

Procedure Title:	HSB Identification Badges/Key Cards - Contractor				
Procedure Number:	DHS-030-010-03	Version:	1.0	Effective Date:	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 via e-mail to HSB main lobby a request that contractor needs to retain temporary employee badge until photo is completed. E-mail must include ID number.
3.	HSB Main Lobby	Form is checked and individual is scheduled for photo at DAS Facilities, by Building Coordinator.
4.	Contractor	Contractor must attend scheduled time with DAS on photo.
5.	DAS/HSB Main Lobby	No shows will be reported back to the HSB main lobby by DAS. After 3 no shows and/or no response. DHS will not contact contractor again for photo session.
6.	Manager	If the contractor will only be employed less than 6 months, the manager or supervisor picks up DHS Permanent Visitor badge form from the main lobby and/or web site. The form must be filled out completely and turned into the HSB main lobby.
7.	HSB Main Lobby	HSB Building Coordinator and/or Designee will submit application to the appropriate Cabinet Assistant for that cluster.
8.	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.

9.	HSB Main Lobby	HSB main lobby will contact requestor and arrange a time for them to receive a permanent visitor badge.
10.	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.
11	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

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)