



TITLE	POLICY NUMBER	
Identification Badge Program	DCS 04-48	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Human Resources	05/21/18	4

I. POLICY STATEMENT

The Department of Child Safety (DCS) authorizes the issuance of Identification (ID) Badges for all employees, contractors, vendors, interns, and volunteers. ID badges are state property and are to be used solely for official duty-related identification. This policy also establishes responsibilities for individuals who are issued ID badges.

II. APPLICABILITY

This policy applies to all DCS employees as well as contractors, vendors, interns, and volunteers who provide services to and for the Department.

III. AUTHORITY

[A.R.S. § 8-453](#) Powers and duties

IV. DEFINITIONS

Common Law Name: A preferred or chosen name used by an employee. The common law gives a person the right to assume a name not given by their parents and allows individuals to make valid contracts using the assumed name.

Department or DCS: The Arizona Department of Child Safety.

Identification (ID) Badge: A laminated card that contains the individual's legal name or common law name, photograph, Department name, and job classification on the front of the card.

V. POLICY

- A. Human Resources is responsible for issuing and tracking ID badges and maintaining accurate records. ID badges are issued with the strict expectation that proper measures will be taken to ensure their safekeeping. Loss of ID badges can result in financial loss to DCS and expose staff, volunteers, and clients to unnecessary risk.
- B. DCS shall issue ID badges to employees, contractors, vendors, interns, temporary employees, and volunteers. Contractor, vendor, intern, and volunteer ID badges shall have an expiration date of one year from the date of issuance.
- C. All interns, contractors, vendors, temporary employees, and volunteers shall surrender their ID badges to their supervisors at the conclusion of their internship, business relationship, or duties with DCS. Supervisors shall forward these ID badges to Human Resources which will manage their destruction.
- D. The name on the ID badge will be the employee's legal name or common law name. Employees requesting the use of a common law name will be required to use the common law name consistently throughout their employment with the Department of Child Safety i.e. name badge, email signature, and on legal documents submitted for work performed for the Department.
- E. All ID badges are the property of DCS and must be returned upon termination of employment or other duties. Refer to DCS Administrative Policy 04-49, Employee Onboarding and Offboarding.
- F. If an ID badge is lost, damaged, or stolen, the individual to whom the badge is assigned must immediately report this to their supervisor or manager.
- G. Employees placed on long-term leave may be asked to surrender their ID badge until they return to work.
- H. It is a violation of DCS policy for any individual to duplicate an ID badge issued by Human Resources. Only Human Resources is authorized to approve

duplication of ID badges. Duplication or misuse of an ID badge will result in disciplinary action. Violations to this policy include but are not limited to:

1. loaning ID badges to unauthorized individuals;
2. duplicating ID badges without authorization;
3. failing to return an ID badge when requested; and
4. failing to report a missing, lost, or stolen ID badge

VI. PROCEDURES

A. Administrative Responsibilities For new employees, Human Resources shall process ID badges with the employee's legal name or common law name, issue replacement badges, and maintain a record of all ID badges issued. Contractors, vendors, interns, and volunteers shall be directed by their supervisors to contact Human Resources to obtain ID badges or replacement badges. Human Resources shall maintain a record of all ID badges issued. ID badges for contractors, vendors, interns, and volunteers will be valid for twelve (12) months after issuance.

1. Human Resources shall ensure that ID badges contain complete information and are printed and distributed to all DCS employees, interns, contractors, and volunteers. Staff title will be on the front of all ID badges.
2. Human Resources shall maintain:
 - a. supplies of blank ID badges in a secured area;
 - b. records of all ID badges issued;
 - c. records of ID badges reported as lost or stolen, as well as those not returned by individuals who are no longer employed by or affiliated with DCS; and
 - d. a central file of all ID badges issued by the Department.

B. ID Badge Holder Responsibilities Badge holders shall:

1. wear ID badges in a visible location while on duty; and not wear or display ID badges when not on duty;
2. request a new ID badge when there is a significant change in personal appearance;
3. surrender ID badge to Human Resources when a replacement badge is issued or upon termination of employment;
4. surrender an ID badge that was reported lost or stolen but subsequently found after a replacement badge was issued;
5. retain an ID badge when transferred;
6. refrain from puncturing, bending, concealing with attachments, or defacing the ID badge;
7. submit an Unusual Incident Report when an ID badge is lost, damaged, or stolen.

C. Replacement of ID Badges Badge holders shall request a change of name/job title or report their ID badge lost, damaged, or stolen by contacting their HR Liaison to request a replacement badge and an Application for Employee Identification Badge (DCS-1166A) form. If the badge has been lost, damaged, or stolen, the badge holder shall complete an Unusual Incident Report describing the circumstances regarding the lost, damaged, or stolen ID badge. The badge holder shall submit the Unusual Incident Report to their immediate supervisor, who shall forward it to Risk Management, with a copy to AllID@azdcs.gov.

1. Human Resources shall:
 - a. verify that the badge holder is a current DCS employee;
 - b. if the badge is being requested to reflect the change of common law name or job title, the HR Liaison shall provide the Application for Employee Identification Badge (DCS-1166A) for the card holder to complete, sign and date;
 - c. if the badge is being requested to reflect a legal name change, the HR liaison shall provide the Application for Employee

Identification Badge (DCS-1166A) form for the card holder to complete, sign and date. The badge holder will also need to provide supporting legal document (s) to document the legal name.

VII. FORMS INDEX

[Application for Employee Identification Badge \(DCS-1166A\)](#)

[Unusual Incident Report \(DCS-1125A\)](#)