

<b>Procedure Title:</b>	HSB Identification Badges/Key Cards - Permanent Visitor				
<b>Procedure Number:</b>	DHS-030-010-02	<b>Version:</b>	1.0	<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.	Visitor	Visitor who is requesting a permanent badge must be in the HSB Building 3 or more times a week conducting business.
2.	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.
3.	HSB Main Lobby	HSB main lobby will check name of requestor against database to see how many times they visit HSB. This will ensure accurate information on how often the requestor is in the HSB Building.
4.	HSB Main Lobby	HSB main lobby will submit application to the appropriate Cabinet Assistant for that cluster.
5.	HSB Main Lobby	Cabinet Assistant will review form, submit to Assistant Director and/or Deputy Assistant Director for approval. Cabinet Assistant will also verify approval and submit form back to the HSB main lobby.
6.	HSB Main Lobby	HSB main lobby will contact requestor and arrange a time for them to receive a permanent visitor badge.
7.	HSB Main Lobby	If the badge is shown as outstanding in the database, it will be removed from the database and noted on a permanent badge log. All forms will be filed and kept on hand.
8.	HSB Main Lobby	Each badge will contain an expiration date, forms will be checked periodically to ensure that requestor has not exceeded the time frame allowed.  If an extension is needed requestor must submit a request to the HSB main lobby.

## 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 1.0:**

01/27/2003 Initial Release

**Keywords:**

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

