

P&P 202.10 APPENDIX A

1. Highest-Security: A red background in the photo portion of the card indicates the employee is institutional security staff and/or has the highest security clearance within the department. This card will be issued to:
 - (1) Deputy Commissioners;
 - (2) Special Assistant to the Commissioner;
 - (3) Directors;
 - (4) Deputy Directors;
 - (5) Superintendents;
 - (6) Assistant Superintendents;
 - (7) Criminal Justice Planners;
 - (8) Tactical Response Team Members;
 - (9) Transportation Officers;
 - (10) Correctional Officers assigned to an institution; and
 - (11) Other personnel as designated by the Commissioner, Deputy Commissioners and Director of Institutions

2. Intermediate-Security: A blue background in the photo portion of the card indicates the employee has intermediate security clearance within the department. This card will be issued to:
 - (1) Facilities Planners;
 - (2) Probation Officers of the Division of Probation and Parole;
 - (3) Administrative Officers;
 - (4) Research Analyst;
 - (5) Correctional Industries Manager;
 - (6) Program Coordinator
 - (7) Analyst/Programmer;
 - (8) Program Budget Analyst;
 - (9) Education Associates/Coordinators;
 - (10) Food Service Employees;
 - (11) Maintenance Staff;
 - (12) State employed Chaplains;
 - (13) Inmate medical and mental health Professionals;
 - (14) Institutional Probation Officers with the added provision in P&P 202.10 VII. E1; and
 - (15) Other Program employees as designated by the Division Director.

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3. Non-Security:

- A. A yellow background in the photo portion of the card indicates the card bearer is an employee and has limited security clearance within an institution. This card will be issued to:
- (1) Secretaries;
 - (2) Criminal Justice Technicians;
 - (3) Accounting Clerks;
 - (4) Office Assistants; and
 - (5) Other support personnel as designated by the Deputy Commissioner for Administration or the Division Director.
- B. A white background in the photo portion of the card, with a white lower portion of the badge, with the word VISITOR or VOLUNTEER or CONTRACTOR or a photo-image of the bearer, indicates the person displaying the card has no security clearance within an institution. This card shall have the name of the facility printed on the card that access is granted to, along with an expiration date, one year from its issuance. This card will be issued for display on the premises to:
1. Non-Employee Visitors;
 2. Regular and occasional volunteers (in accordance to 819.01);
 3. Employees who do not have a an official I.D. card; and
 4. Contractors performing services for the institution.
- Note: This card may be prepared for the on-site issue and display for occasional or regular volunteers in accordance with 819.01, Volunteer Services Program, and in conjunction with procedures established by the Superintendent.
- C. A blue background in the photo portion of the card, with a white lower portion of the badge, indicates the card bearer is a contractor with limited security clearance within the institution. This card shall have the word Contractor displayed on the card along with the name of the facility printed on the card that access is granted to. An expiration date will also be displayed, that is one year from its issuance. This card will be issued for display on the premise to:
1. New Path High School Contractors;
 2. Akeela Contractors;
 3. Volunteer Chaplain serving in lieu of a State employed Chaplain or assigned to a TLC program; and
 4. Other Contractors as designated by the Superintendent.