 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Executive Division
	Chapter No./Name	DCFS Departmental Policy
	Part No./Name	4 – Human Resources
	Section No./Name	4-38 Identification Badges for Employees
	Document No./Name	4-38 Identification Badges for Employees
	Effective Date	June 22, 2021

I. STATEMENT OF POLICY

It is the policy of the Department of Children and Family Services (DCFS) to require that all staff members (state employees and contractors) obtain and wear departmental issued identification (ID) badges at all times while at work to ensure authorized employees are in work areas.

II. PROCEDURES

All new DCFS employees and contractors are required to obtain an ID badge within three (3) of days of starting work for the department.

The process for obtaining an ID badge, including what forms are needed to completed, will be explained during the employee's orientation session. After an employee completes the form, it should be given to the employee's supervisor who will send the form to the DCFS Human Resources representative for the appropriate building.

The ID badges must be attached to the staff member at a location at or above the waist visible at all time.

If an employee's ID badge is lost or damaged, the employee must inform his/her supervisor as soon as possible to obtain a new ID badge. Any questions for obtaining a replacement ID badge should be directed to DCFS Human Resources staff.


For entrance into any DCFS building and/or room within a DCFS building secured by an ID access control reader, all DCFS employees and contractors **shall** swipe/validate ID cards individually to enter. This requirement applies for entrance into any DCFS building, room within a building, turnstile, etc. * Allowing individuals to "tailgate" or "piggyback" into restricted locations containing FTI is strictly prohibited. The proper personnel must be notified of unauthorized piggyback/tailgate attempts. **

III. FORMS AND INSTRUCTIONS

The ID badge application and related forms for DCFS staff employed in buildings other than State Office/Iberville Building in downtown Baton Rouge and forms for contractors employed by DCFS are available on the Division of Administration, Office of State Buildings' website. The forms are:

[OSB-1 Access Badge Enrollment Form](#)
[OSB-2 Access Card Status Change Form](#)
[OSB-3 Access Badge Replacement Form](#)
[OSB-8 Contractor Access Badge Card Enrollment Supplemental Form](#)

ID badge application and other related forms for DCFS staff employed in the State Office/Iberville Building in downtown Baton Rouge *** are viewable on the DCFS Intranet, [Iberville Building](#).

 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Executive Division
	Chapter No./Name	DCFS Departmental Policy
	Part No./Name	4 – Human Resources
	Section No./Name	4-38 Identification Badges for Employees
	Document No./Name	4-38 Identification Badges for Employees
	Effective Date	June 22, 2021

IV. REFERENCES

<http://www.irs.gov/pub/irs-pdf/p1075.pdf>
