



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**  
OFFENDER/SPANISH MANUALS

REVISION DATE  
11/14/18

PAGE NUMBER  
1 of 7

NUMBER  
**DOC 400.025**

**POLICY**

TITLE  
**IDENTIFICATION CARDS**

**REVIEW/REVISION HISTORY:**

- Effective: 3/15/96 DOC 400.225
- Revised: 8/31/99 DOC 400.025
- Revised: 3/15/00
- Revised: 2/5/04
- Revised: 8/8/05
- Revised: 8/27/07
- Revised: 6/28/08 AB 08-016
- Revised: 10/6/08 AB 08-028
- Revised: 8/9/10
- Revised: 11/21/11
- Revised: 2/1/12
- Revised: 8/27/12
- Revised: 2/1/14
- Revised: 8/25/14
- Revised: 11/1/15
- Revised: 10/7/16
- Revised: 9/25/18
- Revised: 11/14/18

**SUMMARY OF REVISION/REVIEW:**


II.D. - Removed language for clarification  
 III.B.1.a.2) - Adjusted language for clarification  
 III.G. - Removed that Peace Officer ID cards may be issued to employees who qualify as Peace Officers per RCW 10.93.020.

**APPROVED:**

Signature on file

**STEPHEN SINCLAIR**, Secretary  
Department of Corrections

11/14/18  
Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 9.41.060](#); [RCW 9.41.300](#); [RCW 10.93.020](#); [DOC 400.280 Legal Name Change](#); [DOC 560.200 Religious Programs](#)

**POLICY:**


- I. The Department has established guidelines and procedures for developing, issuing, and maintaining official Department identification (ID) cards.

**DIRECTIVE:**

- I. General Responsibilities
  - A. Management Services in the Administrative Operations Division will be responsible for maintaining the official design of the ID card.
  - B. Information Technology will be responsible for programming security features against forgery and defacement in the Department electronic ID card database program.
  - C. Employees responsible for creating and issuing ID cards will document issuance, destruction, and expiration of ID cards in the electronic ID card database program.
    1. Appointing Authorities will designate an employee to conduct an annual audit of the electronic ID card database system to prevent duplicative records and ensure deactivation of invalid cards for their facility.
- II. General Requirements
  - A. Equipment and supplies to make and issue ID cards will be kept in a secure place and available only to employees designated by the issuing authority.
  - B. Cardholders will wear their Department ID card so it is visible at all times, per requirements established by the Appointing Authority. Cardholders will not alter/obstruct the front of the card (e.g., sticker, marker) to ensure the name and photo can be seen.
    1. Supervisors will ensure employees, contract staff, and volunteers understand the requirements to wear their Department ID card at all times while on facility grounds or in the building.
  - C. Cardholders are required to use their Department ID card when accessing facilities and performing Department-related business.

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1. Custody employees assigned to facility access or posts providing movement and perimeter security (e.g., control points, gates, towers) will make positive identification before allowing any individual to enter/exit their zone of control. The individual will be matched against the photo on his/her Department or government-issued ID card, as applicable.
  - a. In Level III, IV, and V facilities, the main entry point will be equipped with an electronic ID magnifier. Anyone entering/exiting the facility will place his/her Department ID card in the identified space and wait to be positively identified by the assigned custody employee.
2. Anyone encountering an individual on facility grounds or in the building that is not wearing a Department ID card should ask the individual to identify him/herself.
  - a. If the individual cannot produce his/her Department ID card s/he should be accompanied directly to Control or building security personnel.
  - b. If the individual refuses to be accompanied to security, Control or building security personnel should be notified immediately.
- D. Employees may present their Department ID card to law enforcement to verify employment status only upon request.
- E. No other uses of the ID card are permitted. Misuse of the ID card may result in corrective and/or disciplinary action.
- F. When a cardholder no longer resembles the picture on the card, s/he may be required to get an updated ID card.
- G. ID cards are Department property and will be surrendered to the Appointing Authority/designee upon a change in eligibility, suspension or termination of employment, contract, assignment, or services, or upon request of the Appointing Authority/designee.
  1. These cards will be returned to the point of issuance to be destroyed, and the database updated accordingly.
- H. ID cardholders will report lost, stolen, or damaged cards as soon as possible to the Appointing Authority/designee(s). For lost or stolen ID cards, a report will be submitted via the Incident Management Reporting System (IMRS).

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- I. Specialty Team members may be issued a second ID card, which will be documented in the electronic ID card database. The second card will be surrendered when a cardholder is no longer a Specialty Team member.

