

Department of Behavioral Health
TRANSMITTAL LETTER

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|--|--------------------------------|----------------|
| SUBJECT Employee Identification Card Program | | |
| POLICY NUMBER DBH Policy 718.1 | DATE DEC 17 2013 | TL# 213 |

Purpose. To establish the DBH employee identification (I.D.) card program. The purpose of the I.D. card program is to enable DBH personnel to be easily identified.

This revision adopts the policy from the former Department of Mental Health, now merged into the new Department of Behavioral Health, in accordance with the DBH Establishment Act of 2013.

Applicability. All employees appointed to the Department of Behavioral Health (permanent, term, temporary, stipended, non-stipended), and authorized volunteers and contract workers.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority offices.

Implementation Plans. Specific staff whose roles are relevant to the implementation of this policy should be trained, as needed. Program managers are responsible for following through to ensure compliance.

Policy Dissemination and Filing Instructions. Managers/supervisors of DBH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must promptly file this policy in the DBH Policy and Procedures Manual.

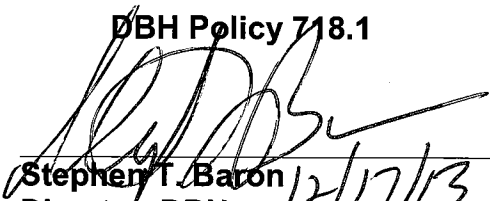
ACTION


REMOVE AND DESTROY

DMH Policy 718.1

INSERT

DBH Policy 718.1


Stephen T. Baron
Director, DBH 12/17/13

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|---|------------------------------------|--|----------------------|
| <p>GOVERNMENT OF THE DISTRICT OF COLUMBIA</p>  | <p>Policy No. 718.1</p> | <p>Date DEC 17 2013</p> | <p>Page 1</p> |
| <p>DEPARTMENT OF BEHAVIORAL HEALTH</p> | | <p>Supersedes DMH Policy 718.1, same subject, dated February 4, 2009.</p> | |
| <p>Subject: Employee Identification Card Program</p> | | | |

1. **Purpose.** To establish the DBH employee identification (I.D.) card program. The purpose of the I.D. card program is to enable DBH personnel to be easily identified.

2. **Applicability.** All employees appointed to the Department of Behavioral Health (permanent, term, temporary, stipended, non-stipended), and authorized volunteers and contract workers.

3. **Authority.** Department of Behavioral Health Establishment Act of 2013.

4. **Responsibilities and Procedures for Issuance of I.D. Cards.**

4a. The Division of Human Resources (DHR) will generally issue an I.D. card to the employee when they report to DHR on his/her first day on duty.

4b. The responsible supervisor should contact the DHR Operations Branch to arrange for authorized volunteers and contract workers to obtain I.D. cards.

4c. Each person is required to verify his/her identification by means of a driver's license or other valid documents before an I.D. card will be issued. DHR must maintain a record of the names of all persons to whom an I.D. card has been issued.

4d. DHR will issue replacement I.D. cards when necessary, after verifying the person's identity and employment. Also see Section 8 below.

5. **Preparation of I.D. Cards.**

5a. A DHR employee will type the person's name and title on the I.D. card.

- An expiration date will be typed on the card for temporary and/or term employees and authorized volunteers and contract workers.
- The not-to-exceed (NTE) date will serve as the expiration date for temporary and or term employees.
- The length of the service agreement or contract will serve as the expiration date for authorized volunteers and contract workers.

5b. The person to be photographed will:

- supply valid identification,
- verify the typed entries on the I.D. card, and
- sign the I.D. card.

5c. The I.D. card shall contain the title and signature of the certifying official.

6. **Wearing I.D. Cards.** It is mandatory that individuals wear their DBH I.D. card at all times while on duty. The card must be worn in a manner where it is clearly exhibited and identifiable. The card can be worn around the neck with a chain, or it can be clipped or pinned to the person's clothing. The face (side with picture) of the card must face outward away from the body. In some instances managers can decide how their staff will wear I.D. cards due to potential hazards of wearing the chain in their working environment.

