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ADMINISTRATIVE REGULATION

OPR: INFORMATION

TECHNOLOGY DIVISION

NUMBER

201

## ISSUE AND CONTROL OF EMPLOYEE IDENTIFICATION CARDS

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the preparation, issuance, use, accountability, and disposition of identification (ID) cards provided to ADOC personnel.

### II. POLICY

It is the policy of the ADOC that all employees are issued standardized ID cards.

### III. DEFINITION(S) AND ACRONYM(S)

A. **Employee**: For the purposes of this regulation, employee will refer to the Commissioner, Deputy/Associate Commissioners, appointed positions, and all merited employees.

B. **IT**: Information Technology

### IV. RESPONSIBILITIES

A. The IT Division Director is responsible for monitoring the issuance, accountability, and destruction of ID cards that are returned to the IT Division, Central Office.

B. Wardens and Division Directors are responsible for:

1. Developing standard operating procedures (SOPs) as may be necessary for implementation of AR 201, Issue and Control of Employee Identification Cards.
  2. Ensuring issuance, accountability, and destruction of ID cards for their employees.
- C. All ADOC employees are responsible for complying with this AR.

V. **PROCEDURES**

A. Issuance of ID cards:

1. ID cards will be issued to those employees appointed to their positions and all merit system employees.
2. Each ID card will be authenticated by the ADOC Commissioner's signature.

B. Use of ID cards:

1. ID cards must be presented by ADOC employees when requested in the execution of ADOC duties or related business.
2. ID cards will identify ADOC employees executing and performing official duties pertaining to their respective departmental positions.

C. Accountability and Supply:

1. The IT Division Director will provide ID cards using an accountability system.
2. Each institution/division will print their Manning Roster each year during the months of January and July to account for all ID cards.

D. Retrieving ID cards:

1. The employee, upon termination of employment, must immediately return all ID cards to their Warden/Division Director.
2. The Warden/Division Director will forward the returned ID cards to the IT Division.
3. If the employee refuses to return their ID cards to their Warden/Division Director within five (5) business days of their termination of employment, then the Warden/Division Director