Subject: DPS Facility Identification Badge		Policy Number: ADM: 35
Revision Number: 05	Effective Date: 11/17/2025	Original Issue Date: 02/15/2002

1) PURPOSE

a) The purpose of this policy is to provide guidelines to Department of Public Safety (DPS) employees regarding Department issued identification badges.

2) POLICY

a) It is the policy of the Department of Public Safety to require Identification Badges for all its employees, visitors, and contractors who need authorized access to DPS facilities. In the interest of promoting a safer and more secure workplace, Identification Badges are required to be displayed at all times while on DPS facilities.

3) APPLICABILITY

a) This procedure applies to all employees of the Department of Public Safety (DPS), its contractors, and visitors.

4) REFERENCES

a) CALEA Chapter 22 – Compensation, Benefits and Conditions of Work

5) DEFINITIONS

a) **ASD** – The Administrative Services Division of DPS.
b) **CSO** – DPS Chief Security Officer.
c) **DHSEM** – Department of Homeland Security and Emergency Management
d) **DPS** – The Department of Public Safety.

6) OPERATIONAL PROCEDURES

a) **Employees**

i) Photo Identification Badges will be issued to all DPS employees. Employees will be required to possess and conspicuously display their Photo Identification Badges on their person while at all DPS facilities throughout the state. State police and Motor Transportation Division

officers in uniform will not be required to display their photo identification.

ii) All employee Photo Identification Badges will have expiration dates. The expiration dates will be staggered, such that all Photo Identification Badges do not expire on the same date.

iii) Each division/bureau will make arrangements with CSO to issue Photo Identification Badges for incumbents or new employees.

iv) All Photo Identification Badges will contain the DPS logo, employee's name, employee's division/bureau, and employee photo.

v) If a DPS employee is participating in a sport or exercise activity, the Photo Identification Badge does not have to be displayed; however, the Photo Identification Badge will be kept near by in the event that the employee is asked to produce his/her badge.

b) **Visitors**

i) Every visitor to the DPS Headquarters facility will be issued a visitor's badge and be escorted to his/her destination. Upon checking into the facility, the visitor will exchange photo identification for the visitor's badge. The visitor's badge will be clearly displayed at all times. It is the responsibility of the person inviting the visitor to ensure the visitor is never left alone. Once the visitor has finished his/her business at the DPS facility, he/she will be escorted out of the building by the invitee and the badge returned in exchange for his/her photo identification.

ii) Issuance of badges to visitors of the Training and Recruiting division, for any purpose, is at the discretion of the Division Director. The director may establish administrative procedures addressing this issue, but must maintain security for the facility.

c) **Contractors**

i) Identification Badges will be issued to all DPS contractors. Contractors will be required to possess and conspicuously display Photo Identification Badges on their person while on DPS facilities. All contractors will be fingerprinted and background checks conducted prior to them receiving their badges. If a felony conviction of any kind exists, access shall be denied. If a record of arrest of any other kind exists, access shall not be granted until the CSO or his/her designee reviews the matter to determine if access is appropriate.

ii) Contractor Identification Badges will expire on a date corresponding to the end of the contract work.
iii) Contractor Identification Badges will be renewed as necessary.

d) **Special Access**
   i) DPS employees, other government agency employees, and contractors sponsored by the Department of Homeland Security and Emergency Management (DHSEM) may be issued unique "Interagency-Special Access" through their existing Identification Badges.
   ii) Special Access Badges will have staggered expiration dates. Expiration dates on badges assigned to temporary interagency staff will coincide with the projected date of the termination of assignment.
   iii) Badges assigned to contractors will expire on the projected date of the completion of the contract. Nothing in this part shall exempt contractors from any other applicable provisions of this policy.

e) The DPS CSO shall establish a process to account for and retrieve all Identification Badges issued to staff, visitors, and contractors. All Identification Badges must be returned upon termination and immediately deactivated. If the employee is transferred, the badge will be returned to the CSO for deactivation. The employee will then be reissued a badge reflecting the current assignment. An application, as developed by the CSO, must be completed by every person requesting an Identification Badge. Any lost or stolen Identification Badge must be immediately reported to the CSO for cancellation.

7) ATTACHMENTS

a) **NONE**

8) APPROVAL

APPROVED BY: _____ **DATE:** 11/17/25

DPS Cabinet Secretary