

**SUBJECT  
ISSUANCE AND  
CONTROL OF  
IDENTIFICATION  
BADGES**

**POLICY NUMBER  
6.03**



**POLICY MAINTENANCE ADMINISTRATOR:** Chief, Bureau of Office Services, Division of Administrative Services

**PURPOSE/SCOPE:** To ensure the security of the Neil Kirkman Building Complex through the issuance and control of identification badges for members, contractors, vendors, and visitors.

## **I. AUTHORITY**

Section 216.011, Florida Statutes, Definitions

Section 282.318, Florida Statutes, Security of data and information technology.

Chapter 74-2, Florida Administrative Code, Information Technology Security.

Version 5.6, U.S. Department of Justice, FBI Criminal Justice Information Services Security Policy

Governor's Executive Order 11-03 and Code of Ethics, effective January 4, 2011

## **II. RELATED POLICIES**

MP 3.06, Disciplinary Process

MP 3.08, Ethics and Personal Responsibility

MP 3.12, Department Fraud

MP 6.06, Workplace Safety and Security

Information Security Policy Manual

## **III. DEFINITIONS**

A. **Badge** – Department identification card issued by the Security Coordinator or assigned staff that identifies an individual as a member, contractor, vendor, or visitor. Each individual's badge is magnetically coded to only allow access to authorized areas within the Neil Kirkman Building (NKB) Complex.

B. **Badge Office** – Office designated by the Bureau of Office Services where a badge printer, building security system, and fingerprint scanner are located. All department badges must be printed and issued in the badge office located in the lobby area of the NKB Complex.

<b>Executive Director</b> SIGNED ORIGINAL ON FILE	<b>Effective Date</b> 05/01/1985
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STATE OF FLORIDA  
Department of Highway Safety and Motor Vehicles

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- C. Criminal Justice Information System (CJIS) – A system including the equipment, facilities, procedures, agreements, and organizations accepted and adopted for the collection, processing, preservation, or dissemination of criminal history record information.
- D. Contractor – Non-member employed by the department for a specific project and time period as defined within the contract terms.
- E. Lobby Security Desk – Area within the NKB Complex where members of the public are authorized to enter.
- F. Member – Any full or part-time person employed by the department in a Senior Management Service, Selected Exempt Service, Career Service, or Other Personal Services position.
- G. Neil Kirkman Building (NKB) Complex – The 25-acre area located at 2900 Apalachee Parkway, Tallahassee, Florida, where the department’s headquarters, mail services center, high speed scanning unit building, and the FHP K-9 training facility are located.
- H. Other Personal Services (OPS) – The appropriation category used to fund the compensation for services rendered by a person who is not filling an established position. This definition includes, but is not limited to, services of temporary employees, student or graduate assistants, persons on fellowship, part-time academic employees, board members, consultants, and other services specifically budgeted by each agency, or by the judicial branch, in this category.
- I. Security Coordinator – Member within the Bureau of Office Services assigned the responsibility by the Chief of Office Services for supervising and maintaining security operations and associated systems in an “administrator” role.
- J. Vendor – Person or entity that sells or offers to sell commodities or contractual services to the department.

**IV. POLICY**

All access to the NKB Complex must be managed through the department’s badge access control system.

Members, OPS and contract employees must prominently display a department-issued badge while on department property at all times. Badges must be worn on the outermost garment and easily visible.

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All visitors and vendors must register with the Lobby Security Desk and obtain a department-issued badge. Visitors and vendors must display the badge on the outermost garment at all times and must be escorted by a member at all times.

All non-employee contractors must also register with the Lobby Security Desk and obtain a department-issued badge. Contractors must display the badge on the outermost garment at all times, but are not required to be escorted.

Visitors, vendors and non-employee contractors must return the badges to the Lobby Security Desk when leaving department property.

Misuse or unauthorized use of a department badge may result in disciplinary action.

## **V. ROLES AND RESPONSIBILITIES**

### Badge Office, Bureau of Office Services

The Bureau of Office Services' Badge Office is responsible for managing, processing, and issuing department badges for all members and all other individuals entering department facilities located on the NKB Complex.

### Bureau of Personnel Services (BPS)

The Bureau of Personnel Services processes and manages all job applicants, new member hires and employment terminations. The BPS new employee hiring process screens individuals via background checks, reference checks, and fingerprinting prior to a department badge being issued. When members are no longer employed with the department, the BPS will notify the Security Coordinator to terminate their identification badge.

### Supervisors

Supervisors must complete and send a Neil Kirkman Building Access Badge Request Form to the Security Coordinator and schedule an appointment to create the identification badge. If a member is changing badges from a non-CJIS to a CJIS identification badge, supervisors must send the Neil Kirkman Building Access Badge Request Form to BPS for approval. Once approved, supervisors should send the completed form to the Security Coordinator and schedule an appointment to create the identification badge.

### All Members, OPS, Contractors, Non-Employee Contractors, Vendors and Visitor Escorts

Once a department identification badge has been issued, members, OPS, contract employees, contractors, vendors and visitors must ensure the following:

- Department identification badge is properly displayed at all times.

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- Immediately report loss or theft of identification badge to the Lobby Security Desk at (850) 617-3911.
- Promptly arrange for replacement of damaged, lost, or stolen badge.
- Renew identification badge prior to the expiration date.
- Request temporary identification badge at the Lobby Security Desk in the event permanent badge was forgotten at home or elsewhere.
- Immediately report to the Security Coordinator any suspicion that others may be misusing badge.

## **VI. PROCEDURES**

For detailed steps and requirements to be followed regarding issuance and management of identification badges, see the Procedures for Issuance and Control of Identification Badges.