

## **EMPLOYEE IDENTIFICATION CARD POLICY AND PROCEDURES**

**1530**

(No.28 January 2014)

Individuals employed by the California Department of Forestry and Fire Protection (CAL FIRE) will receive an Employee Identification (ID) card issued by CAL FIRE. The Employee ID card will be used to provide proof of employment while on official State business and when purchasing uniforms, as applicable.

### **REFERENCE(S)**

**1530.1**

(No.28 January 2014)

[Penal Code Section 538e](#)  
[Government Code, Section 19572](#)

### **POLICY**

**1530.2**

(No.28 January 2014)

An Employee ID card will be issued by the Department to CAL FIRE employees upon appointment. No other Employee ID cards (i.e. local government) will be issued with the following exceptions:

- Employee ID cards issued by building management as required for entry into the assigned workplace.
- Employee ID cards issued for law enforcement personnel.

Employees shall, while on duty and/or while on the grounds of a Department facility, carry their Employee ID card on their person and produce it upon request. Employees actively engaged in an incident shall follow appropriate incident procedures on what identification should be carried on their person. The Employee ID card is for official identification purposes and shall not be used as a means of personal identification unrelated to the employee's official capacity. The Employee ID card shall not be used to gain or attempt to gain any personal advantage, influence, benefit, or favor from either the public, businesses, or law enforcement.

Any unauthorized use of the Employee ID card may constitute a violation of [Government Code, Section 19572](#). Willful violation of this policy may be cause for discipline, up to and including adverse action.

The Employee ID card will include the following:

- Employee's photograph
- Employee's full name
- Employee ID card number
- Employee ID card expiration date

The Employee ID card number will be randomly generated. The Employee ID card number will not regenerate when a new card is issued. Employee ID cards will expire five years after issuance. The Region, Unit, or Headquarters Administrative Officer (AO) or his/her designee is responsible for issuing Employee ID cards and tracking expiration dates.

Any suggested design changes to the Employee ID card or this policy may be submitted to Labor and Human Resource Management's Policy and Project Services Unit and will require the approval of the Director.

## **CRITERIA**

**1530.3**

(No.28 January 2014)

Employee ID cards will be issued to Department employees, including seasonal personnel and retired annuitants. Uniformed personnel must be in work uniform for their photograph. The following groups of employees **will not** be issued an Employee ID card:

- Paid call firefighters
- Contract employees (e.g., contract pilots, consultants)
- Schedule C employees (e.g. county or city employees)
- Hired equipment personnel

Volunteers in Prevention (VIP) and Student Assistants (SA) may be issued ID cards at the supervisor's discretion. VIP and SA ID cards will need to be maintained by the Region, Unit, or Headquarters AO or his/her designee to track expiration dates.

## **UNIFORM PROCUREMENT**

**1530.4**

(No.28 January 2014)

CAL FIRE employees will be notified of future employment appointments utilizing a Hire/Re-Hire letter for the purposes of Department uniform procurement, where applicable.

California Penal Code Section 538e states that uniform vendors must confirm that the person purchasing a CAL FIRE uniform is an employee or authorized member of CAL FIRE utilizing a CAL FIRE Employee ID or an official letter of authorization from CAL FIRE designating that person as an employee or authorized member. The Hire/Re-Hire letter serves as an official letter of authorization.

## PROCEDURES

1530.5

(No.28 January 2014)

The hiring supervisor or designee and the employee shall complete and sign the [CAL FIRE Employee Identification Issuance \(PO-302\) form](#) to initiate the card request and acknowledge acceptance of the Department's policy on the use of the card. The Region, Unit, or Headquarters AO or his/her designee shall review the request and approve or disapprove the request based on Department policy. The AO or his/her designee shall request production of the Employee ID card utilizing established Department procedures.

Upon receipt of the Employee ID card, the employee shall sign the [CAL FIRE Employee Identification Card Distribution Log \(PO-303\)](#), which acknowledges receipt of the card.

Upon permanent separation from the Department, all Employee ID cards must be returned to the employee's immediate supervisor or designee for destruction by the AO or his/her designee. For seasonal employees, the Employee ID cards must be collected by the employee's immediate supervisor or designee and maintained in the employee's Official Personnel File. For temporary separations, the Employee ID cards may be collected by the employee's supervisor or designee and maintained by the immediate supervisor.

New Employee ID cards will be issued to employees upon expiration of his/her current Employee ID card, if an employee has legally changed his/her name and has provided appropriate documentation, or if the Employee ID card has been lost, damaged, or stolen.

An employee must immediately report a lost, damaged, or stolen Employee ID card to his/her supervisor. If a card is stolen, the employee must also file a police report and provide a copy of the report to his/her supervisor and the Information Security Office.

Please refer to the CAL FIRE Employee Identification Issuance (PO-302) for specific instructions regarding Employee ID card issuance and distribution.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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