

<p style="text-align: center;">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p style="text-align: center;">Employee Access Cards and Badges</p>		<p style="text-align: center;">Page 1 of 5</p>						
<p style="text-align: center;">CHAPTER: PERSONNEL</p>	<p style="text-align: center;">#111</p>	<p>Supersedes: 402, dated 03/02/1984; 402.02, dated 04/10/2002</p>							
<p>Local Procedure(s) Required: No Applicability: All staff (including contractors and volunteers) Security Level: “B” – Anyone may have access to this document.</p>									
<p>Approved:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><u>SIGNED</u></td> <td style="width: 33%; border: none;"><u>11/14/2022</u></td> <td style="width: 33%; border: none;"><u>11/28/2022</u></td> </tr> <tr> <td style="border: none;">Nicholas J. Deml, Commissioner</td> <td style="border: none;">Date Signed</td> <td style="border: none;">Date Effective</td> </tr> </table>				<u>SIGNED</u>	<u>11/14/2022</u>	<u>11/28/2022</u>	Nicholas J. Deml, Commissioner	Date Signed	Date Effective
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PURPOSE

This policy outlines requirements relating to access cards and badges issued to Vermont Department of Corrections’ (DOC’s) employees.

AUTHORITY

28 V.S.A §§ 101 (5); 102(c)(1)

POLICY

The DOC’s policy is to issue each staff member an employee access card in order to ensure comprehensive security procedures. Contractors and volunteers may be issued access cards as required and authorized. Anyone issued an access card shall possess it when on duty, and wear it, in a visible location, whenever in a correctional facility.

GENERAL PROCEDURES

A. Issuance Of Access Cards

1. When a new employee, or contractor or volunteer authorized for an access card, is hired, the supervising Director, District Manager (DM), Superintendent, or designee, shall apply for an official State of Vermont employee ID card (“access card”) for the new employee.
 - a. When applying for an access card, the Director, DM, or Superintendent, or designee, shall submit:
 - i. The appropriate Vermont Department of Buildings & General Services (BGS) new access/ID badge request form; and
 - ii. The photo and all information required in subsection 4 of this section.
 - b. The application materials shall be submitted to the following:
 - i. Security and Operations Supervisor (SOS), for individuals who will have access to a specific facility;
 - ii. Designated staff member, for individuals who will have access to a specific probation and parole office; or
 - iii. Staff Safety Manager, for individuals who work in Central Office or who will have access to multiple work-sites.
2. When an SOS or designated field staff member receives an application for an access card, they shall review it and email the application to BGS.
3. When the Staff Safety Manager receives an application for an access card, they shall:
 - a. Review the application;
 - b. Confirm whether the individual should be provided access to each site indicated in the application; and
 - c. When the application is approved, email the application to BGS.
4. When submitting an application for an access card to BGS, the SOS, designated field staff member, or Staff Safety Manager shall include the following in their email:
 - a. A recent photograph of the employee against a solid background, with their face clearly visible (e.g., no headwear, only prescription glasses);
 - b. The employee’s first and last name, and middle initial;
 - c. The employee’s date of birth;
 - d. A physical description of the employee, including the employee’s:

- i. Height;
 - ii. Weight;
 - iii. Eye color; and
 - iv. Hair color;
 - e. The worksite to which the employee is assigned;
 - f. The employee's title; and
 - g. The employee's State-issued employee identification number.
5. BGS will issue the access card and deliver it to the staff member who placed the request.
 6. The access card shall be valid for five years. Staff shall keep track of the expiration date and notify the SOS, designated employee, or Staff Safety Manager, as appropriate, that their access card needs to be renewed two weeks prior to its expiration.
 7. Whenever either of the following situations occur, the staff member's supervising Director, DM, Superintendent, or designee, shall request an updated access card for them from the SOS, designated employee, or Staff Safety Manager:
 - a. Any employee changes their name; or
 - b. A facility staff member experiences a significant change in appearance (e.g., facial tattoos or significant facial hair change).
 8. Whenever an employee receives an updated access card, they shall surrender their previous card to their Director, DM, Superintendent, or designee.
 9. Staff shall not be issued any identification other than these access cards, unless otherwise ordered by the Commissioner.

B. Security Clearances

BGS will activate each access card to allow the employee to access the approved areas of their worksites. The level of access, or security clearance, shall be determined as follows:

1. Each Superintendent or designee, shall determine the security clearance of staff at their assigned facility.
2. Each DM, or designee, shall determine the security clearance of staff at their assigned probation and parole office.
3. The Staff Safety Manager, or designee, shall determine the security clearance for staff assigned to Central Office.

4. When access to multiple sites is requested for an employee assigned to a worksite other than Central Office, the Staff Safety Manager shall contact each worksite and confirm whether the individual shall be granted the requested access.

C. DOC Metal Badges

1. The following staff are authorized to be issued a DOC metal badge:
 - a. All field services staff, other than administrative services staff;
 - b. Facility staff of a rank of Correctional Facility Shift Supervisor or higher in the line of authority;
 - c. The Staff Safety Manager; and
 - d. Members of the Executive Leadership Team.
2. All DOC metal badges shall include the following information:
 - a. The employee's title;
 - b. An identification number; and
 - c. The words "Department of Corrections."
3. All DOC metal badges issued to supervisors and staff higher in the chain of command shall be gold in color. DOC metal badges issued to any other staff member shall be silver in color.
4. The DM, Superintendent, and Staff Safety Manager shall designate a staff member responsible for authorizing the issuance of DOC metal badges and maintaining an inventory of all DOC metal badges issued.
5. The only employee authorized to order a DOC metal badge is the Staff Safety Manager. When a new metal badge needs to be ordered:
 - a. The employee's Central Office supervisor, DM, Superintendent, or designee, shall request the metal badge in writing from the Staff Safety Manager. This request shall include the identification number that should be included on the badge.
 - b. The Staff Safety Manager shall order the badge, which will be mailed directly to the requestor.
6. Staff shall carry their DOC metal badge when conducting field work.
7. Metal badges used in the course of official duties are the property of the DOC. Employees leaving a position shall return any DOC metal badge in their possession to their supervisor, SOS, District Manager, or designee.

D. Lost or Stolen Access Cards or DOC Metal Badges

It is critical that unauthorized persons do not utilize DOC access cards or metal badges. Staff shall maintain control of their access card and metal badge, if applicable, at all times.

1. If an access card or badge is lost or stolen, the staff member shall immediately notify their supervisor.
2. As soon as possible after notification that an access card has been lost or stolen, the supervisor shall notify the SOS, designated field staff member in charge of access card or metal badge issuance, or the Staff Safety Manager.
3. Upon notification that an access card has been lost or stolen, the SOS, designed field staff member, or Staff Safety Manager shall email BGS, at BGS.SecurityWorkOrders@vermont.gov, and request that the access card be deactivated and a new card be issued in its place.

E. Termination, Resignation, or Investigation

When an employee is terminated, resigns, or is relieved of duty pending an investigation:

1. The staff member shall return all DOC access cards or metal badges to their supervisor, or designee, prior to the end of their last day on duty, unless otherwise authorized in writing by the appointing authority.
2. The staff member's supervisor shall:
 - a. Notify, and return the access card to, the SOS, designated field staff member in charge of access card issuance, or the Staff Safety Manager; and
 - b. Return the metal badge to the staff member designated in charge of inventorying metal badges.
3. The SOS, designed field staff member, or Staff Safety Manager shall:
 - a. Email BGS, at BGS.SecurityWorkOrders@vermont.gov, and request that the access card be deactivated; and
 - b. Mail the access card to BGS, using the address on the back of the card.