


Chapter:	<b>Administration</b>	Classification:	<b>Public Document</b>
Subject:	<b>Correctional Services Identification Card and Badge</b>		
For:	<b>Entire Division</b>	 Authorized by Executive Director	


**1. Policy**

- 1.1 All Correctional Services employees are issued with a photo identification card that clearly identifies them as an employee of the Department of Justice, and that bears the employee's name and photograph. Each card has a unique identification number.
- 1.2 Contract employees may be issued identification cards at the discretion of the appropriate director.
- 1.3 Designated employees of Correctional Services are issued with an official, numbered Correctional Services Division badge.
- 1.4 Correctional Services identification cards and badges are the property of Correctional Services and will be returned upon termination of employment.

**2. Employees Designated to be Issued Badges**


- 2.1 Badges are issued to full-time staff holding the following positions:
  - 2.1.1 Executive Director, Correctional Services
  - 2.1.2 Director, Correctional Services
  - 2.1.3 Chief Superintendent
  - 2.1.4 Inspector, Correctional Services
  - 2.1.5 Manager, Correctional Services
  - 2.1.6 superintendent
  - 2.1.7 deputy superintendent
  - 2.1.8 assistant deputy superintendent
  - 2.1.9 unit supervisor, captain and officer in charge
  - 2.1.10 senior probation officer
  - 2.1.11 probation officer
  - 2.1.12 security risk officer
  - 2.1.13 youth worker
  - 2.1.14 correctional officers upon completion of orientation and training

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### **3. Issuing of Identification Cards, Badges and Wallets**

- 3.1 Directors, the Manager, Correctional Services, superintendents and senior probation officers, as appropriate, will requisition the identification card and a Correctional Services badge for designated employees within 30 days of the employee's appointment.
- 3.2 Employees issued with a badge will also receive a wallet designed for the professional presentation of the badge. Issued identification cards will also be kept in this wallet.
- 3.3 Employees whose identification card or badge has been lost, stolen, damaged or destroyed will report same to the director, superintendent or senior probation officer, as appropriate, as soon as possible.
- 3.4 Employees with new job positions may request a new identification card.
- 3.5 Requisitions for new or replacement identification card or badge will be submitted by the director, superintendent or senior probation officer on behalf of the employee, to Head Office using the Requisition for Personnel Identification Card and/or Badge and Release of Electronic Photograph form ([see form 2.05.00-A](#)).
- 3.6 Upon receipt of the identification card and/or badge the employee will
  - 3.6.1 sign the Receipt for Personnel Identification Card and/or Badge form ([see form 2.05.00-B](#)) acknowledging:
    - 3.6.1.1 receipt of the identification card and/or badge
    - 3.6.1.2 notification that the identification card and badge remain the property of Correctional Services and will be returned upon termination of employment
    - 3.6.1.3 notification of this policy
  - 3.6.2 return the signed receipt to Head Office

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**4. Use of the Identification Card and Badge**

- 4.1 Employees are always required to carry their identification card with them while on official business, and where issued, carry or wear, in the case of uniformed staff, their badge.
- 4.2 Correctional Services employees will clearly identify themselves and their positions. Where identification is requested or indicated, employees will show their personnel identification card and, where issued, the Correctional Services badge.
- 4.3 Correctional Services employees will only use their personnel identification card and, where issued, the Correctional Services badge, in an ethical manner consistent with generally accepted professional practice for identifying themselves as an employee of Correctional Services, e.g., youth worker, correctional officer, probation officer, and will not use them for personal gain or privilege.

**5. Standard Operating Procedures**

- 5.1 Superintendents may establish such local standard operating procedures (SOP) as required to ensure local procedures are in place to complement or ensure compliance with this Policy and Procedures.