	<b>DEPARTMENT OF PUBLIC SAFETY</b>	<b>EFFECTIVE DATE:</b> <b>JUN 17 2008</b>	<b>POLICY NO.:</b> <b>ADM.08.03</b>
	<b>DEPARTMENT ADMINISTRATION  POLICY AND PROCEDURES</b>	<b>SUPERSEDES (Policy No. &amp; Date):</b> <b>ADM.08.03 of 7/2/93</b>	
	<b>SUBJECT:</b> <b>DEPARTMENT IDENTIFICATION BADGES</b>		<b>Page 1 of 9</b>

## 1.0 PURPOSE

To establish procedure for the authorization, issuance, display, and control of identification (ID) badges and cards for Department of Public Safety (PSD) employees.

To establish security standards for PSD.

## 2.0 REFERENCES AND DEFINITIONS

### .1 REFERENCES

- a. Hawaii Revised Statutes (HRS), §26, Executive and Administrative Departments.
- b. HRS, §353, Department of Public Safety.
- c. 5 U.S.C. Section 552 A, Public Law 93-579, Privacy Act of 1974, (includes Criminal History Information).

### .2 DEFINITIONS

- a. Authorizing Officer - The Director, Deputy Directors, Division Administrators, and Branch Administrators, and in their absence, their designated alternates.
- b. Employee - Any person employed by the Department whether permanent, temporary, or contract.
- c. ID Officer - Person assigned, in addition to his/her regular duties, by an administrator or staff officer to process ID badge requests and to maintain accountability of all unissued forms, badges issued, returned, lost, or destroyed within his/her organization.
- d. Security - The act of controlling the movement of unauthorized personnel in the Department and in its facilities by establishing procedures for controlling access or movement within certain areas or limiting access to confidential and/or personal privacy type of information.

	<b>SUBJECT:</b>	<b>POLICY NO.:</b> <b>ADM.08.03</b>
<b>PSD</b>		<b>EFFECTIVE DATE:</b> <b>JUN 17 2008</b>
<b>P &amp; PM</b>	<b>DEPARTMENT IDENTIFICATION BADGES</b>	<b>Page 2 of 9</b>

- e. Safeguarding - The act of protecting the unissued ID badge forms and issued ID badges from theft, illegal duplication, loss, damage or destruction. Safeguarding also pertains to the protection of confidential information from unauthorized disclosure, inspection, mishandling, loss, or theft.
- f. Confidential Information - All applications and records concerning an individual (employee or inmate) within the Department shall be treated as confidential information or privacy information.
- g. Full Access (Green Background) - Authorized to enter all controlled areas and granted access to confidential information except for medical information which shall be on a "need-to-know" basis.
- h. Need-to-Know - Authorized access to control areas and confidential information only when employee's official duties and responsibilities require such access. Employees in this category are normally restricted access to certain areas and information unless required in the performance of their assigned duties and responsibilities. Prior to granting access, an employee in this category must be considered capable of safeguarding confidential information.

NOTE: Should there be any questions concerning the granting of access to controlled areas or to confidential information, please contact the Department's Security Officer.

### **3.0 POLICY**

To ensure the integrity of Department facilities and offices and that only authorized persons are allowed access, the following standards shall apply:

- .1 Only authorizing officers shall have the authority to approve or disapprove the issuance of photographic I.D. badges and cards and have the authority to authorize access to restricted areas within the Department.
- .2 All employees shall be issued standardized photographic ID badges and cards shall be worn as required by procedures established within this policy.
- .3 All official visitors, visiting the Department or its facilities for business purposes shall be issued a Visitor Badge and shall be escorted when necessary.

	<b>SUBJECT:</b>	<b>POLICY NO.:</b> <b>ADM.08.03</b>
<b>PSD</b>		<b>EFFECTIVE DATE:</b> JUN 17 2008
<b>P &amp; PM</b>	<b>DEPARTMENT IDENTIFICATION BADGES</b>	<b>Page 3 of 9</b>

- .4 Authorized persons assigned temporarily to perform official duties or on a contract to provide services for a limited period of time within the Department or its facilities shall be issued a Temporary Badge.

