

PERSONNEL IDENTIFICATION CARD INFORMATION

CDCR 894-A (Rev. 7/13)

PLEASE TYPE OR PRINT ALL ENTRIES EXCEPT SIGNATURES.
IF YOUR CARD BECOMES LOST OR STOLEN, REPORT THIS IMMEDIATELY IN WRITING,
TO THE APPROPRIATE WARDEN, REGIONAL PAROLE ADMINISTRATOR, OR DIVISION ADMINISTRATOR

EMPLOYEE'S NAME (FIRST, MI, LAST) CIVIL SERVICE CLASSIFICATION

CALIFORNIA DRIVERS LICENSE OR CALIFORNIA ID NUMBER SOCIAL SECURITY NUMBER** DATE OF BIRTH HEIGHT WEIGHT HAIR COLOR EYE COLOR

WORK FACILITY AND UNIT WORK PHONE NUMBER SUPERVISOR'S NAME

TYPE OF APPOINTMENT (CHECK ONE) PERMANENT LIMITED TERM TEMPORARY (TAU) TRAINING & DEVELOPMENT ASSIGNMENT (PER GOVERNMENT CODE 19050.8)

COLLECTIVE BARGAINING DESIGNATION (CHECK ONE) RANK AND FILE SUPERVISORY MANAGERIAL CONFIDENTIAL

NON CDCT EMPLOYEES - EMPLOYED BY: TITLE

I certify that the information provided above is true and correct. DATE SIGNED

EMPLOYEE'S SIGNATURE: TO BE COMPLETED BY PERSONNEL STAFF

TYPE OF ID TO BE ISSUED: RETIRED PEACE OFFICER ANCELLARY EMPLOYEE RETIRED ANCELLARY PEACE OFFICER TEMPORARY NON-CDC EMPLOYEE ADVISORY COMMITTEE COMMUNITY VOLUNTEER

ASSIGNED CARD SERIAL NUMBER DATE ISSUED EXPIRATION DATE

TO BE COMPLETED BY EMPLOYEE UPON RECEIPT OF ID CARD

It is unlawful to bring alcohol, drugs, weapons, explosives, tear gas or tear gas weapons onto prison property without proper authorization. Any employee obtaining for, or delivering to an inmate or parolee any alcoholic preparations of any kind, or a drug of any type, will be subject to dismissal from state service and to criminal prosecution.

Employees must not take or send, either to or from any inmate, any verbal or written message, literature or reading matter, or any item, article or substances except as necessary in carrying out the employee's assigned duties.

Employees shall not directly or indirectly trade, barter, lend or otherwise engage in any other personal transactions with any inmate, parolee or person known by the employee to be a relative of an inmate or parolee.

No employee or person shall leave ignition switches unlocked while on institution grounds. Vehicle keys must not be left in any unattended vehicle. Under no circumstances may alcoholic beverages, drugs, or firearms, toy guns, ammunition, or other items which are illegal or threaten the security of the institution be left in any unattended vehicle.

By entering upon Department grounds, you consent to the search of your person, property and vehicle.

Persons who are not employed by the Department of Corrections and Rehabilitation, but who work or visit at any Department facility must observe all rules, regulations and laws governing the conduct of employees at that facility. Failure to do so may lead to exclusion from Department facilities.

It is your duty to read and abide by the Secretary's rules while working at the Department's facilities.

I have received and reviewed my assigned identification card and found all entries to be correct.

EMPLOYEE'S SIGNATURE DATE SIGNED

**PRIVACY STATEMENT

The Information Practices Act of 1977 (Civil Code Section 1798.17) requires that the following notice be provided when collecting personal information from individuals:

AGENCY RESPONSIBLE FOR MAINTENANCE: California Department of Corrections and Rehabilitation, Office of Personnel Management, P.O.Box 942883, Sacramento, CA. 94283-0001

AUTHORITY: Department Operations Manual Section 31070 establishes the methods and procedures to maintain identification of employees or persons doing business in Department facilities.

PURPOSE: The information you furnish will be used in the manner consistent with the need to maintain order, safety, and security.

ACCESS: Your completed form becomes confidential information and the property of this department.