

Department of Mental Health
TRANSMITTAL LETTER

SUBJECT Employee Identification Card Program		
POLICY NUMBER DMH 718.1	DATE FEB 04 2009	TL# 116

Purpose. To establish the DMH employee identification (I.D.) card program. The purpose of the I.D. card program is to enable DMH personnel and consumers to easily identify employees.

Applicability. All employees appointed to the Department of Mental Health (permanent, term, temporary, stipended, non-stipended), and authorized volunteers and contract workers.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Mental Health Authority offices.

Implementation Plans. A plan of action to implement or adhere to this policy must be developed by designated responsible staff. If materials and/or training are required to implement this policy, these requirements must be part of the action plan. Specific staff should be designated to carry out the implementation and program managers are responsible for following through to ensure compliance. Action plans and completion dates should be sent to the appropriate authority. Contracting Officer Technical Representatives (COTRs) must also ensure that contractors are informed of this policy if it is applicable or pertinent to their scope of work. *Implementation of all DMH policies shall begin as soon as possible. Full implementation of this policy shall be completed within sixty (60) days after the date of this policy.*

Policy Dissemination and Filing Instructions. Managers/supervisors of DMH and DMH contractors must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must ensure that this policy is filed in the **DMH** Policy and Procedures Manual, and contractors must ensure that this policy is maintained in accordance with their internal procedures.

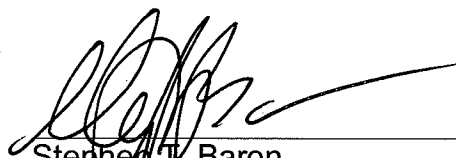
ACTION

REMOVE AND DESTROY

CMHS Policy 718.1, same subject

INSERT

DMH Policy 718.1



Stephen T. Baron
Director, DMH

GOVERNMENT OF THE DISTRICT OF COLUMBIA ★ ★ ★ DEPARTMENT OF MENTAL HEALTH	Policy No. 718.1	Date FEB 04 2009	Page 1
Supersedes CMHS Policy 50000.718.1, same subject			

Subject: Employee Identification Card Program

1. **Purpose.** To establish the DMH employee identification (I.D.) card program. The purpose of the I.D. card program is to enable DMH personnel to be easily identified.

2. **Applicability.** All employees appointed to the Department of Mental Health (permanent, term, temporary, stipended, non-stipended), and authorized volunteers and contract workers.

3. **Authority.** Department of Mental Health Establishment Act of 2001.

4. **Responsibilities and Procedures for Issuance of I.D. Cards.**

4a. The Division of Human Resources (DHR) will generally issue an I.D. card to the employee when they report to DHR on his/her first day on duty.

4b. The responsible supervisor should contact the DHR Operations Branch to arrange for authorized volunteers and contract workers to obtain I.D. cards.

4c. Each person is required to verify his/her identification by means of a driver's license or other valid documents before an I.D. card will be issued. DHR must maintain a record of the names of all persons to whom an I.D. card has been issued.

4d. DHR will issue replacement I.D. cards when necessary, after verifying the person's identity and employment. Also see Section 8 below.

5. **Preparation of I.D. Cards.**

5a. A DHR employee will type the person's name and title on the I.D. card.

- An expiration date will be typed on the card for temporary and/or term employees and authorized volunteers and contract workers.
- The not-to-exceed (NTE) date will serve as the expiration date for temporary and or term employees.
- The length of the service agreement or contract will serve as the expiration date for authorized volunteers and contract workers.

5b. The person to be photographed will:

- supply valid identification,
- verify the typed entries on the I.D. card, and
- sign the I.D. card.

5c. The I.D. card shall contain the title and signature of the certifying official.

6. **Wearing I.D. Cards.** It is mandatory that individuals wear their DMH I.D. card at all times while on duty. The card must be worn in a manner where it is clearly exhibited and identifiable. The card can be worn around the neck with a chain, or it can be clipped or pinned to the person's clothing. The face (side with picture) of the card must face outward away from the body. In some instances managers can decide how their staff will wear I.D. cards due to potential hazards of wearing the chain in their working environment.

