

**CHAPTER 18**  
**DEPARTMENTAL IDENTIFICATION CARDS**  
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## CHAPTER 18

### DEPARTMENTAL IDENTIFICATION CARDS

#### 1. ASSIGNMENT OF IDENTIFICATION NUMBERS AND CARDS.

a. All permanent employees shall be assigned a departmental ID number and issued an Electronic Security Access (ESA) ID card. The ID number will be permanently assigned to the employee.

(1) Uniformed Employees. An ID number shall be assigned by Human Resources Section (HRS), Personnel Transactions Unit (PTU), Uniformed Transfers/Promotions.

(2) Nonuniformed Employees. An ID number shall be assigned by Selection Standards and Examinations Section, Classification and Hiring Unit. Nonuniformed ID numbers are indicated by the prefix "A."

b. All ID cards are issued by HRS, PTU, Clerical Support Services.

(1) Uniformed Employees. An ESA ID card issued to a uniformed employee shall display the same ID number as the employee's badge number. In addition, as part of the Department's Air Safe Program, the ESA ID card shall be used by uniformed employees for the purpose of identifying themselves as police officers to airline personnel and passengers when flying in an official capacity. (Refer to Highway Patrol Manual [HPM] 70.8, Firearms Manual, Chapter 2, Firearms Safety).

(2) All Employees. While on duty and conducting departmental business, employees shall have their ESA ID card in their immediate possession and should display their ESA ID card and/or badge upon request from a member of the public. Exceptions to this policy are located in HPM 70.6, Officer Safety Manual, Chapter 4, Officer-Violator Contact.

(a) A new ESA ID card will be issued every 5 years at the time of the employee's annual performance appraisal. (Refer to paragraph 2.c.)

(b) The ESA ID cards are state property and shall be surrendered upon an employee's separation from the Department.

## 2. PREPARATION AND PROCESSING OF ELECTRONIC SECURITY ACCESS IDENTIFICATION CARDS FOR ACTIVE-DUTY EMPLOYEES.

a. Headquarters and Field Commands. Commands are responsible for initiating the ESA ID card process for their employees. To initiate the ESA ID card process, a CHP 245, Electronic Security Access Card Information/Update, shall be completed and submitted to the local Division/Area office. Headquarters commands shall submit the CHP 245 directly to Emergency Operations and Safety Services Section. Questions regarding the CHP 245 should be directed to the Emergency Operations and Safety Services Section, at (916) 843-3250 or, via e-mail, at [ssp@chp.ca.gov](mailto:ssp@chp.ca.gov).

(1) Newly Hired Active-Duty Employees. New permanent employees shall be issued an ESA ID card at the time of hire. Their digital photograph will be taken and personal data will be obtained by their command.

(a) Required personal data:

- 1 ID number.
- 2 First name, middle initial, last name.
- 3 Classification.
- 4 Gender.
- 5 Hair color.
- 6 Eye color.
- 7 Height.
- 8 Weight.
- 9 Date of birth.
- 10 Command's location code.

(b) The command shall attach the employee's digital photograph to an e-mail containing the required personal data and e-mail it to HRS, PTU, Clerical Support Services, at [IDCARDS@chp.ca.gov](mailto:IDCARDS@chp.ca.gov).

(c) The HRS, PTU, Clerical Support Services, will enter the data and photograph into the master database. The ESA ID card will be mailed to the employee's command.

b. Photograph Requirements.

- (1) Uniformed Employees. All uniformed employees shall have their photograph taken in uniform (without campaign hat) or appropriate business attire.
- (2) Nonuniformed Employees. All nonuniformed employees shall have their photograph taken in their daily uniform or appropriate daily attire as determined by their command's Standard Operating Procedures.
- (3) All Employees.
  - (a) The photograph must have been taken within a 6-month time frame of submission to reflect current appearance.
  - (b) The image shall be in color with a plain background.
  - (c) Picture orientation must be a forward facing, head and shoulder image with a neutral facial expression and both eyes open.
  - (d) Prescription lenses, hearing devices, or similar articles normally worn are acceptable. Glare on eyeglasses is not acceptable. Glare can be avoided with a slight downward tilt of the glasses or by turning off the camera flash.

c. Classification Change, Name Change, or Replacement Electronic Security Access Identification Card Requests.

