



State of Florida

**Department of
HIGHWAY SAFETY AND MOTOR VEHICLES**

SUBJECT MEMBER IDENTIFICATION CARDS	POLICY NUMBER 6.04
POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Office Services	
PURPOSE/SCOPE: To establish Department policy and procedures for the issuance and control of identification cards to non-sworn members.	

I. AUTHORITY

Section 20.05, Florida Statutes

II. DEFINITIONS

- A. Non-sworn Member - Any member who is assigned to a non-sworn position and who is not required to perform duties as a certified law enforcement officer.
- B. Non-sworn Position - Any established position within the Department which does not require a certified law enforcement officer to perform the required duties as determined by the Department.
- C. Standardized Department Identification Card (SDIC) -A document officially identifying an individual as a Department member, providing photographic identification, specifying name, title, division, date of employment, member signature and authorized by the Executive Director.

III. POLICY

The SDIC will be used by all non-sworn members who need official identification to carry out the duties of their position. Division management will be responsible for determining which members require the SDIC. Members previously issued credentials may, if they desire, retain these credentials as long as they are valid. The Florida Highway Patrol will issue and control identification cards for sworn personnel. The Florida Highway Patrol may

Executive Director Original Signature on File	Effective Date 09/01/83
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also issue and control non-standardized identification cards to non-sworn personnel who require identification more detailed than available on the SDIC.

IV. PROCEDURE

A. Issuance of Standardized Department Identification Cards (SDIC)

1. Identification cards will be issued for official identification purposes only and are not intended to replace security passes described in Management Policy #034.
2. Each division will be responsible for determining which members require the identification card, who will be authorized to approve applications, control of the card during the holder's employment with the Department, reissuance of card for change of title or class, and retrieval of the card when it is determined it is no longer needed or when the holder is no longer employed in that division.
3. The Division of Driver Licenses will issue the SDIC through its field offices upon presentation of a completed application form (HSMV 71020) and two additional forms of identification. The Division of Driver Licenses is authorized to issue whatever directives are necessary to minimize any adverse impact such issuance might impose upon its primary function of issuing driver licenses and identification cards.
4. The SDIC will be processed by photographing the member and capturing the data and signature.
5. Driver license field offices will not be required to stock HSMV 71020. DDL's Bureau of Field Operations will be responsible for ensuring sufficient material is available in the Neil Kirkman Building to meet division needs. Each division will distribute HSMV 71020 to each member who needs an identification card. An applicant for an identification card will take all necessary materials with him/her when reporting to a driver license field office to obtain an identification card.
6. After processing, the field office will return HSMV 71020 to the member who will return the form to his/her supervisor. The supervisor will maintain HSMV 71020 during the time that member remains under his/her supervision.

B. Recovery of Standardized Department Identification Cards (SDIC)

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1. Upon transfer of the member, the supervisor will (1) transfer HSMV 71020 to the member's new supervisor if the member needs to retain the SDIC or (2) collect and destroy the SDIC if the member no longer needs the identification card.

2. Upon separation of that member from the issuing division, the supervisor will collect and destroy the identification card. Whenever an SDIC is destroyed, the appropriate HSMV 71020 will be noted and retained by the supervisor for a minimum of three years.

3. An SDIC may be issued to a member retiring from the Department. That card will contain the word "Retired" in place of an employment date.

C. Lost or Stolen Cards

If an identification card is lost or stolen, the member will report the fact to his/her supervisor. The supervisor will note "Lost Card" or "Stolen Card" and the date notified on HSMV 71020 and retain the form for future reference. If, in the opinion of the supervisor, the member needs a new SDIC, a new HSMV 71020 may be completed and a new card issued. The supervisor will keep all HSMV 71020s on one member together.

D. Miscellaneous

The Florida Highway Patrol may continue to use division identification cards to meet specific criteria not provided by the SDIC