North Kingstown Fire Department

Standard Operating Guidelines		2000 Series
Effective Date:	Department IDs & Security Access Cards	Human Resources
1/2021		2015
Revision Date:		
1/2021		Page 1 of 1

I. PURPOSE

All North Kingstown Fire Department (Department) personnel shall be issued a picture identification card and a security access card to provide means of identification and access to some Department buildings and areas.

II. POLICY

A. Upon completion of initial fire training, all personnel shall be issued an employee identification card and a security access card.
B. The cards shall, at a minimum, indicate the following:
    a. Name
    b. Rank
    c. Issue Date
    d. Issued By
    e. Department Logo
C. Department personnel are solely responsible for his/her identification and security access card.
D. Identification and security access card(s) are solely for the use by Department personnel to whom it is issued and shall remain on his/her person while on-duty.
E. Identification and security access card(s) are not to be used for any other purpose then to identify the employee to whom it is issued and/or provide access to departmental buildings and areas.
F. Identification and security card(s) are the property of the North Kingstown Fire Department and must be returned upon termination of employment.
G. In the event an identification and/or security access card is lost or stolen, the shift commander should be notified immediately.
H. Identification cards shall be replaced whenever they inaccurately depict the member's rank or image or become:
    a. Damaged
    b. Faded
    c. Difficult to Read
I. Security access cards may be replaced when they become:
    a. Damaged / Inoperable
J. Upon honorable retirement members may be issued a retiree identification card. The identification card will clearly indicate the holder is "retired." Retirees will not be authorized security access cards.