

# **ADMINISTRATIVE PROCEDURE #4 EMPLOYEE PHOTO IDENTIFICATION CARDS**

May 17, 2000 - PT. 2000.08

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## **Section 4.1      General Instructions**

All staff of the Department of Children and Family Services are to be issued a Photo Identification Card. While it is not required that this photo ID card be displayed, it must be readily available and be presented upon request within a reasonable period of time.

A photo ID card shall be issued to all employees within one month of the initial employment date and shall be retained by employees until they end their employment with the Department or are requested to surrender their photo ID under the provisions outlined in [Section 4.3](#) of this Procedure.

The photo ID card will carry the following information:

- Photograph of the employee
- ID Number (Social Security Number)
- Name
- Unit
- Region/Field
- Eye Color
- Height
- Sex
- Signature of Employee
- Issue Date

Each administrative unit's Personnel Liaison will be responsible for securing the necessary information for completion of the ID card, as well as scheduling the time to have the employee's photo taken. The Personal Liaison or Regional Business Manager, as appropriate, shall be responsible for procurement of all necessary photo ID supplies.

## **Section 4.2      Use of Photo ID Cards**

DCFS employees in Child Protection, Operations and Licensing shall have a photo ID card in their possession while performing official duties away from the work location. Department employees shall, under no circumstances, use their photo ID card for any purpose other than in the performance of official duties as assigned or prescribed by the Department and/or applicable State laws. When an employee is alleged to have used the photo ID card inappropriately (deceptive purposes, personal gain,

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misrepresentation of duties, etc.), an investigation of such allegation shall be referred to the Department's Office of the Inspector General.

### Section 4.3 Replacement/Surrender of Photo ID Cards

a) New photo ID cards shall be issued for the following circumstances:

1) Lost or damaged cards

When an employee loses a photo ID card or it is damaged to the point that it requires replacement, the employee may request a replacement through his/her immediate supervisor who will then inform the Personnel Liaison in order to schedule a time to have the card replaced.

2) Change of job assignment

When an employee accepts another position in the Department that meets any of the following criteria, the photo ID card will be replaced:

- transfer to a different region;
- a change from a direct service unit to a non-direct service unit or vice-versa;
- a transfer to or from a Central Office division to or from a region.

3) Change of name

When an employee's legal name is changed, a new photo ID card shall be issued to the employee. It is the employee's responsibility to notify the appropriate Personnel Liaison of the name change.

4) Employee's request

When an employee would like to have his/her photo ID card replaced due to a change in physical appearance, the employee may request such a review for replacement through his/her immediate supervisor or the appropriate Personnel Liaison who will then verify that a replacement photo ID is needed.

b) The employee photo ID shall be surrendered under the following circumstances:

1) Administrative Leave of Absence

When an employee is placed on an Administrative Leave of Absence, the employee's supervisor shall retain the photo ID card.

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Upon return from leave, the card shall be returned to the employee.

### 2) Suspension Pending Decision on Discharge, Discharge or Termination of Employment

When an employee is placed on Suspension Pending Decision on Discharge, Discharged or terminates employment with DCFS, the photo ID card shall be surrendered to the appropriate Personnel Liaison. Each administrative unit's Personnel Liaison shall then forward the photo ID card to the Office of Employee Services where it will be placed in the employee's personnel file. When an employee has not surrendered the photo ID card by the time of receipt of his/her last paycheck, the paycheck shall be retained until the photo ID card is surrendered.

### **Section 4.4 Retention of Photo ID information/Maintenance of Records**

After all information on the photo ID form (IL-41 8-0187) has been typed, the top portion will be used for the photo ID card. The lower portion shall be retained by the appropriate regional/divisional Personnel Liaison. Office of Employee Services staff shall ensure that such information is retained for all Central Office staff.

When an employee resigns or is terminated by the Department, the ID card form for that employee shall be retained in the employee's file.

If a second or subsequent card is issued to the employee, the new form should be filed by the Personnel liaison.

### **Section 4.5 Locations**

Photo ID's will be taken at the following locations:

#### Central Office

Office of Employee Services  
#4 West Old State Capitol Plaza  
Springfield, IL 62701  
217-557-1749

#### Cook County

Office of Employee Services  
100 West Randolph, 4<sup>th</sup> Floor  
Chicago, IL 60601  
312-814-1222

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### Northern Region

Personnel Liaison  
8 East Galena Blvd.  
Aurora, IL 60506  
630-801-3400

### Central Region

Personnel Liaison  
5415 North University Avenue  
Peoria, IL 61614  
309-693-5418

### Southern Region

Personnel Liaison  
10 Collinsville Avenue  
East St. Louis, IL 62201  
618-583-2135