

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ARKANSAS</p> <p style="text-align: center;">BOARD OF CORRECTIONS</p>	Section Number:	Page Number:
	406	1 of 2
	Board Approval Date: 09/9/2011	
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SUBJECT: Employee Identification Cards		

I. POLICY OF DEPARTMENT:

To issue every employee an identification card with a current picture.

II. EXPLANATION:

- A. An identification card must be properly displayed by an employee on duty at unit/center of assignment. All visiting Department employees are subject to display or having their identification cards available for display.
- B. Every identification card will be examined by the unit/center gate officer/security officer whenever employees whom they do not personally know or recognize pass through, into or out of the unit/center.
- C. Whenever the appearance of the employee changes so drastically as to render the identification purpose of the picture invalid (such as growing a mustache), or the card is worn or damaged, the employee shall be required to secure a new identification card. When an employee changes positions, his/her identification card is to be updated.
- D. When an employee's identification card is lost, misplaced or is destroyed, he/she must immediately report the loss in writing to his/her supervisor.
- E. Periodic inspections of identification cards are to be held during unit/center roll calls. Any employee unable to produce a valid identification card is subject to disciplinary action.
- F. Upon separation, the employee shall turn the identification card into the Human Resources Office. His/her payroll check shall be retained until the identification card is returned. When an employee is placed on suspension and/or terminated the identification card should be immediately taken from the employee.
- G. An employee visiting another unit/center is required to sign in/out when entering/leaving the unit/center.

- H. Employees who do not have their I.D. with them when they visit a unit/center must be identified by driver's license or similar I.D. and may be given a temporary admittance, with the permission of the Unit Warden/Center Supervisor or Chief Security Officer on duty.

AR406