### III. Department ID Cards Issued


- A. Green ID cards will be issued to incarcerated individuals housed in Department facilities and will include the individual's first and last name and DOC number.
  1. All newly printed cards will be laminated using the Department secure laminate.
  2. Individuals will be required to remove any religious head coverings for their ID card picture unless authorized for continual wear per DOC 560.200 Religious Programs.
    - a. A picture of the individual without the head covering will be maintained in the electronic file.
  3. If an individual loses or intentionally damages/destroys his/her ID card, s/he will complete DOC 06-075 Request to Transfer Funds in the amount of \$3 to replace the entire ID card.
  4. Individuals will keep their ID cards when transferred to other Washington Prisons or Work Releases and when released from confinement.
  5. Requests for bar code information embedded in green ID cards must be submitted for authorization by executive management through the chain of command. Authorized uses of bar code information include:
    - a. To check out library materials from the Washington State Library.
    - b. To ensure diet compliance in the dining halls.
    - c. To clock offenders in and out of Correctional Industries/approved worksites to track offender movement and calculate pay.
  6. An offender may request any of the following notices be printed on his/her ID card when verified as appropriate. The notice(s) will be placed between the offender's name and DOC number:
    - a. Deaf or Hard of Hearing
    - b. Sight Impaired
    - c. Limited English

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7. If the individual has had a legal name change, a records employee will affix a label to the back of the identification card showing the name change per DOC 400.280 Legal Name Change.
  8. A green ID card may be issued if an individual supervised in the community needs assistance obtaining a Washington State Driver's License or Washington State ID.
    - a. The Community Corrections Officer (CCO) or designee will email a request with the offender's name and DOC number to the nearest Department facility/office that issues IDs.
    - b. The individual will be scheduled to report to the facility/office to complete the process.
- B. Blue ID cards will be issued to employees and will include the employee's legal first and last name.
1. In facilities, numbered temporary blue ID cards will be issued to employees who forget/misplace their permanent ID.
    - a. All employees issued a temporary ID card will provide government-issued photo ID, which will remain at the point of issuance until the temporary ID card is returned at the end of the work period.
      - 1) The Superintendent/CCS/designee may authorize a chit in exchange for his/her government-issued photo ID if the employee is required to operate a motor vehicle or the employee's ID card has been lost or stolen.
      - 2) A Peace Officer ID card may not be used in place of government-issued photo ID.
- C. Yellow - Contract Staff/Vendor
1. Yellow ID cards may be issued to contracted service providers (e.g., contract staff/vendors) if approved for regular, unescorted visits to a facility/office.
  2. A Department-approved orientation must be completed before a yellow ID card can be issued.
  3. In facilities, contract staff may escort guests (i.e., pink ID) when authorized by the Superintendent/CCS/designee.

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4. Vendors will provide government-issued photo ID, which will remain at the point of issuance until the yellow ID card is returned at the end of the visit.
  5. In facilities, numbered temporary yellow ID cards will be issued to contract staff who forget/misplace their permanent ID.
    - a. Contract staff issued a temporary ID card will provide government-issued photo ID, which will remain at the point of issuance until the temporary ID card is returned at the end of the work period.
- D. Red - Volunteer/Sponsors/Interns
1. In facilities, volunteers may escort guests when authorized by the Superintendent/CCS/designee.
  2. Employees/contract staff who are also volunteers will wear the red ID card while performing volunteer services.
    - a. "Staff" will be added behind the cardholder's name on the ID card and in the electronic ID card database.
  3. Red ID cardholders will provide government-issued photo ID, which will remain at the point of issuance until the red ID card is returned at the end of the visit.
- E. Pink - Facility Guests
1. Pink ID cards will be issued to:
    - a. Facility guests, not including visitors of incarcerated individuals.
    - b. Occasional individual or group service volunteers.
    - c. Contract staff/vendors who make infrequent or one-time visits to a facility/office.
    - d. Individuals who have not completed a Department-approved orientation.
  2. Pink ID cardholders will provide government-issued photo ID, which will remain at the point of issuance until the pink ID card is returned at the end of the visit.
  3. Individuals with pink ID cards must be under escort at all times by a Department employee or other facility-approved individual.

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F. Orange - Headquarters Duty Officer

1. Orange ID cards will be issued in addition to the blue ID card and allow a Headquarters Duty Officer:
  - a. Unannounced, unrestricted access to any Department facility/office without delay.
    - 1) Facilities/offices will establish procedures to ensure orange ID cardholders are allowed access without delay.
  - b. To bring a Department-issued cellular telephone and/or electronic devices inside any Department facility/office.
2. When gaining access to a Department facility/office, the Headquarters Duty Officer will:
  - a. Report directly to the highest ranking supervisor present and state the purpose of the visit.
  - b. Wear his/her blue ID card while onsite and present the orange ID card only upon request.

**DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

None

**DOC FORMS:**

[DOC 06-075 Request to Transfer Funds](#)