#### **4.0 PROVISIONS**

- .1 ID badges shall comply with the format prescribed in Appendix A. When completing an I.D. form, follow guidelines in Appendix B.
- .2 ID badge forms shall be requested by memorandum from the Department's Security Office via normal channels by each ID Issuing Office.
- .3 Authorizing Officers shall not pre-sign ID forms in advance of issue date. They are the only persons in the Department who can authorize the issuance of an ID badge and card. They shall also have the authority to revoke a person's ID badge and card for proper cause.
- .4 Branch Administrators with equipment capability for printing, photographing and laminating ID badges and cards shall designate (in writing) an ID officer for the Branch. The ID Officer shall be accountable to the Chief of Security of the issuing facility. He shall maintain a log for each ID form allocated by the Department's Security Officer and for each badge processed and issued. The log shall contain information as to the accountability number of each form, color or access, date of issuance, name of employee, and position title, facility or organization, expiration date, date badge/card returned, destroyed, or lost, signature of person disposing of badge/card, and signature of Chief of Security witnessing the disposal of badge(s)/card(s).

#### **5.0 RESTRICTIONS**

A photographic ID badge and card represent identification only and do not represent authority to breach or bypass security requirements, permit unlimited access to restricted or controlled areas, or to circumvent restrictions relating to confidential information or records without approval by an authorizing officer. Any violation of these provisions shall result in disciplinary action.

- .1 Any employee on duty shall have the authority to stop and to inquire into the business of any person on Department premises who is not displaying an authorized ID badge/card.
- .2 No employee shall alter, deface or destroy an issued ID badge or card.

	<b>SUBJECT:</b>	<b>POLICY NO.:</b> <b>ADM.08.03</b>
<b>PSD</b>		<b>EFFECTIVE DATE:</b> <b>JUN 17 2008</b>
<b>P &amp; PM</b>	<b>DEPARTMENT IDENTIFICATION BADGES</b>	<b>Page 4 of 9</b>

- .3 No employee shall loan or give his/her ID badge or card to another person nor shall they use the ID badge or card of another employee.
- .4 ID badges/cards shall only be worn or used for official purposes.

## 6.0 PROCEDURES

The following procedures shall govern the issuance and use of photographic ID badges and cards.

### .1 New Employees

- a. Designated branch personnel shall fill out an ID form. Refer to Appendix C, Form PSD 0044, I.D. Badge - Employee Information.
- b. The information on Form PSD 0044 shall be transferred to the I.D. Badge. Form PSD 0042 (reference Exhibit I) shall be the I.D. badge used by all employees other than narcotics enforcement investigators and law enforcement offices. Narcotics investigators and law enforcement officers shall use form PSD 8222 (reference Exhibits IV through VI). Completed forms shall be forwarded to an authorizing officer for signature. Blank forms shall never be signed by an authorizing officer.
- c. The employee shall be directed to the ID Officer for photographing and processing of the badge and card after being authorized to be issued an ID badge and card.
- d. If the Branch/Facility concerned has no photographic and processing capability, the administrator concerned shall make arrangements for his/her employees to be processed by the nearest or most convenient Branch/Facility having such capability.
- e. The expiration date of the ID badge and card shall at no time exceed four (4) years from the date when a badge was initially or previously issued.

### .2 Present Employees

- a. Present employees having ID photographic badges, which do not relate to employee's current identifying characteristics or personal data or conform to required standards, shall be issued a new ID badge and card.

	<b>SUBJECT:</b>	<b>POLICY NO.:</b> <b>ADM.08.03</b>
<b>PSD</b>		<b>EFFECTIVE DATE:</b> <b>JUN 17 2008</b>
<b>P &amp; PM</b>	<b>DEPARTMENT IDENTIFICATION BADGES</b>	<b>Page 5 of 9</b>

- b. Administrators shall establish an appropriate schedule for their personnel who require the issuance of new IDs. Such schedule shall be in consideration of the number of employees involved, the time element needed, the availability of materials to make new IDs, and the availability of the ID Officer of the branch to do the processing.
- c. Procedure for processing shall be the same as for new employees (Section 6.1, a to e above, inclusive).

