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ADMINISTRATIVE REGULATION NUMBER 201 **OPR: INFORMATION TECHNOLOGY**

ISSUE AND CONTROL OF EMPLOYEE IDENTIFICATION CARDS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the preparation, issuance, use, accountability, and disposition of identification (ID) cards provided to ADOC personnel.

II. POLICY

It is the policy of the ADOC that all employees are issued standardized ID cards.

III. DEFINITIONS AND ACRONYMS

A. **Employee**: For the purposes of this regulation, employee will refer to the Commissioner, Deputy/Associate Commissioners, appointed positions, and all merited employees.

B. **IT:** Information Technology

IV. RESPONSIBILITIES

A. The IT Division Director is responsible for monitoring the issuance, accountability, and destruction of ID cards that are returned to the IT Division, Central Office.

B. Facility Heads and Division Directors are responsible for:

1. Developing standard operating procedures (SOPs) as may be necessary for implementation of AR 201, *Issue and Control of Employee Identification Cards.*

2. Ensuring issuance, accountability, and destruction of ID cards for their employees.

C. All ADOC employees are responsible for complying with this AR.

V. PROCEDURES

A. Issuance of ID cards:

1. ID cards will be issued to those employees appointed to their positions and all merit system employees.

2. Each ID card will be authenticated by the ADOC Commissioner's signature.

B. Use of ID cards:

1. ID cards must be presented by ADOC employees when requested in the execution of ADOC duties or related business.

2. ID cards will identify ADOC employees executing and performing official duties pertaining to their respective departmental positions.

C. Accountability and Supply:

1. The IT Division Director will provide ID cards using an accountability system.

2. Each facility/division will print their Manning Roster each year during the months of January and July to account for all ID cards.

D. Retrieving ID cards:

1. The employee, upon termination of employment, must immediately return all ID cards to their Facility Head/Division Director.

2. The Facility Head/Division Director will forward the returned ID cards to the IT Division.

3. If the employee refuses to return their ID cards to their Facility Head/Division Director within five (5) business days of their termination of employment, then the Facility Head/Division Director shall forward the matter to the Law Enforcement Services Division (LESD).

4. LESD will notify the former employee that they have a grace period of five (5) business days to return their ID cards, after which an investigation may ensue.

5. If the former employee has refused to return their ID cards after the expiration of the grace period, LESD may initiate an investigation into the matter.

E. Loss, Theft, or Damaged ID cards:

1. When an employee claims loss, theft, or damage of an ID card, he/she must provide an incident report describing the circumstances.

2. Disciplinary action may be taken if an employee fails to report a lost card in a timely manner.

3. A fee of $5.00 will be charged to the employee for the issuance of a replacement ID card, collected by the Business Office.

4. At the Central Office, replacement card money will be turned in to the Accounting Division. Accounting Division will inform IT when an employee card replacement is necessary.

5. There will be no charges for cards that are replaced due to normal wear and tear.

F. Employees who are suspended without pay will be required to turn in their ID card to the Facility Head/Division Director.

G. ID card Pictures and Employee Information:

1. Each facility/division is responsible for digitally photographing employees and capturing their electronic signature.

2. Each facility/division is responsible for transmitting the picture and signature to the IT Division.

3. Central Office employees will call the IT Division to make an appointment to have an ID card made.

4. The photo and signature of all employees will be retained in the ID system until the employee's service is terminated.

H. Reissue of ID cards:

1. New ID cards will be issued to ADOC employees who receive significant promotions.

2. A new ID card will be issued when an individual's name has changed or needs correcting.

3. An employee with an erroneous name, or one who has received a significant promotion, must surrender his/her existing ID card when it is replaced. Facility Heads and Division Directors ensure that the surrendered ID card is returned to IT for destruction.

I. Destruction of ID cards:

1. When an ADOC employee's service is terminated for any reason, except for retirement, his/her ID card will be taken up and returned to the IT Division for destruction.

2. Retiring employees will be awarded the ID card in effect at the date of their retirement.

3. The IT Division Director/designee must be notified that the retired employee wishes to retain his/her ID card in order to delete his/her record from the ID system.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

This regulation does not have any forms.

VIII. SUPERSEDES

This regulation supersedes Administration Regulation 201, dated January 17, 2023, and all other written directives relating to the same.

IX. PERFORMANCE

Code of Alabama, 1975, Section 14-1-1.1.

Approval Date: 1/6/2026

John Q. Hamm
Commissioner