- (1) When an employee has a classification change, name change, or their ESA ID card has been lost or stolen, the command will e-mail the request for a replacement ESA ID card, along with updated information to HRS, PTU, Clerical Support Services, at [IDCARDS@chp.ca.gov](mailto:IDCARDS@chp.ca.gov). The CHP 245 shall be completed and submitted pursuant to paragraph 2.a.
  - (a) For any classification change, a new digital photograph is required and shall be e-mailed to HRS, PTU, Clerical Support Services, at [IDCARDS@chp.ca.gov](mailto:IDCARDS@chp.ca.gov).
  - (b) For name changes or lost/stolen ESA ID card replacements, the photograph on the master database, if available, will be used.
- (2) The HRS, PTU, Clerical Support Services, will update the information in the master database. The ESA ID card will be mailed to the employee's command.

(3) After a replacement ESA ID card has been issued, the original ESA ID card shall be **destroyed** at the command.

d. Lost or Stolen Electronic Security Access Identification Cards. In the event an ESA ID card is lost or stolen, the employee shall immediately report the circumstances by memorandum to their commander.

e. Five-Year Reissuance for Active Employees. Supervisors shall ensure new ESA ID cards are issued to their employees every 5 years in conjunction with the replacement of the field folder photograph. (Refer to Chapter 30, Personnel and Medical Files, of this manual.) The CHP 245 form shall be completed and submitted pursuant to paragraph 2.a.

(1) At the time of the annual performance appraisal, the supervisor shall refer the CHP 270C, Service Record – Page 4 (Signature Review), to determine if it is time to renew the field folder photograph. If it is, the supervisor shall ensure the employee also obtains a new ESA ID card and will notate it on the CHP 270.

(2) For renewal of ESA ID cards, the command will e-mail the request for a renewal ESA ID card, along with a new digital photograph, and any required information that has changed, to HRS, PTU, Clerical Support Services, at [IDCARDS@chp.ca.gov](mailto:IDCARDS@chp.ca.gov).

(3) Human Resources Section, PTU, Clerical Support Services, will update the information in the master database. The ESA ID card will be mailed to the employee's command.

(4) After a replacement ESA ID card has been issued, the original ESA ID card shall be **destroyed** at the command.

### 3. RETIREE CARDS.

a. All retired employees shall be issued a retired ID card in accordance with Chapter 10, Retirements, of this manual. A retired ID card will not be issued until the active duty ESA ID card has been surrendered to the employee's command.

(1) Uniformed Employees.

(a) Restricted Identification Cards. Restricted retired ID cards with no Carry Concealed Weapon (CCW) endorsement do not require an expiration date. The restricted ID card will indicate, "Valid Until Revoked," and include "RETIRED-NO CCW" in red font. The Commissioner shall revoke a retiree's ID card if it has been misused or abused. (Refer to

General Order 10.16, Peace Officer Retiree Privileges.) Questions on restricted ID cards should be directed to the Office of Risk Management at (916) 843-3020.

(b) Unrestricted Identification Cards. Uniformed employees honorably retired and who have not retired because of a psychological disability shall have an endorsement on their retired ID card indicating their CCW endorsement privileges. (Refer to General Order 10.16.)

(c) House Resolution 218 Cards. Retired employees must refer to HPM 70.8, Chapter 10, House Resolution 218, Law Enforcement Officers Safety Act/Improvements Act, paragraph 3.c. The House Resolution (HR) 218 cards are mailed by HRS directly to the address listed on the CHP 218, Application for HR 218 Certification.

