

<b>Procedure Title:</b>	HSB Identification Badge/Key Card - Employee				
<b>Procedure Number:</b>	DHS-030-010-01	<b>Version:</b>	2.0	<b>Effective Date:</b>	01/27/2003

DHS Chief Administrative Officer

01/27/2003

Approved By: (Authorized Signer Name)

Date Approved

## Procedure

Step	Responsible Party	Action
1.	Manager	Manager or supervisor completes DHS Photo ID form, available at main lobby desk or via forms link below, and submits it to HSB main lobby.
2.	Manager	Supervisor must send request via e-mail to HSB lobby. Request that employee needs to retain temporary employee badge until photo is completed. Employee will receive a temporary employee badge from HSB main lobby.
3.	HSB Main Lobby	Form is checked and individual is scheduled for photo at DAS Facilities, by main lobby.
4.	Employee	Employee must attend scheduled time with DAS on photo.
5.	DAS/HSB Main Lobby	No shows will be reported back to the main lobby by DAS. After 3 no shows and/or no response. DHS will not contact employee again for photo session.

## Policy that applies:

[DHS-030-010, HSB Identification Badge/Key Card Policy](#)

## Form(s) that apply:

[DHS 0049, DHS Building Photo ID Access Form](#)

## Contact(s):

**Name:** HSB Building Manager; **Phone:** 503-945-6658; **Email:** [hsbmgr@state.or.us](mailto:hsbmgr@state.or.us)

## Procedure History:

- **Version 2.0:**  
01/27/2003 Reaffirmed
- **Version 1.0:**  
02/15/2002 Initial Release

**Keywords:**

(List keywords here that might be used by someone to search for this policy on the internet)

