

**DISTRICT OF COLUMBIA
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

BULLETIN NO. 51

October 2015

Bulletin No. 51 revises and replaces Old Bulletin No. 28 issued August 1985.

ISSUANCE OF OFFICIAL IDENTIFICATION CARDS

The following requirements and guidelines shall apply to the issuance of the Department's Official Identification Cards. All permanent Department personnel will be issued an Identification Card and, if applicable, Personnel Accountability Tag (PAT).

Section 1. Initial Issuance Uniform and Non-Uniform Career Appointees

Issuance will be scheduled at the Training Academy by the training staff upon approval by the Assistant Fire Chief of Services.

Section 2. Initial Issuance Temporary Non-Uniform Employees

The Assistant Fire Chief Services will coordinate the scheduling of identification card issuance with the training staff. Issuance will be by written authorization from the Assistant Fire Chief Services.

Section 3. Replacement of Identification Cards due to Promotion/Retirement

Members being promoted, or members retiring from the Department shall contact the Training Academy during normal operating hours and make arrangements to obtain a new identification card.

Section 4. Replacement of Lost or Stolen Cards

When identification cards are lost or stolen, members shall comply with the reporting requirements of the Fire Department Order Book. After members receive a copy of the Special Report authorizing the replacement of the card, they shall contact the Training Academy and make arrangements to obtain a replacement card. A copy of the Special Report, containing all required endorsements, shall be brought to the Training Academy when the new card is to be issued. In addition, a \$5.00 cash replacement fee will be assessed for all lost or stolen Personal Accountability Tags.

Section 5. Replacement of Mutilated or Illegible Cards

Whenever identification cards become mutilated or illegible, the member concerned shall contact the Training Academy and make arrangements to have the card replaced during normal operating hours. The mutilated or illegible card must be brought to the Training Academy by the member concerned and exchanged for the new card is to be issued. The old identification card will be destroyed by the Training Academy.

Section 6. Separation from the Department

Members separating from the Department shall turn in their identification cards and P.A.T. to the Human Resource staff member upon completion of the separation process. The ID and P.A.T. shall then be delivered to the Training Academy by HR to be destroyed.