(d) Five-Year Reissuance. Retired ID cards will be replaced every 5 years. Pursuant to Penal Code Sections 25465 and 25915, honorably retired peace officers with CCW privileges who retired after January 1, 1981, are required to renew their retired ID card every 5 years. Retired peace officers shall petition the Department for a renewal of their CCW privileges. Requests for renewal are to be made in writing to:

California Highway Patrol  
Office of Risk Management  
601 North 7th Street  
Sacramento, CA 95811  
Attention: CCW Coordinator

1 Requests shall include a current photograph following the guidelines listed below:

a The photograph must have been taken within a 6-month time frame of submission to reflect current appearance.

b The image shall be in color with a plain background.

c Picture orientation must be a forward facing, head and shoulder image with a neutral facial expression and both eyes open.

d Clothing reflecting a neat, professional appearance shall be worn. Business attire is acceptable. Hats or head covers are not allowed.

e Facial hair is acceptable if it reflects current appearance and does not interfere with identity recognition on other forms of identification.

f Prescription lenses, hearing devices, or similar articles normally worn are acceptable. Glare on eyeglasses is not acceptable. Glare can be avoided with a slight downward tilt of the glasses or by turning off the camera flash.

(2) Unacceptable submissions include, but are not limited to, cropped snapshots, magazine photos, full-length pictures, photocopies, and digitally scanned pictures.

(3) Nonuniformed Employees.

(a) A retired ID card will be issued to all nonuniformed employees retiring from the Department in “good standing” and meeting one of the following criteria:

1 Service retirement with a minimum of 3 years with the Department.

2 Industrial disability retirement with no minimum period of service.

3 Ordinary disability retirement (not related to employment) with a minimum of 3 years of service with the Department.

(b) For purposes of this section, the term good standing does not include an employee who has service retired in lieu of termination or while under investigation for circumstances which could warrant termination.

b. Personnel who separate and are subsequently reemployed with the Department will be reassigned their original ID number.

4. SURRENDER AND DISPOSITION OF IDENTIFICATION/ELECTRONIC SECURITY ACCESS CARDS AND OTHER STATE PROPERTY UPON SEPARATION.

a. Surrender of Property. An employee separating permanently or temporarily from the Department shall surrender to the commander the following issued items, plus any other state property in the employee’s possession. (Refer to HPM 11.2, Materials Management Manual, Chapter 10, Police Protective and Safety Equipment – Uniformed Employees.)

(1) The employee’s ESA ID card, badge, and cap piece.

(2) State-owned police protective, safety, and work equipment.

b. Temporary Surrender of Property. Property shall be retained by the commander in the following instances:

(1) When the employee is off duty on disability status and the return of the property is directed by the appropriate Commissioner. The property shall be held by the commander until the return is approved by the appropriate Commissioner, or until a return to duty or separation occurs.

(2) In those instances when the Department finds it necessary to remove an employee's peace officer ESA ID card while the employee is pending disability retirement, a temporary nonuniformed ESA ID card may be issued. If the commander of the employee feels the issuance of a nonuniformed ESA ID card is appropriate, the commander will initiate the request through Division to the appropriate Commissioner, where each case will be reviewed and a decision made on an individual basis.

NOTE: Commanders shall consider the appropriateness of disabling the ESA ID card of any employee who is expected to be on a leave of absence (e.g., adverse actions, medical leave).

(3) When the separation is temporary and the employee is expected to return to duty within 12 months.

c. Commander's Certification. When an employee separates, the commander shall submit a certification of surrendered state property to HRS, PTU. Certification to the command's personnel specialist may be by memorandum or e-mail.

d. Disposition of Property Surrendered by a Separating Employee.

(1) The ESA ID card for a separating employee shall be destroyed by the command.

(2) Other property shall be disposed of in accordance with HPM 11.2, Chapter 10.

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