**.3 Volunteers**

- a. The white "Volunteer Temporary" badge shall be issued to all approved volunteer employees of PSD who have not attained tenure or to those who are not employees of PSD. (See Exhibit III)
- b. The expiration date for the white "Volunteer Temporary" badge shall not exceed one year from date of issue.
- c. Volunteer employees shall be processed in the same manner as other Departmental employees. (See Section 6.5)
- d. The need for an ID badge shall be approved by the Administrator or Designee at the location where the employee will do volunteer work. The administrator shall sign as the "Authorizing Officer".

**.4 Contract or Temporary Employees**

- a. Contract or temporary employees shall be processed in the same manner as other employees.
- b. The need for a PSD ID badge shall be authorized by the Administrator under whom they are contracted.
- c. The expiration date of their photo ID shall be the date of the expiration of their contract or employment.

**.5 Other Departmental Employees (Agencies attached for administrative purposes, and those providing ongoing services, such as DOE and DOH.)**

	<b>SUBJECT:</b>	<b>POLICY NO.:</b> <b>ADM.08.03</b>
<b>PSD</b>		<b>EFFECTIVE DATE:</b> <b>JUN 17 2008</b>
<b>P &amp; PM</b>	<b>DEPARTMENT IDENTIFICATION BADGES</b>	<b>Page 6 of 9</b>

- a. Requests from other departmental agencies for PSD photographic ID badges and cards for their employees shall be processed only after a verification for such need is indicated to the Director by the Branch Administrator to which the employee is to be granted access or assigned to provide service.
- b. The Branch Administrator where the employee is to be granted access shall sign as the "Authorizing Officer."
- c. Members and employees of the Hawaii Paroling Authority and Criminal Injuries Compensation Commission will be included within the category.

**.6 Other State Agencies or Employees from Private Agencies**

- a. PSD photographic ID badges shall not be issued to employees of other governmental agencies or private agencies even though they may be frequent visitors to our facilities unless written authorization is obtained from the Director.
- b. Such persons shall be treated as "Visitors". Each visit shall be properly logged in and out according to established procedures.
- c. A "Visitor" ID badge, laminated with clip holder, shall be issued to such visitors. Refer to Form PSD 0043 (Exhibit II).

**.7 Wearing of Badge**

- a. PSD photographic ID badges shall be worn so as to be clearly visible within Department facilities, offices, or work areas. It shall be worn whether on or off duty if access to Department facilities, offices or work areas are to be permitted.
- b. Employees shall present their photographic ID badge for inspection when so requested or ordered by supervisory personnel or security personnel on duty.

**.8 Reissuance of Photo ID Badge and Card**

- a. A new PSD photographic ID badge and card shall be issued whenever an employee has a change in position, facility, physical appearance, section or office, or a change in name.

	<b>SUBJECT:</b>	<b>POLICY NO.:</b> <b>ADM.08.03</b>
<b>PSD</b>		<b>EFFECTIVE DATE:</b> JUN 17 2008
<b>P &amp; PM</b>	<b>DEPARTMENT IDENTIFICATION BADGES</b>	<b>Page 7 of 9</b>

- b. A new ID shall be authorized for issue following a verified report of the loss or theft of an original ID badge or card.
- c. The loss or theft of an ID badge or card shall be reported immediately to superiors. A written report citing the circumstances of such loss or theft shall be submitted by the employee with a copy directed to the Department's Security Officer via proper channels. An employee who is found negligent or careless by an authorizing officer shall pay for this cost of reissue.

**.9 Surrender of ID Badge and Card**

An employee shall surrender their photographic ID badge and card under the following conditions:

- a. Upon being suspended from duty.
- b. Upon termination of employment with the Department or its facilities.
- c. Upon issuance of a new badge and card.
- d. Whenever directed for proper cause by an authorizing officer.

**.10 Control of ID Badges and Cards**

All PSD I.D. form Blanks (PSD 0042) shall be numbered off the press top right hand corner for form accountability. These forms shall be kept and locked in the Department Security Office. Only upon request by the Branch Administrator or designate through channels shall new I.D. badges or cards be issued. When I.D. badges or cards are issued to an Authorizing Officer they shall be kept locked at all times (Authorizing Officer shall sign and account for all new I.D.'s). Inmates shall be prohibited from printing I.D. blanks. Only I.D. numbers issued by the Department Security Officer shall be valid.

A color and I.D. badge and card accountability log, Form PSD 0045 (reference Appendix D), shall be kept by each Department facility on all personnel. A copy of this form shall be forwarded to the Department Security Office.

