

Operational Policy

Policy title:	Agency Identification, Badge and Key Card Policy		
Policy number:	DHS OHA 030-010		
Original date:	02/15/2002	Last update:	04/06/2020
Approved:	Kris Kautz, OHA Deputy Director Don Erickson, DHS Chief Administrative Officer		

Purpose

The Department of Human Services and the Oregon Health Authority are committed to providing a safe work environment for staff, contractors and visitors when those individuals are in agency facilities.

Description

This policy describes requirements for DHS|OHA staff to support agency security by wearing identification badges.

Applicability

This policy applies to all DHS and OHA staff including regular, limited duration and other employees, volunteers, trainees and interns, as well as contractors and visitors.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy

1. DHS|OHA staff, contractors, and visitors shall be issued the appropriate permanent, visitor or temporary badge or photo ID card for entry into DHS|OHA facilities.
2. Badges shall be replaced no less than once every seven years and may be replaced by request in the event of a change in circumstances (life event), such as marriage, divorce or a change in gender identity.
3. Any individual passing beyond agency lobbies in a DHS|OHA facility shall visibly display their agency-issued badges at all times.
 - a. Badges shall be worn between the collar and the waist.
 - b. Badges shall be worn facing out.
4. Any individual in a DHS|OHA facility shall present their agency-issued badge for identity verification on request.

5. DHS|OHA staff shall not allow individuals to enter secure areas of agency facilities without seeing agency-issued identification.
6. Requests for individuals to present their badge for identity verification shall be made in a respectful manner.
7. DHS|OHA employs individuals who represent a wide range of ages, races, ethnicities, gender identities, and abilities. Requests for individuals to present their badge for identity verification shall not discriminate against or target individuals based on their appearance or some other perceived category or classification.
8. Individuals who work at a secondary site multiple times a week shall work with the designated manager to obtain agency-issued identification for that site.
9. Managers are responsible for ensuring that badge access is updated as access needs change, including when an individual changes permanent worksite, reaches the end of a project at an alternate site location, or leaves DHS|OHA employment.
10. Any individual who forgets or loses their agency-issued badge shall:
 - a. Immediately report the loss to the designated manager.
 - b. Present government-issued photo identification to obtain a temporary badge.
11. DHS|OHA staff who request a temporary or replacement badge more than three times in five months may be subject to disciplinary action.
12. All visitors to DHS|OHA facilities shall check in at the main lobby reception desk.
 - a. Visitors shall present government-issued photo identification and, if required by the facility, sign in.
 - b. If photo identification is not available, a DHS|OHA staff member may check the visitor in. The staff member is then responsible for escorting the visitor in and out of the building and for ensuring they remain in approved areas.
 - c. This policy does not apply to children of employees, or visitors if those individuals are accompanied by a DHS|OHA staff member. Staff are responsible for escorting the visitor in and out of the building and for ensuring they remain in approved areas.
13. Each DHS|OHA facility is responsible for ensuring that an individual or group has delegated responsibility and authority to establish a process for admitting site visitors and providing badges and access rights in accordance with this policy.
14. The DHS|OHA Joint Facilities committee and the Facilities staff provide oversight and support for this policy.

References

<http://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center>

Forms referenced

Related policies

Contact

DHS|OHA Facilities

Facilities-Managers@dhsaha.state.or.us

Policy history

Initial policy DHS only 02/15/2002

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Keywords

Access, badge, identification, key card, security

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