

MEMORANDUM

Detroit Public Schools Police Department



TO: All Detroit Public Schools District Staff, Vendor, and Contract Employees

FROM: Roderick I. Grimes, Police Chief, Detroit Public Schools, Police Department
Wilbert V. Marsh, Inspector General

DATE: August 2, 2012

SUBJECT: **IDENTIFICATION CREDENTIALING PROCESS**

The District's policy is for all high school students, employees and contractors to possess and display valid identification (ID) bearing their photographs so that persons having legitimate business in high school buildings and District buildings can be identified.

HIGH SCHOOL PHOTO IDENTIFICATION

Each individual high school facility will develop a plan to ensure students and staff complies with this policy. Plans shall include the process for ID badge issuance, use, and replacement procedures. Building administrators shall ensure students and staff are familiar with the policy and enforcement procedures.

DISTRICT EMPLOYEES AND CONTRACTORS PHOTO IDENTIFICATION

District employee ID badges bear the card holder's photo. A green strip containing white letters "DPS" appears along the right boarder of the badge. Contractor ID badges also have the holder's photo. A red strip with "Contractor" in white letters appears on the card's right boarder. Both ID badges have white backgrounds. Identification badges for employees and contractors are generated by our police department.

The following procedures shall be followed when issuing ID badges to new employees or contractors, and existing employees with new assignments:

1. Human Resources shall verify employment status of employee/consultant to the Police Department via email.
2. The employee/consultant must possess valid picture identification (driver's license or state ID).
3. The employee/consultant seeking ID badges shall contact the police department at (313) 748-6020, (313)-748-6005 direct, and travel to the police department Command Center located at 8500 Cameron, Detroit.
4. If steps one through three are confirmed, the employee/consultant shall travel to the Command Center, have picture taken, and be issued a DPS picture ID at no cost.

REPLACEMENT PHOTO IDENTIFICATION

- There is a \$25.00 (Cashier Check or Money Order only) replacement charge for ID badges broken, cracked or damaged within three years of issue.
- There is no replacement charge for ID badges broken, cracked or damaged after three years of issue.
- There is a \$25.00 (Cashier Check or Money Order only) replacement charge for all lost ID badges regardless of issue date.

BORROWING/TRANSFERRING OF EMPLOYEE PHOTO IDENTIFICATION

Identification badges may not be borrowed or transferred. Persons so doing will be subject to disciplinary action.