	<b>SUBJECT:</b>	<b>POLICY NO.:</b> <b>ADM.08.03</b>
<b>PSD</b>		<b>EFFECTIVE DATE:</b> <b>JUN 17 2008</b>
<b>P &amp; PM</b>	<b>DEPARTMENT IDENTIFICATION BADGES</b>	<b>Page 8 of 9</b>

- a. The Department's Security Office shall:
  1. Issue numbered ID forms to all branches and departmental offices.
  2. Notify all Department's Security Personnel and Internal Affairs Office of lost badges, cards or numbered forms.
  
- b. The ID Officers of Issuing Facilities shall:
  1. Account for all numbered forms.
  2. Have all personnel sign for ID badges and cards.
  3. Report all missing badges, cards, or forms to the Department's Security Officer by phone, followed by a written report via the chain of command.
  4. Forward a quarterly report to the Department's Security Officer concerning the following:
    - (a) Numbered ID forms Received\_\_\_\_ On Hand\_\_\_\_
    - (b) Numbered Visitor forms Received\_\_\_\_ On Hand\_\_\_\_
    - (c) Numbered Temporary forms Received\_\_\_\_ On Hand\_\_\_\_
    - (d) ID Badges issued:\_\_\_\_\_
    - (e) ID Badges lost:\_\_\_\_\_; damaged\_\_\_\_\_
    - (f) ID Badges (Suspension/terminated/expired) returned:\_\_\_\_\_
    - (g) ID Badges (those expired, returned, etc.) destroyed:\_\_\_\_\_
    - (h) Visitor Badges lost\_\_\_\_\_; damaged\_\_\_\_\_
    - (i) Temporary badges issued\_\_\_\_\_; expired\_\_\_\_\_ and destroyed\_\_\_\_\_
  5. Maintain a list of all damaged and employee surrendered I.D. badges and cards destroyed. This list will be signed by the Facility Chief of Security, and witnessed by the designated ID Officer. This list will contain the badge and card number and the name of the employee.



	<b>SUBJECT:</b>	<b>POLICY NO.:</b> <b>ADM.08.03</b>
<b>PSD</b>		<b>EFFECTIVE DATE:</b>
<b>P &amp; PM</b>	<b>DEPARTMENT IDENTIFICATION BADGES</b>	<b>Page 9 of 9</b>

.11 Credentials for Law Enforcement Personnel

In addition to Department ID badges, Law Enforcement personnel may carry a credential card as authorized by the Deputy Director for Law Enforcement. The personal data this card shall contain is outlined in Appendix E. Exhibit VII displays the standard form that shall be used.


**7.0 SCOPE**

This policy shall apply to all facilities, offices, and employees of the Department.

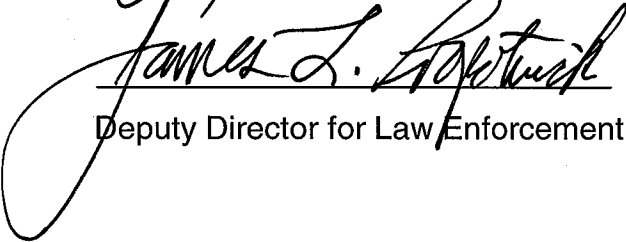
**APPROVAL RECOMMENDED:**

  
 Deputy Director for Administration

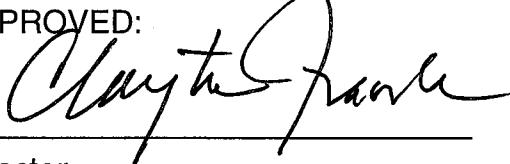
6/6/08  
 Date

  
 Deputy Director for Corrections

6/13/08  
 Date

  
 Deputy Director for Law Enforcement

6-16-08  
 Date

**APPROVED:**  
  
 Director

6/17/08  
 Date

**APPENDIX A**

**PHOTOGRAPHIC ID BADGES AND CARDS FOR OFFICIAL USE  
(STANDARD FORMAT)**

1. A standard form for photographic ID badges and cards shall be used throughout the Department.
2. Any new or revised departmental form to be used as a photographic ID badge or card shall be submitted for approval in accordance with the Department's Forms Management Program.
3. Criteria for photographic ID badge and card design:
  - a. Photo Badge and card - Picture portion of badge shall facilitate easy and rapid comparison with person wearing badge.
  - b. Badges and cards shall contain identifying information as follows:
    - 1) State of Hawaii
    - 2) Department, Division/Branch, Section/Unit
    - 3) Position Title
    - 4) Social Security Number
    - 5) Expiration Date
    - 6) Employee's Signature
    - 7) Authorizing Officer's Signature
    - 8) Color of picture's background shall indicate special authorization for or access to confidential information and controlled security areas within the Department and its facilities:

To be approved by Director of Public Safety only.

