

2.10 IDENTIFICATION BADGE

APPLICATION:

All Virginia Department of Social Services (VDSS) classified, wage (P-14), or contract employees, volunteers, or other personnel with an ongoing need to enter a VDSS building.

PURPOSE:

To provide guidelines for obtaining identification badge allowing entry into a VDSS building.

AUTHORITY, INTERPRETATION, AND REVISION:

The Director of the VDSS' Division of Human Resource Management (DHRM) or designee is responsible for the agency's interpretation of this SOP and for its revision or rescission.

2.10.1 Identification badge application requirement

All VDSS classified, wage (P-14) or contract employees, volunteers, or other personnel must apply for a VDSS Identification Badge. The Identification Badge Application Processor in the VDSS/DHRM or designee shall be responsible for providing an application to each person and shall ensure that the application is processed in a timely manner. Authorization for an identification badge will be provided to the applicant, who then must take it to the Department of Motor Vehicles, where a photo-identification badge will be made.

2.10.2 Identification badge presentation requirement

2.10.2.1 Entry into the Home Office by Any VDSS Classified, Wage (P-14) or Contract Employee, Volunteer, or Other Personnel Assigned To the Home Office

- Display of an identification badge upon entry into the VDSS Home Office at 7 N. Main St., Richmond, Virginia, shall be required of VDSS classified, wage (P-14) or contract employees, volunteers, or other personnel with an ***ongoing need*** to access the premises. At times within the building, staff, volunteers, and other personnel may be requested to present their identification badge.
- Anyone who is unable to present their identification badge upon entry into the Home Office must obtain a temporary identification badge from security staff in the building's lobby. Additionally, the employee must sign in and out each time the building is entered and exited. The sign-in/out sheets may be monitored to identify those who do not regularly adhere to presenting the permanent badge and/or who fail to follow instructions for using a temporary badge.
- Anyone who loses their identification badge shall apply for a replacement within five workdays of the loss of the badge.

2.10.2.2 *Entry into the Home Office by Any VDSS Classified, Wage (P-14) or Contract Employee, Volunteer, or Other Personnel Not Assigned to the Home Office*

- VDSS classified, wage (P-14) or contract employee, volunteer, or other personnel *not assigned* to the Home Office must either present a VDSS identification badge or obtain a temporary identification badge from security staff in the building's lobby. Additionally, they must sign in and out each time the building is entered and exited.

2.10.2.3 *Entry into All Non-Home Office VDSS Offices by Any VDSS Classified, Wage (P-14) or Contract Employee, Volunteer, or Other Personnel*

- VDSS classified, wage (P-14) or contract employee, volunteer, or other personnel must either present a VDSS identification badge for entry and exit into a non-Home Office VDSS building or follow the access procedures of the specific VDSS work site.

