health Services practitioner will notify the Records Department when an individual submits a Do Not Resuscitate (DNR) order.

7. If a new ID card has been deemed necessary by the Accommodation Review Committee per DOC 690.400 Individuals with Disabilities, the individual will be issued a new ID at no cost.
8. If an individual has had a legal name change, or the Department is provided with legal documents from the court or a third party per DOC 400.280 Legal Name Change, the individual may request an updated ID card with the new legal name without being charged for the replacement from Records Department employees.
9. A green ID card may be issued if an individual supervised in the community needs assistance obtaining a Washington State Driver's License or Washington State ID.
  - a. The case manager/designee will email a request with the individual's name and DOC number to the nearest Department facility/office that issues IDs.
  - b. The individual will be scheduled to report to the facility/office to complete the process.

B. Blue ID cards will be issued to employees and will include the employee's legal first and last name.


1. In facilities, numbered temporary blue ID cards will be issued to employees who forget/misplace their permanent ID.
  - a. 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.
    - 1) The Superintendent/Reentry Center Community Corrections Supervisor (CCS)/designee may authorize a chit in exchange for the 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) A Peace Officer ID card may not be used in place of government-issued photo ID.

C. Yellow - Contract Staff, Except for Contractors/Vendors

1. Yellow ID cards may be issued to contracted service providers if approved for regular, unescorted visits to a facility/office.
  - a. When a contracted service provider is authorized to provide services for multiple facilities:
    - 1) The issuing employee will:
      - a) Complete DOC 02-421 Contract Staff Who Provide Services for Multiple Facilities Checklist,
      - b) Ensure all required documentation is completed,
      - c) Maintain all related documentation, and
      - d) Forward copies of the documentation and completed checklist to all facilities where the service provider is authorized to provide services:
        - (1) Within 30 days of the initiation of services, and
        - (2) By July 15<sup>th</sup> of each subsequent year services are authorized.
    - 2) The facility where services are provided will designate an employee who will maintain documentation and ensure compliance with the checklist.
2. A Department-approved orientation must be completed before a yellow ID card can be issued.
3. In facilities, contract staff may escort guests (i.e., pink ID) when authorized by the Superintendent/CCS/designee.
4. In facilities, numbered temporary yellow ID cards will be issued to contract staff who forget/misplace their permanent ID.
  - a. Contract staff 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.

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D. Red - Volunteer/Sponsors/Interns and Contractors/Vendors


1. Red ID cardholders will provide government-issued photo ID, which will remain at the point of issuance until the red ID card is returned at the end of the visit.
  - a. The Superintendent/CCS/designee may authorize “no escort required” be added to a red ID card when applicable.
2. In facilities, volunteers may escort guests when authorized by the Superintendent/CCS/designee.
3. Employees/contract staff who are also volunteers will wear the red ID card while performing volunteer services.
  - a. “Staff” will be added behind the cardholder’s name on the red ID card and in the electronic ID card database.

E. Pink - Facility Guests

1. Pink ID cards will be issued to:
  - a. Facility guests, not including visitors of incarcerated individuals.
  - b. Occasional single or group service volunteers.
  - c. Contract staff/vendors who make infrequent or one-time visits to a facility/office.
  - d. Those who have not completed a Department-approved orientation.
2. Pink ID cardholders 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.
3. Those with pink ID cards must be under escort at all times by a Department employee or other facility-approved individual.

F. Orange - Headquarters Duty Officer

1. Orange ID cards will be issued in addition to the blue ID card and allow a Headquarters Duty Officer:
  - a. Unannounced, unrestricted access to any Department facility/office without delay.

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- 1) Facilities/offices will establish procedures to ensure orange ID cardholders are allowed access without delay.
  - b. To bring a Department-issued cellular telephone and/or electronic devices inside any Department facility/office.
2. When gaining access to a Department facility/office, the Headquarters Duty Officer will:
  - a. Report directly to the highest ranking supervisor present and state the purpose of the visit.
  - b. Wear the blue ID card while onsite and present the orange ID card only upon request.
- G. Peace Officer ID cards may be issued to employees who qualify as Peace Officers per RCW 10.93.020.
  1. Employees will complete DOC 03-509 Peace Officer Identification (ID) Card Request and Authorization to request/renew a Peace Officer ID card.
  2. 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
  3. 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.
  4. The Peace Officer ID card will not be used for secure facility access.
  5. The Peace Officer ID card will expire 5 years after date of issue.
    - a. Cardholders will not have to renew the Peace Officer ID card if transferred to an eligible assignment during the validation period.

**DEFINITIONS:**

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





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**ATTACHMENTS:**

None

**DOC FORMS:**

DOC 02-421 Contract Staff Who Provide Services for Multiple Facilities Checklist

DOC 03-509 Peace Officer Identification (ID) Card Request and Authorization

DOC 06-075 Request to Transfer Funds