- a) Green - Background - full access within the Department of Public Safety and all of its divisions except medical information shall be on need-to-know basis.

- b) Blue - Background - all Law Enforcement Divisions.
  - c) Cream - Background - all Corrections Divisions.
  - d) Yellow - Background - all Administration Divisions.
- 
- c. See Exhibit I - Sample ID Badge PSD.
  - d. See Exhibit II - Sample Visitor Badge PSD.
  - e. See Exhibit III - Sample Volunteer Temporary Badge PSD.
  - f. See Exhibit IV - Narcotics Enforcement Division ID.
  - g. See Exhibit V - Deputy Sheriff ID.
  - h. See Exhibit VI - Protective Services ID.
  - i. See Exhibit VII - Law Enforcement Credentials.

**APPENDIX B**

**PHOTOGRAPHIC ID BADGES FOR OFFICIAL USE**

Each item of the photographic ID badge shall be filled in as noted below:

1. Front - Side

- |                       |  |
|-----------------------|--|
| Name                  | Employee's name typed in as appearing in official personnel files. (no nicknames, etc.)  |
| Employee's Signature  | Employee's signature as the name appears in official personnel files.  |
| Position              | The actual position of the employee and type of appointment.<br><br>ACO III, ACO VI, Corrections Supervisor I, Auto Mechanic I, Social Worker, etc.; Permanent, Limited Term, Emergency Hire.<br><br>In the case of the ACO grades, the reference to military rank shall be utilized. Examples: Sgt., Lt., Capt. |
| SSN                   | Social Security Number of employee.  |
| Expires               | The expiration date of the ID badge.<br><br>Date temporary employment ends.<br>Date contract ends.<br>For regular employees, four years from issuance.   |
| Authorizing Signature | Signature of the Director<br>Branch Administrator. In his/her absence, the designees to whom the employee is attached.   |

2. Reverse - Side

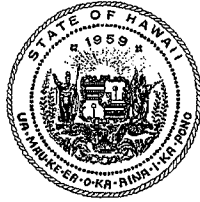
1. Division/Departmental Staff Office/Branch  
  
Community Correctional Centers Division (CCCD), or  
Institutional Support Services (ISS), or

Administrative Services Office (ASO)

The applicable Branch or Staff

Hawaii Community Correctional Center (HCCC)

Planning Staff (PLNG)



**DEPARTMENT OF PUBLIC SAFETY  
PERSONNEL MANAGEMENT OFFICE**

**STAFF IDENTIFICATION DATA**

**PERSONAL DATA**

EMPLOYEE NAME (Last, First, MI):		
SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	HEIGHT: FT.            IN.	WEIGHT: LBS.
HAIR COLOR:	EYE COLOR:	

**EMPLOYMENT DATA**

DIVISION:	FACILITY: /	BRANCH:
SECTION:	UNIT (If applicable):	
POSITION TITLE:		
DATE OF HIRE (in current position): / /	TYPE OF APPOINTMENT:	

**APPROVING AUTHORITY SIGNATURE**

FACILITY WARDEN/BRANCH ADMINISTRATOR:
---------------------------------------

**FOR PERSONNEL MANAGEMENT OFFICE USE ONLY**

ID NUMBER:	ISSUE DATE (today's date): / /	EXPIRATION DATE (Month/Day of Birth): / /
POSITION NUMBER:	BADGE NUMBER (Law Enforcement ONLY):	
<input type="checkbox"/> REVIEWED	<input type="checkbox"/> PRINTED	
<input type="checkbox"/> COMPLETED	INITIALS:	



**Photographic Credential Cards for Official Use (Law Enforcement)**

Each item of the credential card shall be filled in as noted below:

1. Front - side

Name

Employee's name typed in as appearing in official personnel files (no nicknames, etc)..

