

Identification Cards and Badges

Identification cards, badges and other identification devices are for use only in establishing identity, authority or access in connection with official duties. Badge holders shall not aid or participate in allowing unauthorized access to secure or restricted areas. Identification cards or badges are not to be used to exert influence or to obtain, either directly or indirectly, personal privileges, favors or rewards for themselves or others. Deliberate violations could result in disciplinary action.

Employees should wear their identification card/badge at all times when on duty as a state official unless otherwise authorized by their supervisor. Cards/Badges should be prominently worn so the photo is clearly visible to others unless doing so presents a safety issue. Cards/Badges shall not be defaced or altered with pins, stickers, decals, etc.

Employees are responsible for the prompt notification to the Office of Human Resources of any change in badge application information. Employees are responsible for the safeguarding and proper use of identification badges and for promptly reporting their loss to the Office of Human Resources. In the event an employee's identification badge is repeatedly lost or stolen, the State reserves the right to assess a fee for replacement of the badge.

Identification badges remain the property of the State of Rhode Island and shall be returned upon request or upon termination or separation of service. The State reserves the right to revoke the authorization for an identification badge where such action is determined to be in the best interest of security and requires the immediate surrender of any badge upon notification of such revocation. The transfer or use of identification badges by another individual is strictly prohibited.

