



# Virginia Department of Corrections

## Human Resources

### Operating Procedure 105.2

#### *Employee Identification Cards*

**Authority:**

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<b>Content Owner:</b>	Luke E. Black Deputy Chief Human Resources Officer	<i>Signature Copy on File</i>	7/23/25
		Signature	Date
<b>Reviewer:</b>	Lucinda R. Childs-White Chief Human Resources Officer	<i>Signature Copy on File</i>	7/23/25
		Signature	Date
<b>Signatory:</b>	Joseph W. Walters Senior Deputy Director	<i>Signature Copy on File</i>	7/26/25
		Signature	Date

### REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

### COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

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## DEFINITIONS

**Employee** - A person who is paid by the Department of Corrections on an hourly, salaried, or contractual basis, or who is paid by another state agency or outside vendor for working in a position within DOC or in a position that supervises inmates or CCAP probationers/parolees.

**Statewide Volunteer** - A volunteer who has been granted volunteer access to all DOC facilities by the Deputy Director for Institutions, Deputy Director for Community Corrections or designee.

**Unit Volunteer** - A volunteer who has been granted access to a specific Organizational Unit by the Organizational Unit Head.

**Volunteer** - An individual who provides services to the Department without any financial gain under the supervision of a correctional employee or another volunteer designated to supervise volunteers. This individual volunteers more than once per quarter to work with inmates/probationers/parolees in a group setting or individually as approved by the DOC. Services provided can include but are not limited to conducting research with prior approval of Human Subject Research Review Committee, participating in events related to re-entry such as job assistance, co-facilitating groups, participating in bible study, and performing clerical tasks.



## PURPOSE

This operating procedure establishes guidelines for the issuance, updating, and destruction of identification cards issued to Department of Corrections (DOC) employees, volunteers, and others who must enter state owned or leased property for work purposes.

## PROCEDURE

- I. Identification Card Issuance
  - A. Upon hire or appointment all employees and others required to enter DOC property for work or service will be issued an identification card generated by VACORIS. On the direction of the Organizational Unit Head or designee, these individuals will be required to show the card at any time when entering or while on DOC property.
  - B. Volunteers should be issued a DOC Volunteer specific identification card. In lieu of a DOC volunteer identification card, units may develop a volunteer identification document to remain on file at the unit in accordance with Operating Procedure 027.1, *Volunteer Program and Internships*. (5-ACI-1G-03; 4-ACRS-7F-10; 2-CO-1G-06)
- II. Identification Cards
  - A. Identification cards will be consistent in appearance to facilitate employees' movement throughout all of the DOC's organizational units.
    1. Consistent appearance includes the background color, the size and color of the State Seal, the size of the employee's picture, and the color and font of text on the card.
    2. The reverse side of the identification card may be used for bar codes, magnetic codes, or other devices as needed by the local unit, such as a Weapons Card for issuance/usage authorization.
  - B. In accordance with Operating Procedure 445.4, *Screenings and Searches of Persons*, all DOC employees authorized to carry a DOC approved business cellphone into a secure perimeter will be provided an Employee Identification Card with the inscription "Cell Phone Approved (Y)", see Operating Procedure 445.4, *Screenings and Searches of Persons*.
  - C. Employee identification cards, once issued, are permanent and each employee is responsible for safeguarding their card against damage, loss, and theft.
    1. An employee may use a valid government picture identification card that is not their DOC issued identification to enter a facility.
    2. If an employee uses a valid government identification card other than their DOC issued identification to enter a facility more than three consecutive workdays, the employee must be referred to their supervisor for verification that the employee is still in possession of their DOC issued identification.
    3. An employee's identification card should be replaced only when the employee changes their position, work unit, or replacement is necessary to ensure a likeness suitable for identification purposes.
      - a. Employees are responsible for notifying their immediate supervisor when their card is no longer suitable due to a change in appearance, card damage, etc. and should request a replacement card through their immediate supervisor.
      - b. The employee's immediate supervisor is responsible for arranging replacement identification cards when needed and will ensure the employee returns the original identification card in exchange for the replacement card.
  - D. All identification cards are the property of the issuing unit and must be returned to the unit when no longer needed.



### III. Headquarters Employees

- A. Upon hire, appointment, or transfer of an employee to the Headquarters building, the Unit Head will contact Human Resources to schedule issuance of the employee's Headquarters identification card.
- B. If a Headquarters employee retires, resigns, is terminated, or is ineligible for building access, the unit supervisor must notify Human Resources.
- C. The unit supervisor or Human Resources representative will immediately collect all identification cards and keys.
- D. Human Resources will notify the General Services and Facility Management Unit (GSFM) immediately to have the employees' identification card deactivated.
- E. Headquarters employees who do not present a valid government issued identification card must contact their supervisor or another individual within their chain of command who is authorized to confirm they are of active status with approved access to the building. In the event confirmation is not received from the unit, Security may contact a Human Resources representative for employment verification.