7. **Return of I.D. Cards.**

7a. **Each DMH employee must return his/her I.D. card to the DHR Operations Branch on his/her last day of duty before separation or transfer.** DMH Policy 770.1A, Clearance of Personnel for Separation or Transfer, indicates the procedures for obtaining all clearances.

7b. An employee of the DHR Operations Branch will certify on form DMH-872, Clearance of Personnel for Separation or Transfer (item 11), that the I.D. card has or has not been returned at the time of separation or transfer. If the card is returned, it will be mutilated and destroyed by the DHR Operations Branch.

7c. After the employee obtains all necessary clearances listed on form DMH-872, Clearance of Personnel for Separation or Transfer, **the employee must return the completed form to his/her supervisor to certify that all clearances have been obtained.**

7d. If an employee fails to return his/her I.D. card to the DHR Operations Branch on the last day of duty before separation or transfer (or fails to obtain any other required clearances), **the supervisor must ensure the uncertified DMH-872 form is hand carried to the respective financial officer with a letter of explanation.**

7e. DMH reserves the right to hold the employee's final salary check until the I.D. card is returned or its cost is reimbursed. Also see DMH Policy 770.1A, Clearance of Personnel for Separation or Transfer, for additional information regarding clearance as well as the list of clearance items and responsible clearance officials.

7f. Volunteers must return their I.D. cards to their assigned supervisors on their last day on duty. Contractors must return their I.D. cards to their supervisor or Contracting Officer Technical Representative (COTR) on their last day on duty. The responsible supervisor/COTR is responsible for ensuring that I.D. cards are collected and returned to the DHR Operations Branch.

8. **Loss or Theft and Replacement Procedures.** I.D. cards are issued at government expense, and are therefore government property. As such, each person is accountable for his/her I.D. card and must take every precaution to safeguard it in the same manner as other District government property. Each person assumes responsibility for assuring that the I.D. card is in his/her possession at all times.

8a. Each person must immediately report the loss of his/her I.D. card to his/her supervisor and request a duplicate card.

8b. Each person requesting a duplicate I.D. card must:

- **complete** the top portion of the form, Authorization for Duplicate I.D. card, in duplicate (See Exhibit 1), and

- **obtain** approval from his/her immediate supervisor before receiving another I.D. card.

8c. The supervisor will verify by signature the person's work location, position, title, series and grade. The supervisor will maintain a copy of the form, and return the original form to the person.

8d. The person must then contact the DHR Operations Branch to make an appointment to be re-photographed and issued a new I.D. card.

8e. When the person reports to DHR for re-photographing, he/she must present the original of the approved authorization form, and show proper identification to the person who is re-photographing and issuing a new card to him/her.

8f. The approved authorization form will be maintained by DHR.

Name Changes. A person whose name changes (marriage, divorce, etc.) must request replacement of the I.D. card using the same procedures as set forth in this section.

9. Return of Lost Cards.

9a. DMH issued I.D. cards which are found should be sent to the Division of Human Resources, 64 NY Avenue, N.E., 5th Floor, Washington, D.C. 20002.

9b. DHR will return the I.D. card to the person to whom it was issued, if a duplicate card has not already been obtained.

10. Related References.

DMH Policy 770.1A, Clearance of Personnel for Separation or Transfer

Approved By:

Stephen T. Baron
Director, DMH


(Signature)

2/4/09
(Date)

FEB 04 2009

DMH Policy 718.1

Exhibit 1 - 8b

AUTHORIZATION FOR DUPLICATE IDENTIFICATION CARD

To be completed by Employee/Volunteer/Contract Worker (in duplicate)				
Name:		Date of Birth:		Social Security Number:
Position Title:	Series:	Grade:	Status of Employment (if term/ temporary or other, indicate expiration date): _____ 1 – Permanent _____ 2 - Term/Temporary _____ 3 – Other (volunteer or contractor)	
Work Location:		Reason for Requesting a Duplicate ID:		
Signature:		Date:		
To be completed by Immediate Supervisor				
I certify that the above information given by this individual is correct.				
_____ Immediate Supervisor		_____ Date		
Approved _____		Disapproved _____		

Rev. 01/09