



# Rhode Island DOA Employee Identification Badge Policy

By my signature, I certify that the information submitted is true, complete and accurate and is provided in good faith and I agree to comply with the following:

## VIOLATION MAY RESULT IN IMMEDIATE REVOCATION OF ACCESS PRIVILEGES

- ID Badge shall be returned upon request or upon termination or separation of service.
- State of Rhode Island reserves the right to revoke the authorization for an ID Badge where such action is determined to be in the best interest of security and the immediate surrender of any ID Badge upon notification of such revocation is required.
- The use of an ID Badge by an individual other than the ID Badge holder is strictly prohibited.
- Any Employee using his or her badge to allow entry to another individual is strictly prohibited and may result in having their access suspended.
- A replacement ID Badge may only be issued if the individual to whom the ID Badge was issued declares in writing that the ID Badge has been lost, stolen, damaged or destroyed and upon payment of any applicable fees.
- Each loss of an ID Badge should be reported to the Office of the Rhode Island Capitol Police.
- Photo ID Badges must be worn when entering the building during work hours and worn at all times during working hours. NO EXCEPTIONS.
- If an employee forgets his/her badge the employee must obtain a "Visitor Badge" which will be issued at the front desk of the respective facility.
- All employees must sign in and out of the Rhode Island Capitol Police reception desk when entering and exiting the building outside of normal business hours.
- Employee ID Badges may allow access to other state facilities. If this is the case, this application and associated policies will prevail at the point of issuance.
- Employees should report within 7 days any updates or changes in vehicle or contact information to DCAMM Security/Facilities Management personnel responsible for issuing ID Badges.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Custody of this document will remain with the DOA Human Resources Department

**To report a lost ID Badge, please call the Rhode Island Capitol Police at 401-222-6905 or 401-222-3077, or DCAMM at 401-222-6200. *Notification must be made immediately as soon as loss is discovered.***