### IV. Lost or Stolen Cards

- A. Lost or stolen cards must be immediately reported to the person in charge of security at the location where the employee works.
  - 1. The employee will also notify their immediate supervisor.
  - 2. An Incident Report will be completed in VACORIS by the employee or the immediate supervisor; see Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*.
  - 3. The Organizational Unit Head must be notified of all lost or stolen employee identification cards and must approve the creation and issuance of a replacement identification card.
  - 4. Notification to and approval of the Organizational Unit Head will be documented in VACORIS with the Incident Report review.
  - 5. When an identification card is lost, the employee will be required to pay \$10.00 to the *Treasurer of Virginia* to cover the cost of issuing a replacement card.
- B. If an employee loses their identification card, they will be issued a *Notice of Improvement Needed/Substandard Performance 145\_F5*.
  - 1. If the employee loses their identification card a second time within a two-year period, the employee will be subject to a Group I offense for "*Inadequate or unsatisfactory job performance*" under Operating Procedure 135.1, *Standards of Conduct*.
  - 2. If the employee loses their identification card a third time within two-year period, the employee will be subject to a Group II offense for "*Failure to follow a supervisor's instructions, perform assigned work, or otherwise comply with applicable established written policy or procedure*" under Operating Procedure 135.1, *Standards of Conduct*.
  - 3. If the employee again loses their identification card, then discipline will follow the current process for notices cumulative in nature.

### V. Temporary Identification Cards

- A. Volunteers should be issued a DOC identification card in accordance with Operating Procedure 027.1, *Volunteer Program and Internships*.
  - 1. Organizational Unit Volunteers should be issued an identification card clearly marked as "Volunteer", in the Class Title section, that will expire after no more than three years from the date of issue.
  - 2. Those volunteers who are designated as "Statewide Volunteers" will be issued a pink identification card clearly marked as "Statewide Volunteer" or "Statewide Resource Volunteer" for those volunteers



providing re-entry resources. Statewide Volunteer identification cards will expire three years from the date of issue or at the end of their volunteer service.

- B. A temporary identification card may be issued to all temporary employees, contractor personnel, and others on short-term assignments.
  - 1. The expiration date will be the date the assignment expires.
  - 2. New cards will be reissued if the employment or assignment is extended.
- C. Visitors' passes may be authorized or required for all visitors, at the discretion of the Organizational Unit Head.

#### VI. Retiree Identification Cards

- A. The DOC has authorized the issuance of identification cards for DOC retirees.
- B. To obtain a retiree identification card, employees who have submitted applications for retirement and all required documents must contact their Human Resource Officer (HRO) to request a retiree card.
  - 1. The employee's request to be issued a retiree identification card must be indicated on the *Retirement Certificate and Retiree ID Request 165\_F3*.
  - 2. The HRO will forward an employee's request electronically to the Office of Human Resources at Headquarters with an electronic copy of the employee's most recent identification card picture.
- C. Authorized retirees will receive an identification card consistent in appearance with employee identification cards with the following exceptions: these cards will have a navy-blue background, and the word "Retired" will be printed across the front of the card.

#### VII. Security of Identification Cards

- A. Employees are responsible for:
  - 1. Ensuring that the information on the identification card is accurate before accepting it.
  - 2. Safekeeping of their identification cards.
  - 3. Reporting lost, stolen, or damaged cards.
  - 4. Returning their cards at the time of separation or issuance of a new card.
  - 5. Requesting a new card at time of transfer or other major change of employment status or personal appearance.
- B. The immediate supervisor is responsible for:
  - 1. Ensuring the identification card is turned in by employees at time of separation.
  - 2. Arranging for the creation of a replacement identification card, when needed, and obtaining the old card from the employee before issuing a new one.
  - 3. The supervisor who collects the old card is responsible for ensuring the card is properly destroyed so that it cannot be reused.
- C. The Organizational Unit Head, or designee will ensure that each employee identification card is current and suitable for identification purposes.

#### VIII. Verification of Identification Card Validity

- A. Security personnel may verify current employment when checking an identification card.
  - 1. Security personnel will confiscate an identification card if it is found that the DOC does not currently employ the card bearer, or if the card shows evidence of tampering.
  - 2. The card will be turned over to the person in charge of security, who will notify the ranking



organizational duty administrator on duty and request instructions.

- B. Bearers of improper identification cards who are found on DOC property should be identified if possible and queried as to where the card was obtained as well as their purpose for being on DOC property. The incident should be reported to the person in charge of security and to the Organizational Unit Head.
- C. Employees will only use the identification cards for the purpose intended. Employee misuse of cards for any non-work-related reason may result in disciplinary action.
- D. Any ex-employee using the identification card for any reason may be subject to legal action.

## **REFERENCES**

Operating Procedure 027.1, *Volunteer Program and Internships*  
Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*  
Operating Procedure 102.7, *Employee Records*  
Operating Procedure 135.1, *Standards of Conduct*  
Operating Procedure 445.4, *Screenings and Searches of Persons*

## **ATTACHMENTS**

None

## **FORM CITATIONS**

*Notice of Improvement Needed/Substandard Performance* 145\_F5  
*Retirement Certificate and Retiree ID Request* 165\_F3