Employee's  
Signature

Employee's signature as the name appears in official personnel files.

Position

The actual position of the employee and type of appointment.

Expires

The expiration date.

Date temporary employment ends.

Date contract ends.

For regular employees, four years from issuance.

Authorizing  
Signature

Signature of the Director

2. Reverse - side

1. Employee name

2. Name of Organization

3.

HEIGHT	WEIGHT
COLOR EYES	COLOR HAIR



4. Badge number
5. Issuing Authority signature
6. Vertical left side:

**Bold type: Warning**  
**Unauthorized use of this card is prohibited**

7. Cards will be numbered as follows:

101 - 199 Administration

200 - 399 Special Services

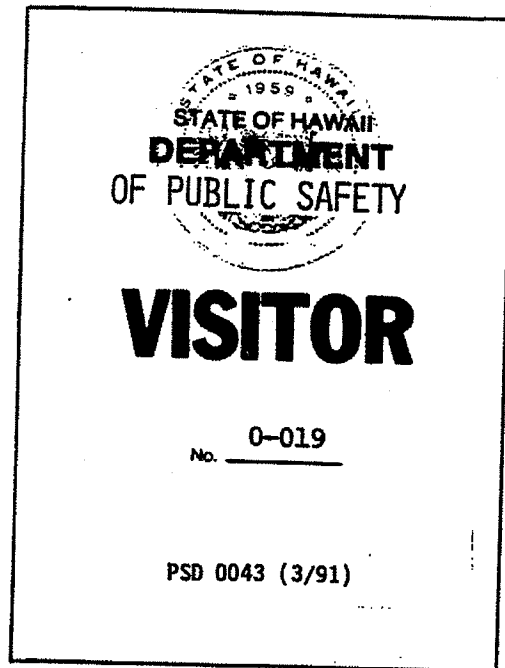
400 - 599 Protective Services

600 - 699 Narcotics Enforcement

700 - 899 (Marine and Harbor Patrols)



EXHIBIT II - VISITOR BADGE



**EXHIBIT III - VOLUNTEER BADGE**

**FRONT**

STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY 0000

NAME \_\_\_\_\_  
STATE OF HAWAII  
POSITION \_\_\_\_\_  
SECURITY \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

PSD 8222 (9/90) EXP. DATE \_\_\_\_\_

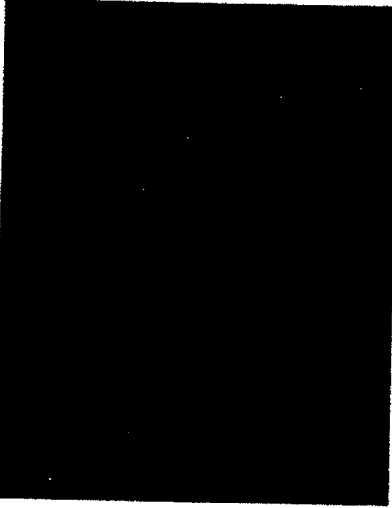
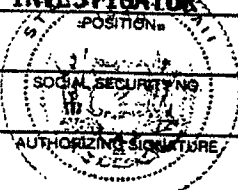
**SAMPLE**

**REVERSE**

- (1) DIV/BRANCH \_\_\_\_\_
- (2) SECTION/UNIT \_\_\_\_\_
- (3) SIGNATURE \_\_\_\_\_
- (4) EYES \_\_\_\_\_ (5) HAIR \_\_\_\_\_
- (6) HGT \_\_\_\_\_ (7) WGT \_\_\_\_\_
- (8) EXP DATE \_\_\_\_\_
- (9) NO. \_\_\_\_\_ (10) INITIAL \_\_\_\_\_

