

Policy

Policy Title:	HSB Identification Badge/Key Card				
Policy Number:	DHS-030-010	Version:	2.0	Effective Date:	01/27/2003

DHS Chief Administrative Officer

01/27/2003

Approved By: *(Authorized Signer Name)*

Date Approved

Overview

Purpose/Rationale:

It is the policy of the Department of Human Services to provide a safe work environment for employees, visitors, and contractors while in the Human Services Building (HSB). The proper issuance, and display of identification badges and key cards is one way to create a safer work environment within HSB.

Policy

1. Employees

- a. All HSB employees are required to wear their issued photo ID badges in plain view for others to see while in the Human Services Building. Badges must be worn facing out and are to be located between the collar and waist area. If a badge is worn below this area, employees will be asked to display it properly. If employees are asked to show their badges they should do so willingly.
- b. Employees that misplace or forget to bring their badge to work must check a temporary HSB employee badge out at the main lobby reception desk. Loaner badges are to be returned on a daily basis, unless approval from Building Management is given. Identification Cards and Key Cards are property of the State and the responsibility of individual employees to safeguard.
- c. Lost or stolen cards should be reported to the HSB main lobby reception, 945-6798, as soon as possible. Failure to wear your Identification Card/Key Card or excessive loss or damage to cards can lead to disciplinary action.
- d. Employees can only check out 3 badges within five (5) month duration. If an employee requests more than 3 temporary badges within this duration, Building Management will contact their supervisor.
- e. DHS Employees that do not work in the Human Services Building will be required to be in the HSB Building 3 or more times a week conducting business, to obtain a photo ID badge. Staff who do not meet this requirement will check into the HSB using the visitor check in procedure listed below.

2. Visitors

- a. All visitors to the HSB Building must check in to the main lobby reception desk for a HSB visitor badge. Badges are only good for that meeting and/or that day. All badges must be turned in on a daily basis.
- b. Visitors must present a piece of photo ID in order to obtain a visitor badge. If a visitor does not have the proper piece of ID, their contact person in the HSB Building will need to come to the main lobby reception desk. The contact person can then vouch for that visitor so they can receive a HSB visitor badge. The contact person will then also become responsible for the return of the visitor badge.
- c. Children of employees or visitor's under the age of 12 are not required to check out a visitor badge. If the children in the building will be unaccompanied by an adult, they then must check out a visitor badge.

3. Permanent Visitor

- a. A permanent visitor badge will only be issued to those persons who are on contract or work regularly with the Department of Human Services. This person must be in the HSB Building 3 or more times a week conducting business. They will need to obtain a HSB Permanent Visitor badge form from the main lobby reception desk. These forms need to be completed and turned into the HSB main lobby.
- b. The permanent visitor badge will only be issued for a limited time frame at the end of this duration the visitor badge will need to be returned to the main lobby receptionist. If the duration needs to be extended, another request must be done in writing to the HSB main lobby.

4. Contractor

- a. Any persons that are contracted by the Department of Human Services and are stationed or conduct business in the Human Services Building 3 to 4 times a week will receive a Photo ID card.
- b. Any contractor whose length of time is less than 6 months will receive a temporary contractor badge. This badge must be returned at the end of their contract. If an extension is needed, a request must be submitted in writing to the HSB main lobby.

5. State Temporary Staff

- a. Any persons who are employed with the Department of Human Services on a temporary basis, limited duration, etc. for longer than 6 months will receive a photo ID card. The supervisor must fill out a Photo ID Access Form for their employee.
- b. Any persons who are employed with the Department of Human Services on temporary basis, limited duration, etc for less than 6 months will receive a temporary employee badge for their duration. If at any time their status changes, their supervisor must notify the HSB main lobby in writing of this change.

6. Temporary Staff

- a. Any persons who are employed through a local business and work within HSB for *under* a 3-month duration will receive a *temporary Temp Staff badge*. A request for a temporary badge must be submitted to the HSB main lobby by the supervisor.
- b. Any persons who are employed through a local business and work within the HSB for *over* a 3-month duration will receive a *photo ID Temp Staff badge*. Request for a photo ID Temp staff badge must be submitted to the HSB main lobby.

Procedure(s) that apply:

[DHS-030-010-01, HSB Identification Badge Procedure - Employee](#)

[DHS-030-010-02, HSB Identification Badge Procedure - Permanent Visitor](#)

[DHS-030-010-03, HSB Identification Badge Procedure - Contractor](#)

Form(s) that apply:

DHS 0049, DHS Building Photo ID Access Form (PDF)

Definition(s):

Contractor: Anyone who does work within HSB on an on-call or scheduled basis.

Coordinator: Staff member assigned to approve the issuance of identification cards/key cards.

Employee: A person that is employed by the Department of Human Services in the HSB.

Human Services Building (HSB): Location of a DAS owned building on the Capitol Mall.

Identification Card: - State issued identification card from DAS Facilities that has a staff member's photo and name on it.

Key Card: - An identification card (see above) that allows access and or entry into specific parts of HSB during specific times.

Permanent Visitor: - Anyone who does not normally work within HSB, or who visits HSB 3 or more times a week.

Photo ID: - A piece of identification that has been issued to an individual solely for their use. i.e.; drivers license, DMV ID card, military ID, passport.

State Temporary Staff: - State temporary staff that work in HSB for 6-months or greater length of time.

Temporary Staff: - Staff members that are hired from a local business that work within HSB for a period of time that does not exceed 6 months.

Visitor: - Anyone who does not normally work within HSB, or who visits HSB less than 3 times a week.

Reference(s):

[DAS Facilities Division Policies Index](#)

[DAS Policy 125-6-215 Building Security Access Controls](#)

Contact(s):

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Policy History:

- **Version 2.0:**

- 01/27/2003 Revised

- **Version 1.0:**

- 01/01/2003 (Reaffirmed)
- 02/15/2002 Initial Release

Keywords:

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

