

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
352**

STAFF IDENTIFICATION CARDS

Supersedes: (Temporary, 04/28/11); 06/17/12; (Temporary, 07/20/17)
Effective Date: 08/30/17

AUTHORITY: NRS 209.131

PURPOSE

To establish clear policies for the issuance, care and surrender of staff identification cards to ensure the safety of inmates, staff and the public.

RESPONSIBILITY

The Director is responsible for the establishment of NDOC regulations.

The Deputy Director of Support Services is responsible to ensure administration of this regulation.

The Human Resources Administrator is responsible for the implementation of this regulation including primary responsibility for authorizing staff identification (ID) cards.

Institutions and Facilities authorized to produce NDOC staff identification cards shall only do so with the Staff Identification Card Authorization Form (DOC-1027) issued by the Human Resources Division.

Supervisors are responsible to ensure all assigned employees have been issued an authorized NDOC ID card.

352.01 STAFF IDENTIFICATION CARDS

1. The Human Resources Division Administrator or designee shall authorize the issuance and replacement ID cards for NDOC employees only.
2. The Human Resources Division staff shall issue form DOC-1027 to all newly hired staff.
 - A. Non-custody staff will present form DOC-1027 to authorized staff in the Human Resources Division at the following locations:

(1) Administration Building 89

(2) Northern Nevada Correctional Center

(3) High Desert State Prison

(4) Ely State Prison

(5) Casa Grande Transitional Housing

(6) Lovelock Correctional Center

B. Custody staff will present form DOC-1027 to the Training staff upon entry into the PST Training Academy.

3. Identification cards are State property and are only to be used for official duty identification.

4. The Human Resources Division shall maintain a record of all identification cards reported as lost or stolen.

5. The Human Resources Division shall collect identification cards from employees who are separating from the Department. Reasonable attempts shall be made to collect ID cards from staff who have already separated from the Department.

A. A record shall be maintained of all identification cards not returned.

6. Identification cards shall be displayed as identified in AR 350.

7. Lost, damaged, or stolen identification cards may be replaced by contacting the Human Resources Division.

A. There will be a \$5.00 fee to be paid by the employee for replacement of an identification card for this purpose.

B. This fee will be forwarded to the NDOC Accounting office.

8. Replacement identification cards shall be authorized utilizing form DOC-1027 by the Human Resources Division following promotion, demotion, or other personnel or work status change.

A. There will be no replacement fee for the issuance of a new ID card.

B. ID cards will be processed as directed by the employee's supervisor.

9. All Department employees shall:

A. Request a new ID card when there is an official name change or significant change in personal appearance.

(1) A name change will require official documentation such as a certified marriage license; a United States Passport; or a Nevada State Department of Motor Vehicles identification card or driver's license.

B. Surrender the old ID card when a replacement card is issued or upon separating from the Department.

C. Immediately report lost ID cards to their supervisor and to all appropriate staff at locations identified in Section 352.1(2)(A) of this regulation.

D. Surrender an ID card that was reported lost but subsequently found after a replacement was issued.

E. Retain their ID card when transferred.

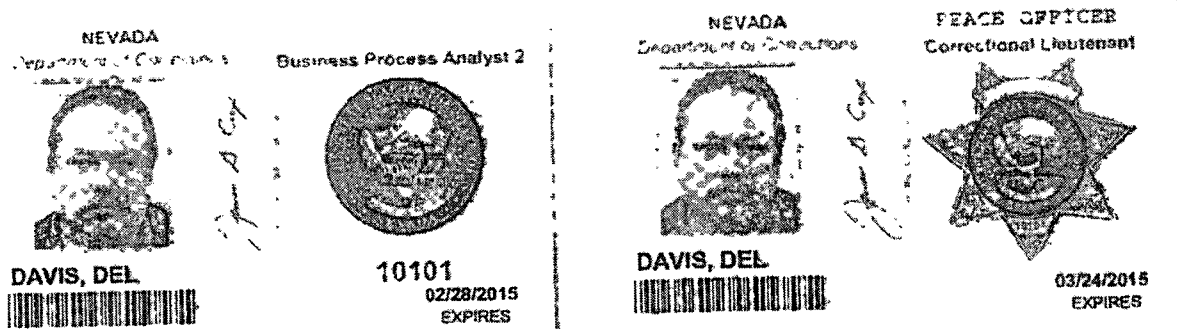
F. Report to one of the designated locations upon expiration of their existing ID card for re-issuance.

G. Not mutilate, bend or in any way deface their ID card.

H. Surrender an ID card upon request of the Appointing Authority.

10. Employee ID cards shall be surrendered to an Appointing Authority or Department supervisor when an employee is placed on administrative leave pending investigation.

11. Staff ID cards shall comply with the requirements in NOTIS and shall be processed via NOTIS.



352.02 RETIREMENT ID CARDS

1. Employees who are approaching retirement may request an ID card which identifies the holder as a retired NDOC employee.

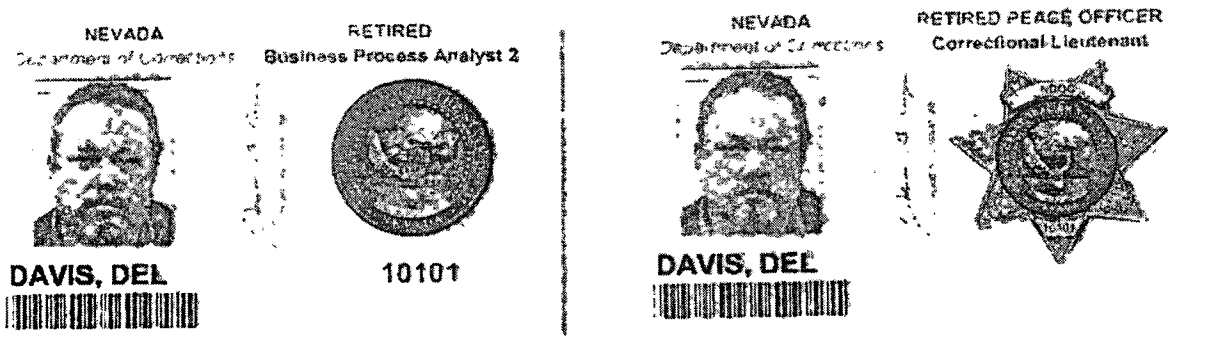
2. A written request should be submitted through their chain of command to the Human Resources Division Administrator.

A. The Human Resources Division shall prepare the paperwork for approval by the Director.

3. Once approval is received, the retiring employee shall be provided with a form DOC-1027 and shall report to one of the designated locations to process the Retiree ID card.

A. The original Staff ID card must be surrendered to the Personnel Services Division once approval is received

4. Retiree ID cards shall comply with the requirements in NOTIS and be processed via NOTIS.



APPLICABILITY

1. This regulation applies to all employees of the Department.
2. This regulation requires an Operational Procedure for the Human Services Division.
3. This regulation does not require an audit.


James Dzurenda, Director

8/30/17
Date