

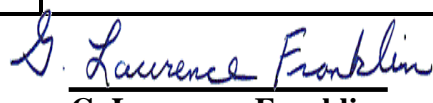


Executive Directive



Title: Approved Identification	Executive Directive Number: ADM.050.0017
Related MD Statute/Regulations: Correctional Services Article, § 203, Annotated Code of Maryland	Supersedes: DPSCS.020.0017 (Formerly 01-2006) dated January 09, 2006
Related ACA Standards: 2-CO-1C-01; 4-ADLF-7E-01; 4-4048; 4-ACRS-7C-01	Responsible Authority:  Executive Director—Human Resources Services Division
Related MCCS Standards or Reference: Department of General Services Police – Maryland State Security Card Operations Manual	Effective Date: October 4, 2013 Number of Pages: 4


Gary D. Maynard
Secretary


G. Lawrence Franklin
Deputy Secretary for Administration

.01 Purpose.

This directive establishes policy for approved identification for Department of Public Safety and Correctional Services (Department) employees and other individuals working at a facility.

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

The Department shall restrict access to each facility to employees and other authorized individuals.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) “Approved identification,” means a State Security Card or unit-issued identification.

(2) Employee.

(a) “Employee” means an individual employed by the Department in a full-time, part-time, temporary, or contractual position.

(b) “Employee” includes:

(i) An intern;

(ii) A volunteer; and

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(iii) A contractor.

- (3) “Facility” means a building or workspace owned or leased by the Department to conduct Department operational or administrative business.
- (4) “Security Card Coordinator” means an employee of the Department’s Human Resources Services Division (HRSD) designated to coordinate State Security Card activities with the Department of General Services (DGS) Police.
- (5) “State Security Card” means identification issued by the Maryland Department of General Services (DGS) Police to an employee or individual indicating that the employee is a State employee or the individual is authorized to work at a State facility.
- (6) “Unit” means an organization, institution, unit, or division established by statute or created by the Secretary of Public Safety and Correctional Services (Secretary) within the Department.
- (7) “Unit head” means the highest authority of a unit.
- (8) “Unit-issued identification” means a document, authorized by the Secretary, issued by a unit head to an employee or other individual working at a facility under the responsibility of the issuing unit head.

.05 Responsibility/Procedure.

- A. A unit head is responsible for ensuring that each employee or other individual working at a facility under the responsibility of the unit head possesses and displays, according to this directive, the required approved identification.
- B. An employee or other individual working at a facility is responsible for:
 - (1) Complying with conditions and procedures for issue, use, possession, display, maintenance, replacement, and surrender of approved identification established by the authority issuing the approved identification;
 - (2) Returning, to the issuing authority, approved identification upon retirement or when no longer working for the authority issuing the approved identification;
 - (3) Displaying approved identification when asked upon entering a facility or at other times when required by the unit head, or a designee, responsible for the facility;
 - (4) Possessing and displaying approved identification when entering and while at a State office outside the Department according to requirements of the State organization responsible for the office; and
 - (5) Reimbursing the authority issuing the approved identification for:
 - (a) Replacing approved identification that is:

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- (i) Lost or stolen (when there is negligence on the part of the employee or individual); or
 - (ii) Damaged (other than reasonable wear and tear); or
- (b) Failing to return approved identification as required under §.05B(2) of this directive.

C. State Security Card.

- (1) A State Security Card is the property of DGS Police.
- (2) An employee or other individual working at a facility may be issued a State Security Card according to policy and procedures established by DGS Police.
- (3) An employee or other individual working at a facility under the authority of a unit not authorized to use unit-issued identification shall possess and maintain a State Security Card.
- (4) Each unit head shall possess and maintain a State Security Card.
 - (a) A unit head may designate other employees of the unit who are required to possess and maintain a State Security Card.
 - (b) A unit head shall develop written policy and procedures for designating unit employees required to obtain a State Security Card.
 - (c) A unit head should consider the frequency of the employee's visitations to other State offices when considering the need for a State Security Card, especially those in Annapolis and Baltimore where DGS Police are responsible for security.
- (5) An employee or other individual working at a facility required to have unit-issued identification may obtain a State Security Card from the DGS Police in addition to the required unit-issued identification.
- (6) For assistance with State Security Card, an employee or other individual working at a facility may contact the:
 - (a) Department's Security Card Coordinator at the Department's Human Resources Services Division; or
 - (b) Unit's personnel office, if applicable.
- (7) The Security Card Coordinator is responsible for establishing Department procedures, consistent with the DGS Police Maryland State Security Card Operations Manual, for issuing, maintaining, replacing and returning State Security Cards.

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D. Unit-issued Identification.

- (1) Except for the provisions under §.05D(2) of this directive, a unit head shall obtain written approval from the Secretary before providing unit-issued identification at a facility under the authority of the unit head.
- (2) The following units are authorized to provide unit-issued identification to an employee or other individual working at a facility under the responsibility of the unit in place of or in addition to a State Security Card:
 - (a) Information Technology and Communications Division; and
 - (b) Units under the authority of the Deputy Secretary for Operations.
- (3) A unit head authorized to provide unit-issued identification shall establish written procedures, consistent with requirements of this directive and approval by the Secretary, for the unit-issued identification that include, at a minimum:
 - (a) Format, that, at a minimum, includes:
 - (i) The individual's photograph; and
 - (ii) First and last name;
 - (b) Issue new, updated, and replacement identification;
 - (c) Possession, use, display, and surrender of identification; and
 - (d) Security for and inventory control of unit-issued identification.

.06 Attachments.

There are no attachments to this directive.

.07 History.

- A. This directive replaces DPSCS.020.0017 (formerly 01-2006), dated January 09, 2006, to align responsibilities based on Department re-organization and style and format updates. Changes to this directive are underlined.
- B. This directive supersedes provisions of any other prior existing Department communication with which it may be in conflict.