


Chapter: **Administration**

Classification: **Public Document**

Subject: **Correctional Services Badge and Government Identification Card**

For: **Correctional Services Division**

  
Authorized by the Executive Director

## Policy

- 1 All Correctional Services employees are issued with a government photo identification card (ID card) that clearly identifies them as an employee of the Government of Nova Scotia, and that bears the employee's name, photograph, and expiry date for the ID card.
- 2 Contract employees may be issued ID cards at the discretion of the appropriate Director.
- 3 Designated employees of Correctional Services are issued an official, numbered Correctional Services Division badge.
- 4 ID cards are the property of the Government of Nova Scotia. Badges are the property of Correctional Services. Both ID cards and badges will be returned upon termination of employment or at the direction of a Supervisor.

## Employees Designated to be Issued Badges


- 5 Badges are issued to full-time staff holding the following positions
  - (a) Executive Director, Correctional Services
  - (b) Director, Correctional Services
  - (c) Chief Superintendent
  - (d) Inspector, Correctional Services
  - (e) Manager, Correctional Services
  - (f) Superintendent
  - (g) Youth Custody Manager
  - (h) Deputy Superintendent
  - (i) Assistant Deputy Superintendent
  - (j) Day Manager
  - (k) Captain and Officer in Charge
  - (l) Senior Probation Officer
  - (m) Probation Officer

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- (n) Security Risk Officer
  - (o) Youth Worker
  - (p) Correctional Officers upon completion of orientation and training
- 6 Upon retirement, employees who have worked for Correctional Services for 25 years or more may have their badges embedded in Lucite by a vendor approved by Head Office. Request to embed a badge(s) in Lucite will be sent to the appropriate Director for approval. The associated costs will be billed back to the employees' operational unit cost centre.

### **Issuing of Identification Badges**


- 7 Directors, the Manager, Correctional Services, the Facility Senior Manager and Senior Probation Officers, as appropriate, will request a Correctional Services badge for designated employees within 30 days of the employee's appointment.
- 8 Employees issued a badge will also receive a wallet designed for the professional presentation of the badge. Government issued ID card can also be kept in this wallet when providing the badge for identification purposes.
- 9 Employees whose ID card or badge has been lost, stolen, damaged or destroyed will report the same to the Director, Facility Senior Manager or Senior Probation Officer, as appropriate, as soon as possible.
- 10 Requisitions for a new or replacement badge will be submitted by the Director, Facility Senior Manager or Senior Probation Officer on behalf of the employee, to Head Office using the Requisition Correctional Services Badge Form ([2.05.00-A](#)).
- 11 Upon receipt of the ID card and/or badge the employee will
- (a) sign the Receipt for Government Identification Card and/or Badge form ([2.05.00-B](#)) acknowledging:
    - i. receipt of the ID card and/or badge
    - ii. notification that the ID card remain the property of the Government of Nova Scotia, and the badge remain the property of Correctional Services and will be returned upon termination of employment

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- iii. notification of this policy
- (b) return the signed receipt to Head Office

### **Use of Identification Card and Badge**

- 12 While on official business
  - (a) employees are required to carry their ID card with them
  - (b) off site, uniformed employees will carry or wear their issued badge
- 13 Correctional Services employees will clearly identify themselves and their positions. Where identification is requested or indicated, employees will show their ID card and/or Correctional Services badge.
- 14 Correctional Services employees will only use their Correctional Services badge, in a manner consistent with generally accepted professional practice for identifying themselves as an employee of Correctional Services, and will
  - (a) not use them for personal gain or privilege
  - (b) carry them only while travelling to and from work and while on official business
- 15 In accordance with Policy and Procedures Subject No. 2.06.03 – [Staff Uniform and Non-Uniform Guidelines](#), staff will return all issued items, including badges and identification cards when they cease to be employed by Correctional Services.
  - (a) Correctional Services employees transitioning to a permanent position that is not issued a badge will return their badge upon commencement in the position.

### **Standard Operating Procedures**

- 16 The Facility Senior Manager 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.