

<p style="text-align: center;">MICHIGAN DEPARTMENT OF CORRECTIONS</p> <h1 style="text-align: center;">POLICY DIRECTIVE</h1>	<p>EFFECTIVE DATE 09/16/1985</p>	<p>NUMBER 02.03.110</p>
<p>SUBJECT FIELD AGENT IDENTIFICATION MATERIAL</p>	<p>SUPERSEDES PD-BFS-01.03</p>	
<p>AUTHORITY MCLA 791.231</p>		
<p>ACA STANDARDS 2-3050; 2-3051</p>		
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POLICY STATEMENT:

To provide guidelines for the use, security and control of Bureau of Field Services (BFS) identification material (badges, ID cards and ID folders).

POLICY:

- A. Field agents and other professional field staff will be issued numbered badges, ID cards and ID folders for department related purposes.
- B. BFS identification must be used only in connection with the employee's official duties with the department. The agent or professional employee is responsible for the control and security of all identification material issued, and unauthorized use or negligent loss may result in disciplinary action.
- C. Upon separation or transfer from BFS service, the employee will surrender identification material to the Regional Administrator/Area Manager. Lost or stolen identification material must be reported immediately to the employee's immediate supervisor.

RB:OPH:08/27/85