

 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>	<p><u>POLICY NUMBER:</u></p> <p style="text-align: center; font-size: 2em;"><b>144.00</b></p>	<p><u>PAGES:</u></p> <p style="text-align: center;">3</p>
	<p><u>CHAPTER:</u> <b>Administration and Management</b></p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> W. Va. Code § 49-2-903.</p>
<p><u>SUBJECT:</u> <b>Identification Cards</b></p>		
<p><u>DATE:</u> <b>July 1, 2016</b></p>		

### PURPOSE

This Policy is to establish guidelines for the Division of Juvenile Services' for the issuance and display of Division Identification Cards (ID) by employees and other authorized personnel to gain admittance to any Division facility.

### CANCELLATION

This policy has been revised and supersedes Policy 144.00, dated January 1, 2008.

### APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities, offices and employees.

### DEFINITIONS

1. **Authorized Personnel** – Any Division of Juvenile Services employee or person authorized by the Facility Superintendent/Director is to be issued an identification card. This includes Board of Education staff, medical service providers and mental health service providers.
2. **Good Standing** – Employees who are employed by the Division of Juvenile Services and are not on any type of leave due to disciplinary actions.
3. **Identification Card (ID)** – A card issued by the Division that officially identifies a person as an employee or other authorized personnel of the West Virginia Division of Juvenile Services and contains the Department name, Division name, facility/center name, person's name, title, photograph, state seal, date of issuance, Facility Superintendent/Director signature, and a unique identification number designated by the Division.

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4. **Visitor's Pass** – Pass given to any person who does not have a Division-issued identification card that is used to gain temporary access to the facility.

## PROCEDURE

1. All Division employees will possess an official identification card issued by the Division. These ID cards will be issued no later than two weeks after starting employment.
2. Division of Juvenile Services employees' ID cards will have a blue background and other authorized personnel will have a yellow background. Volunteers who offer services on a regular basis at a facility may be issued a permanent ID card with a red background.
3. Visitor's passes will be neon or bright orange and will include the facility name, "Visitor's Pass", and will be in numerical sequence to correspond with the sign in sheet for visitors.
4. All employees will present the official ID card as means of identification for admittance to secure areas of the Division facilities.
5. Any employee absent an ID card for any reason will be issued a temporary employee ID card to wear for that shift.
6. Employees will have their ID card displayed at all times while working unless in uniform.
7. In the event an ID card is unavailable, verification of the individual's employment status with the agency must be made with the facility shift supervisor where the individual claims employment or the Division Central Office prior to entry into an agency location.
8. The ID card is provided by and the property of the Division. The ID card will be turned in at the request of the Division or upon resignation, transfer to another agency or dismissal of employment.
9. If an ID card is lost or stolen, an Incident Report shall be submitted by the employee. This event will also be reported to Central Office via the Facility Superintendent/Director.
10. Replacement of the first lost or stolen ID card will be replaced at no cost. Each subsequent replacement of a lost or stolen ID card may incur a charge of \$5.00. All funds collected for replacement charges will be placed in the facility's general fund.
11. Multiple replacements of ID cards may incur disciplinary action.

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12. This policy will be adopted in its entirety and no operational procedure will be developed.

**RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

**APPROVED:**

  
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**Director** **7/1/16**  
**Date**