



DEPARTMENT OF ADMINISTRATION

Enterprise Policy

DCAMM-ID/ACCESS CARD-2019

DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

State Identification/Access Card Policy

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1. Purpose

- a. The purpose of this policy is to govern the issuance and proper utilization of identification cards/badges to State employees and persons authorized to have facility access. Compliance with this policy will ensure that such identification cards/badges are issued and properly utilized to promote safety and security in State facilities.

2. Applicability

- a. This policy applies to State employees and persons authorized to have access to Executive Branch facilities.
- b. All ID cards created after the date of this policy shall meet the minimum requirements established below. Agencies may add more restrictive requirements for routine entry to their facilities (i.e. prison facility, healthcare facility).

3. Definitions

As used in this policy, the following terms shall mean:

- a. **"Appropriate Administrator"** means the official authorized to issue ID cards to an ID card holder, as identified below.
- b. **"Identification card" or "ID card"** means a card or badge issued by the State of Rhode Island to an employee of the State or individuals who have been authorized by the State to have facility access where they are working or conducting business.
- c. **"ID card holder"** means the individual identified by name and picture on the ID card.
- d. **"Independent contractor"** means an individual who is not a State employee, and who has been retained for a period of time to work for a State agency.
- e. **"Vendor"** is an individual who provides goods and services for the State.

4. Issuance of ID Cards

- a. All State employees authorized to enter State facilities must be issued an ID card.
- b. Any person who is not a State employee, but who requires long-term access to a State facility must be issued an ID card.
- c. Each agency must designate the Appropriate Administrator(s) responsible for the issuance of ID cards within the agency. The designation of the Appropriate Administrator(s) and contact information should be published on the agency website. The agency must submit

the name(s) of all properly designated Appropriate Administrator(s) and their contact information to the Department of Administration's Division of Capital Asset Management and Maintenance.

- d. Appropriate Administrators responsible for the issuance of ID cards must ensure compliance in the collection, documentation and verification of required personnel data.
- e. Minimum data collection requirements for State employees, vendors, contractors, committee or board members, interns, and students shall include:
 - (i.) Date of ID card issuance.
 - (ii.) Name and phone number of the individual issued the ID card.
 - (iii.) Application status -employee, intern, student, independent contractor, vendor, State board or committee member, or other (specific).
 - (iv.) Name -last, first, middle name or initial, and alias(es).
 - (v.) Agency, department, unit, and job title.
 - (vi.) Business landline and cell phone numbers.
 - (vii.) Email address.
 - (viii.) Agency supervisor/contact and phone number.
 - (ix.) Agency address.
 - (x.) Nature of business and State point of contact, if not a State employee.
 - (xi.) Projected term of service/need for access if applicable.
 - (xii.) If required for parking lot access, vehicle registration number, state, registration type, year, make, model and color.
 - (xiii.) Access level (access to restricted areas where general access is not permitted) and hours of access (normal business, specific hours or 24/7)
 - (xiv.) Verification and authorization by agency director or designee of requested access level and hours of access.
 - (xv.) ID card expiration date (no more than five years from the date of issue for State employees and no more than one year from the date of issue for all other card holders).
 - (xvi.) Signed acknowledgement and understanding of this policy, to be held on file in the employee's State personnel file, or by the Authorized Administrator in the case of individuals not employed by the state.
- f. ID Cards issued pursuant to this policy must include a current photo, full name, and agency of the card holder, and the card expiration date on the face of the ID card.

5. Display of ID Cards

- a. All ID card holders must visibly display the ID card on their person at all times while on State property, and ID card holders are required to present their ID card for verification upon request when entering onto State property or into a State facility.

- (i.) If an ID card holder fails to have his/her ID card, the ID card holder must obtain a temporary ID card, which can be issued by the Appropriate Administrator.
 - (ii.) When required, all individuals possessing a State ID card will comply with the after-hours sign-in and sign-out policies of each facility.
- b. Capitol Police, Department of Environmental Management (DEM) Police, State Police, Deputy Sheriff, Juvenile Program Workers, State Fire Marshal and Department of Corrections (DOC) Correction Officers in uniform are not required to display ID cards while in State facilities or while working on State property. Capitol Police, DEM Police, State Police, Deputy Sheriff, Juvenile Program Workers, State Fire Marshal and DOC Correction Officers are required to have ID cards on their person at all times and are required to present an ID card upon request made by any person.

6. Lost, Stolen, or Damaged ID Cards

- a. A replacement ID card may only be issued if the ID card holder declares in writing that the ID card has been lost, stolen, damaged or destroyed and upon payment of any applicable fees.
- b. No fee will be assessed for the first lost or damaged ID card; however, a fee for reissuing additional cards beyond the first lost or damaged ID card is \$15.00 payable by check or money order made out to General Treasurer of the State of Rhode Island.
- c. Loss of an ID card must be reported to the Appropriate Administrator within twenty-four
- d. (24) hours of loss.
- e. ID card holders must report any updates or changes in contact or vehicle information if required for parking lot access to the Appropriate Administrator within seven (7) days.

7. Unauthorized Use

- a. The use of an ID card by an individual other than the ID card holder is strictly prohibited.
- b. An ID card holder's use of his or her ID card to allow entry to another individual is strictly prohibited.

8. Return or Revocation of ID Card

- a. ID cards issued pursuant to this policy are the property of the State and shall be returned to the issuing Appropriate Administrator upon request or upon termination or separation of service on the last day of employment.
- b. The State of Rhode Island may at its own discretion revoke an ID card at any time. Upon notification that the ID card has been revoked, the ID card holder must immediately surrender the ID card to the Appropriate Administrator.
- c. Any ID card holder who violates this policy may be subject to investigative procedures, the immediate revocation of the ID card/associated access privileges, and/or further employee discipline as deemed necessary consistent with the requisite Collective Bargaining Agreement. When an ID card is revoked, the card holder will be required to register as a visitor.

9. Signatures

Carole Coranlian
Division Director

8-30-2019
Date

Michael R.
Director of Administration

8/30/19
Date