7. **Return of I.D. Cards.**

7a. **Each DBH employee must return his/her I.D. card to the DHR Operations Branch on his/her last day of duty before separation or transfer.** DBH Policy 770.1A, Clearance of Personnel for Separation or Transfer, indicates the procedures for obtaining all clearances.

7b. An employee of the DHR Operations Branch will certify on form DBH-872, Clearance of Personnel for Separation or Transfer (item 11), that the I.D. card has or has not been returned at the time of separation or transfer. If the card is returned, it will be mutilated and destroyed by the DHR Operations Branch.

7c. After the employee obtains all necessary clearances listed on form DBH-872, Clearance of Personnel for Separation or Transfer, **the employee must return the completed form to his/her supervisor to certify that all clearances have been obtained.**

7d. If an employee fails to return his/her I.D. card to the DHR Operations Branch on the last day of duty before separation or transfer (or fails to obtain any other required clearances), **the supervisor must ensure the uncertified DBH-872 form is hand carried to the respective financial officer with a letter of explanation.**

7e. DBH reserves the right to hold the employee's final salary check until the I.D. card is returned or its cost is reimbursed. Also see DBH Policy 770.1A, Clearance of Personnel for Separation or Transfer, for additional information regarding clearance as well as the list of clearance items and responsible clearance officials.

7f. Volunteers must return their I.D. cards to their assigned supervisors on their last day on duty. Contractors must return their I.D. cards to their supervisor or Contracting Officer Technical Representative (COTR) on their last day on duty. The responsible supervisor/COTR is responsible for ensuring that I.D. cards are collected and returned to the DHR Operations Branch.

8. **Loss or Theft and Replacement Procedures.** I.D. cards are issued at government expense, and are therefore government property. As such, each person is accountable for his/her I.D. card and must take every precaution to safeguard it in the same manner as other District government property. Each person assumes responsibility for assuring that the I.D. card is in his/her possession at all times.

8a. Each person must immediately report the loss of his/her I.D. card to his/her supervisor and request a duplicate card.

8b. Each person requesting a duplicate I.D. card must:

- complete the top portion of the form, Authorization for Duplicate I.D. card, in duplicate (See Exhibit 1), and
- obtain approval from his/her immediate supervisor before receiving another I.D. card.

8c. The supervisor will verify by signature the person's work location, position, title, series and grade. The supervisor will maintain a copy of the form, and return the original form to the person.

8d. The person must then contact the DHR Operations Branch to make an appointment to be re-photographed and issued a new I.D. card.

8e. When the person reports to DHR for re-photographing, he/she must present the original of the approved authorization form, and show proper identification to the person who is re-photographing and issuing a new card to him/her.

8f. The approved authorization form will be maintained by DHR.

Name Changes. A person whose name changes (marriage, divorce, etc.) must request replacement of the I.D. card using the same procedures as set forth in this section.

9. Return of Lost Cards.

9a. DBH issued I.D. cards which are found should be sent to the Division of Human Resources, 64 NY Avenue, N.E., 3rdFloor, Washington, D.C. 20002.

9b. DHR will return the I.D. card to the person to whom it was issued, if a duplicate card has not already been obtained.

10. Related References.

DBH Policy 770.1- Clearance of Personnel for Separation or Transfer

Approved By:

Stephen T. Baron
Director, DBH

(Signature)

(Date)

DEC 17 2013

DBH Policy 718.1
Exhibit 1 - 8b

AUTHORIZATION FOR DUPLICATE IDENTIFICATION CARD

| | | | | | |
|---|--|----------------|---------------------------------------|--|--|
| To be completed by Employee/Volunteer/Contract Worker (in duplicate) | | | | | |
| Name: | | Date of Birth: | | Social Security Number: | |
| Position Title: | | Series: | Grade: | Status of Employment (if term/ temporary or other, indicate expiration date): 1 – Permanent 2 - Term/Temporary 3 – Other (volunteer or contractor) | |
| Work Location: | | | Reason for Requesting a Duplicate ID: | | |
| Signature: | | | Date: | | |
| To be completed by Immediate Supervisor | | | | | |
| I certify that the above information given by this individual is correct. | | | | | |
| _____ Immediate Supervisor | | | _____ Date | | |
| Approved _____ | | | Disapproved _____ | | |