Department Directive

Title: Approved Identification	Directive: DPSCS.050.0017
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland; COMAR 04.04.02.01 - .06	**Rescinds and replaces:** ADM.050.0017 - Approved Identification, dated October 4, 2013
Related ACA and MCCS Standards:	**Approved By:** Leslie Dantzler **Leslie Dantzler** Acting Chief Human Resource Officer - Human Resources Services Division
Related Directives: DPSCS.050.0029 - Personal Appearance Policy for Civilian Personnel OPS.050.0043 - Uniformed Personal Appearance and Dress Standards	**Issued Date:** October 19, 2026 **Effective Date:** November 2, 2026
Variance: If necessary and with the approval of the assistant commissioner, a facility may issue a directive.	**Number of Pages: 5**

Toyin Bakare

Oluwatoyin Bakare
Deputy Secretary of Administration

Carolyn J. Scruggs

Carolyn J. Scruggs
Secretary

.01 Purpose.

The purpose of this directive is to establish policy for the issuance, possession, and use of the State of Maryland Security Cards and internal identification cards provided by units within the Department of Public Safety and Correctional Services (Department) for employees and other individuals working in a facility or unit.

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

The Department, as a security and access control measure, shall restrict access to each office building and facility to employees and other authorized individuals presenting the required identification cards. The Department shall control access to each office building and facility by requiring employees and other authorized individuals to present either a required unit identification card or a State Security Card.

.04 Definitions.

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

B. Terms Defined.

(1) "Authorized identification," means a State of Maryland Security Card or Department issued identification.

(2) "Department of General Services (DGS)" means the agency authorized under Title 4 of the State Finance and Procurement Article, Annotated Code of Maryland.

(3) "Employee" for purposes of this policy means an individual employed by the Department, including an intern or paid worker, whose work within the Department is controlled by the Department, including but not limited to:

(a) When, where, and how the individual performs a job;

(b) What resources, tools, materials, and equipment are made available; and

(c) Whether compensation or a benefit is conferred based on job performance (e.g. academic credit, stipend, future employment).

(4) "Facility" means a building or workspace owned or leased by the Department to conduct Department operational or administrative business.

(5) "Security Card Coordinator" means an employee of the Department's Human Resources Services Division (HRSD) designated to coordinate State of Maryland Security Card activities with the Department of General Services Police (DGSP).

(6) "State of Maryland Security Card (State security card)" means identification authorized by the Secretary of DGS and issued by the DGSP to an employee or individual indicating that the employee is a State employee or the individual is authorized to work at a State correctional or detention facility.

(7) "Unit of the Department (unit)" means an agency, office, division, or correctional facility established by statute or created by the Secretary of Public Safety and Correctional Services (Secretary).

(8) "Unit Head" means the highest authority of a unit.

(9) "Unit-issued identification" means a document, authorized by the appropriate Deputy Secretary and issued by a Unit Head to an employee or other individual working at a facility under the responsibility of the issuing Unit Head.

.05 Responsibilities/Procedures.

A. A Unit Head is responsible for:

(1) 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 approved identification; and

(2) Determining and assigning the appropriate level of facility access required for the employee to carry out the duties of his, her, or their position.

B. An employee or other individual working at a facility is responsible for:

(1) Complying with conditions and procedures for the use, possession, display, maintenance, replacement, and surrender of approved identification established by the authority issuing the approved identification;

(2) Returning to the appointing authority or designee all approved identification upon retirement or when no longer working for the authority issuing the approved identification;

(3) Displaying approved identification as directed by the Department's Personal Appearance Policy or at other times when required by the Unit Head, or a designee, responsible for the facility; and

(4) Reimbursing the authority issuing the approved identification for:

(a) Replacing approved identification that is:

(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 of Maryland Security Card.

(1) The Chief Human Resource Officer is responsible for establishing and administering Department procedures for requesting, coordinating, maintaining, replacing, returning, and otherwise managing State security cards, consistent with requirements established by DGS, and the DGS Police State Security Card Operational Manual.

(2) A security card is the property of the State in accordance with COMAR 04.04.02.04A.

(3) A State employee shall be issued a State security card in accordance with COMAR 04.04.02.03.

(4) A State employee may be issued a temporary identification card in instances where issuance of the State of Maryland Security Card is delayed upon entering State service.

(5) DGS may issue a State security card to an individual other than a State employee, including but not limited to a contractor or temporary employee in accordance with COMAR 04.04.02.03.

(6) Each employee shall possess and maintain a State security card.

(7) An employee at a facility required to have unit-issued identification shall obtain a State security card from the DGS Police in addition to the required unit-issued identification.

(8) Each non-uniformed employee, in accordance with COMAR 04.04.02.06 and the Department's Personal Appearance Policy, shall, when on State real property, including land or improvements, structures, or fixtures on land leased or owned by the State:

(a) Display the State security card:

(i) On the outermost garment;

(ii) In the area of the upper chest; and

(iii) So as to be visible at all times; and

(b) Produce the security card upon demand by a member of DGS Police, a police officer, or authorized departmental security personnel.

(9) For assistance with a 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.

(10) An employee issued a State security card may not:

(a) Place the security card in a holder or cover the security card in a manner that impacts the viewing and examination of the security card;

(b) Loan or allow the security card to be used by another individual for any reason;

(c) Alter, copy, photograph, or reproduce the security card, or allow the security card to be altered, copied, photographed, or reproduced; or

(d) Grant entry, exit, or other privileges on any State real property to anyone but the security card holder.

D. Unit-issued Identification.

(1) Except for the provisions under §.05D(2) of this directive, a Unit Head shall obtain written approval from the Deputy Secretary of Operations (DSO), or the Deputy Secretary of Administration (DSA) before providing unit-issued identification at a facility under the authority of the Unit Head.

(2) The following units are currently authorized to provide unit-issued identification to an employee or other individual working at a facility under the responsibility of the unit, in

addition to a State security card, or in place of a State security card if DGS will not issue a card to a contractor or temporary employee:

(a) Information Technology and Communications Division;

(b) Units under the authority of the Deputy Secretary for Operations;

(c) Division of Correction;

(d) Division of Pretrial and Detention Services;

(e) Patuxent Institution; and

(f) Units under the authority of the Director of the Intelligence and Investigative Division.

(3) A Unit Head authorized to provide unit-issued identification, shall establish written protocols consistent with requirements of this directive, and approval by the appropriate Deputy Secretary, that provides for:

(a) A format that, at a minimum, includes the individual's:

(i) Photograph; and

(ii) First and last name;

(b) The issue of new, updated, and replacement identification;

(c) The possession, use, display, and surrender of identification; and

(d) Security for, and inventory control of, unit-issued identification.

.06 Appendix.

There are no appendices to this directive.

.07 History.

A. This directive replaces Executive Directive number ADM.050.0017, dated October 4, 2013.

B. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Distribution.

A
B
S Human Resources
Security Officers
Information Technology and Communication Division
Intelligence and Investigative Division