



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Identification Cards Procedures

Related Policy: FDJJ - 1300

I. DEFINITIONS

Department Identification Coordinator – Designated employee within the Bureau of General Services assigned to produce and issue identification cards for the Department.

Employee – A person serving in the interest of the Department of Juvenile Justice (DJJ) to include all full-time, part-time, other personnel services (OPS), volunteers, mentors, and interns.

Employee ID Information Form – The form utilized for requesting new or replacement cards. This form is also used to notify the Department ID Coordinator of employee separation.

Identification Card – The official DJJ identification card produced by the Bureau of General Services for full-time, part-time, other personnel services (OPS), volunteers, mentors, and interns within the agency. The card will bear a photograph and identifying information of the employee. There are 2 types of ID Cards. HQ cards are embedded with a token to allow access to the HQ Security System. Field cards do not have the token.

Identification File Log – An on-going sequential file of Employees, Employee ID Information, and associated digital photos sent electronically or by diskette. This log is stored at HQ by the Department Identification Coordinator.

Regional ID Coordinator – Designated employee within a program region responsible for coordinating the issuance of identification cards within their respective area.

Regional Director – Senior manager responsible for a regional office of Detention, Probation, or Residential.

Section ID Coordinator – Designated employee within a Headquarters office or bureau responsible for coordinating the issuance of identification cards within their area.

II. STANDARDS/PROCEDURES

A. Issuance of New Identification Cards (Headquarters):

1. The Section ID Coordinator shall schedule appointments with the Department Identification Coordinator.
2. The Section ID Coordinator shall assist the employee with the completion of the Employee ID Information Form. If the employee needs a Headquarters Restricted Access Level, the appropriate **Check Mark and Signature** needs to be included as followed:

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- i. Select HR for restricted Human Resources areas (Signature by the Human Resources Bureau Chief or delegate);
 - ii. Select IG for restricted Inspector General or CCC areas (Signature by the Inspector General or delegate); or
 - iii. Select Server Room for restricted Server Room areas (Signature by the Chief Information Officer or delegate).
 3. The employee shall complete the Employee ID Information Form and submit it to their Section ID Coordinator for signature.
 4. The employee shall report to the Bureau of General Services, Support Services section to have picture taken for identification card within three days of employment.
 5. The Department Identification Coordinator shall collect the employee identification form from employee.
 6. The Department Identification Coordinator shall photograph the employee and create a new identification card.
 7. The Department Identification Coordinator shall issue the identification card to the employee.
 8. The Department Identification Coordinator shall update the Identification File Log.
- B. Issuance of New Identification Cards (Regions):**
1. The employee shall complete the Employee ID Information Form and submit it to the Regional ID Coordinator.
 2. The Regional ID Coordinator shall receive forms and coordinate photographs for identification cards.
 3. The Regional ID Coordinator shall submit all Employee ID Information Forms and photographs to the Department Identification Coordinator.
 4. The Department Identification Coordinator shall receive the forms and photographs from the regions.
 5. The Department Identification Coordinator shall create identification cards and mail the cards to the Regional ID Coordinators.
 6. The Department Identification Coordinator shall update the Identification File Log.
 7. The Regional ID Coordinator shall receive the new cards from the Department Identification Coordinator and issue them to employees.

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C. Replacement of Identification Cards:

1. The employee shall submit the Employee ID Information Form to their supervisor for replacement of lost, stolen or damaged card.
2. The supervisor shall approve the Employee ID Information Form and forward the form to the Section/Regional ID Coordinator.
3. The Section/Regional ID Coordinator shall review the Employee ID Information Form and submit it to the Department Identification Coordinator.
4. The Department Identification Coordinator shall create and issue new identification cards.
5. The Department Identification Coordinator shall update the Identification File Log.

D. Separation of Employment:

1. The employee shall surrender their identification card to their supervisor on their last day of employment with the Department.
2. The supervisor shall submit the identification card of the separated employee to their Section/Regional ID Coordinator.
3. The Section/Regional ID Coordinator shall transmit the identification cards and Employee ID Information Forms of separated employees to the Department Identification Coordinator.
4. The Department Identification Coordinator shall store returned cards and Employee ID Information Forms for one (1) year from the date of an employee's separation.

III. RESPONSIBILITY AND DUTIES

A. Responsibilities of the Department Identification Coordinator:

1. Responsible for coordinating the issuance of identification cards statewide.
2. Assists designated Regional ID Coordinators and Section ID Coordinators with procedures regarding issuance of identification cards.
3. Maintains an ongoing Identification File Log for all cards issued.
4. Responsible for issuance, activation, and deactivation of Headquarters photo identification cards.
5. Responsible for destroying all surrendered photo identification cards for the Department and annotating destruction in the Identification File Log.

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B. Responsibilities of the Headquarters Senior Managers and Bureau Chiefs:

1. Responsible for appointing a Section ID Coordinator for their office or bureau.
2. Responsible for authorizing the replacement of lost or stolen identification cards within their section or bureau.

C. Responsibilities of the Headquarters Sections ID Coordinators:

1. Responsible for coordinating staff photographs with the Department Identification Coordinator.
2. Responsible for authorizing replacement cards.
3. Responsible for submitting cards of separated employees to the Department Identification Coordinator.

D. Responsibilities of the Regional Directors:

1. Responsible for appointing a Regional ID Coordinator for their region.

E. Responsibilities of the Regional ID Coordinators:

1. Coordinates staff photographs and completion of the Employee ID Information Form.
2. Provides all photos and completed forms via email or interoffice mail to the Department Identification Coordinator.
3. Responsible for mailing all identification cards and separation forms of separated employees to the Department Identification Coordinator.

F. Responsibilities of Department Staff:

1. Responsible for ensuring their identification card is displayed when conducting official business.
2. Responsible for safeguarding their identification card and utilizing it for official business only.
3. Reports immediately in writing to employee's supervisor if the identification card is lost, stolen, or damaged.
4. Surrenders their identification card to their immediate supervisor upon separation from the Department.

IV. ATTACHMENTS

Employee ID Information Form