**EXHIBIT IV -NARCOTICS ENFORCEMENT DIVISION I.D.**

**FRONT**

	STATE OF HAWAII	
	DEPARTMENT	
	OF	0000
	PUBLIC SAFETY	
	NAME _____	
	INVESTIGATOR	
POSITION _____		
		
AUTHORIZING SIGNATURE _____		
PSD 8222 (9/90)	EXP DATE _____	
<b>SAMPLE</b>		

**REVERSE**

DIV/BRANCH \_\_\_\_\_

SECTION/UNIT \_\_\_\_\_

SIGNATURE \_\_\_\_\_

EYES \_\_\_\_\_ HAIR \_\_\_\_\_

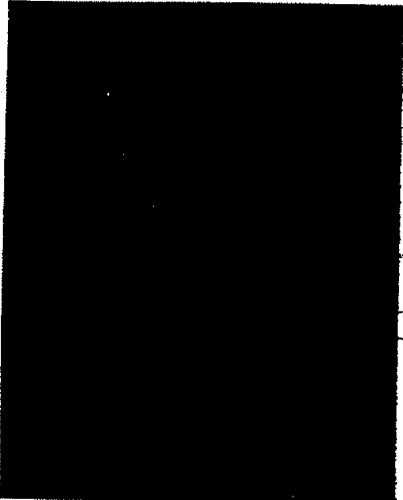
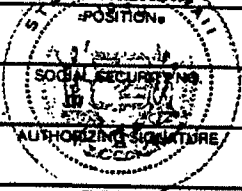
HGT \_\_\_\_\_ WGT \_\_\_\_\_

EXP DATE \_\_\_\_\_

NO. \_\_\_\_\_ INITIAL \_\_\_\_\_

EXHIBIT V - DEPUTY SHERIFF I.D.

FRONT

	STATE OF HAWAII DEPARTMENT OF PUBLIC SAFETY	0000
	NAME _____	
	DEPUTY SHERIFF POSITION	
		
	AUTHORIZING SIGNATURE _____	
	PSD 8222 (9/90)	EXP DATE _____
<b>SAMPLE</b>		

REVERSE

DIV/BRANCH \_\_\_\_\_  
SECTION/UNIT \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
EYES \_\_\_\_\_ HAIR \_\_\_\_\_  
HGT \_\_\_\_\_ WGT \_\_\_\_\_  
EXP DATE \_\_\_\_\_  
NO. \_\_\_\_\_ INITIAL \_\_\_\_\_

EXHIBIT VI - PROTECTIVE SERVICES I.D.

FRONT

STATE OF HAWAII  
DEPARTMENT  
OF PUBLIC SAFETY 0000

NAME \_\_\_\_\_  
LAW ENFORCEMENT OFFICER  
POSITION \_\_\_\_\_  
SOCIAL SECURITY NO. \_\_\_\_\_  
AUTHORIZING SIGNATURE \_\_\_\_\_  
PSD 8222 (9/80) EXP. DATE \_\_\_\_\_

**SAMPLE**

REVERSE

DIV/BRANCH \_\_\_\_\_  
SECTION/UNIT \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
EYES \_\_\_\_\_ HAIR \_\_\_\_\_  
HGT \_\_\_\_\_ WGT \_\_\_\_\_  
EXP DATE \_\_\_\_\_  
NO. \_\_\_\_\_ INITIAL \_\_\_\_\_

**EXHIBIT VII LAW ENFORCEMENT CREDENTIALS**

**FRONT**

SIGNATURE	<b>DEPARTMENT OF PUBLIC SAFETY STATE OF HAWAII</b>
	This is to certify that
	_____
	whose signature and photograph appear hereon is a duly appointed
	<b>DEPUTY SHERIFF —SAMPLE TITLE</b>
	with all the powers and authority of that office.
	In witness whereof, I have hereunto set my hand this
	_____ day of _____, 19_____
	_____
	Excises: <span style="float: right;">DIRECTOR</span>

**REVERSE**

<b>WARNING UNAUTHORIZED USE OF THIS CARD IS PROHIBITED</b>	_____				
	<b>EMPLOYEE NAME</b>				
	_____				
	<b>NAME OF ORGANIZATION</b>				
	_____				
	_____				
	_____				
	<table border="1"><tr><td style="text-align: center;">HEIGHT</td><td style="text-align: center;">WEIGHT</td></tr><tr><td style="text-align: center;">EYES</td><td style="text-align: center;">HAIR</td></tr></table>	HEIGHT	WEIGHT	EYES	HAIR
HEIGHT	WEIGHT				
EYES	HAIR				
	BADGE NO. _____				
	_____				
	<b>ISSUING AUTHORITY SIGNATURE</b>				