DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE

Procedure:	**MSP 3.1.104 EMPLOYEE IDENTIFICATION (ID) CARDS**	
Effective Date:	April 30, 2021	Page 1 of 3 and 3 Attachments
Revision Date(s):		
Reference(s):	DOC 1.3.41	
Signature:	/s/ Jim Salmonsen / Warden	

I. PURPOSE

To ensure all Montana State Prison (MSP), Riverside Special Needs Unit (RSNU) and Montana Correctional Enterprises (MCE) employees are issued an employee ID card, photo chit, or replacement ID card by outlining the process for obtaining ID Cards for newly hired employees and current employees. Employee ID cards contribute to the overall security of the facility.

II. DEFINITIONS

Admissions Staff – An individual who is employed by Montana State Prison and has authority to issue and produce staff ID cards.

CJIN – The acronym for Criminal Justice Information Network. CJIN provides operation support as the state link to the FBI's National Crime Information Center and the International Justice and Public Safety Network, and the Criminal Records and Identification Services Section (CRISS) which collects, stores and disseminates criminal records and fingerprint information, and addresses homeland security issues. CIB is also comprised of the Computer Internet Crimes Unit (CICU) and the Sexual or Violent Offender Registry (SVOR).

Employee – for the purposes of this procedure, a person employed directly by Montana State Prison (MSP), Montana Correctional Enterprises (MCE) or Riverside Special Needs Unit (RSNU).

III. PROCEDURES

A. General Requirements:

1. MSP, RSNU, and MCE ID cards will be produced, issued and controlled by the MSP Admissions Department.

2. At no time will an employee ID be produced without the proper written authorization from Human Resources (HR) or the Office of Staff Resources (OSR) and/or MSP training department.

3. All MSP, RSNU and MCE employees are required to wear their issued employee ID card in a conspicuous location on their outer clothing at all times while on MSP/MCE/RNSU property.
   a. supervisors are responsible for ensuring employees wear their ID card as outlined in this procedure.
   b. employees who fail to wear their ID card may be subject to disciplinary action.

4. Ranch and Maintenance Supervisors may keep their ID in a pocket. ID must be kept on their person at all times while out on the ranch or working on equipment where the ID could create a hazard. The ID will be attached to the clothing prior to entering the facility. The ID card will be kept as issued with no alterations.

5. All MSP, RSNU, and MCE identification cards will be replaced every 10 years or if the ID becomes worn out and information is not easily identifiable, information needs to be updated for example, picture, or job position.
   a. any changes to legal name i.e., marriage or divorce will require an updated ID to reflect the name change.
   b. staff will be required to provide official documentation of name changes to MSP HR who will then communicate with admissions for issuance of a new ID card.

B. Employee Identification Cards

1. Admissions staff process inmates from 0700 until 1700 hours. Staff should call to schedule a time with the Admissions Department by calling or emailing *CORMSPAdmissions.*

2. Newly hired staff will be issued an employee ID card during New Employee Orientation (NEO).

3. Employee Identification Cards will contain the following information:
   a. current photograph
   b. employee name
   c. position title
   d. date of issue
   e. warden's authorization
   f. date of birth
   g. height
   h. weight
   i. hair color
   j. eye color
   k. employee identification number
   l. barcode
   m. name of facility

4. Newly hired employees:
   a. to issue a NEW employee an identification card, admissions staff will need the following information prior to issuance:
      1) completed employee demographic sheet (MSP training department staff) which lists personal information that will be needed to create an identification card.
      2) hiring memo from MSP Human Resources that stipulates the employees' official hiring date and position title.
      3) employee identification number that is assigned to the employee from SABHR's.
   b. for employees that are required to hang a picture chit on the Wallace Building Staff board or the MCE Accounting Office.
      1) completed employee demographic sheet (MSP training staff)
      2) hiring memo (MSP Human Resources)
      3) completed and approved Staff Verification Board Request Form from Associate Warden of Security or designee authorizing admissions to issue a picture chit to the

employee.

5. Identification Card Replacement for existing employees:
   a. copy of a completed incident report, signed by the staff members supervisor, authorizing the issuing of a new identification card.

6. Identification card changes due to position change for existing staff:
   a. hire letter from MSP Human Resources stating the employees' new position
   b. if picture chit required:
      1) signed and approved Staff Verification Board Request form from the Associate Warden of Security or their designee authorizing the employee the issuance of a picture chit.

7. Staff whose position requires CJIN access and needs fingerprinting:
   a. signed approval form from the Associate Warden of Security or their designee authorizing the employee to have CJIN access.

C. Record Keeping

1. The Admissions Department will maintain a secure informational file system on all identification cards.

2. Admissions staff will ensure the employee demographic sheet is destroyed immediately upon entering the required information into OMIS 3 and LIVESCAN.

3. The file system will consist of the following:
   a. current photograph
   b. individuals name
   c. position title
   d. date issued
   e. dates of re-issue or revision.

4. Employee data will be entered as "terminated" including the date of termination upon receiving notification, in writing or electronic form, from Human Resources.

IV. CLOSING

Questions concerning this procedure should be directed to the MSP Admissions Manager.

V. ATTACHMENTS

Employee ID Demographics	Attachment A
Staff NCIC Access Request	Attachment B
Staff Verification Board Request	Attachment C