

**OFFICE OF INVESTIGATIVE SERVICES
POLICY & PROCEDURE #310**

CREDENTIALS

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The DHR/OIS badge along with the state identification card is to be used for official business purposes only. Any other use of these credentials will result in disciplinary action up to and including termination. The badge and identification card must be returned to the employee's immediate supervisor upon separation of employment with OIS.

The supervisor will obtain the employee's signature on the **Badge Receipt and Acknowledgement** form when the badge is issued.