

PERSONNEL IDENTIFICATION CARD INFORMATION

CDCR 894-A (Rev. 11/21)

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Please type or print all entries except signatures.**If your identification (ID) card becomes lost or stolen, report this immediately in writing to the appropriate Warden, Regional Parole Administrator, Division Administrator, or local Personnel Office.**

Type of Identification Card (Check One):

Employee - Peace Officer (PO)*

Employee - Non-PO*

Retired Employee - PO/Carry Concealed Weapon (CCW)

Retired Employee - Non-PO

Union Representative**

Advisory Committee**

Contractor**

Volunteer**

Employee/Individual Name (First, Middle, Last)

Birthdate (MM/DD/YYYY)

Height

Weight

Hair Color

Eye Color

Gender

Phone Number

Male (M)

Female (F)

Non-binary (X)

***Active
Employee**

Type of Appointment (Check One)

Permanent

Limited-Term

Temporary Appointment (TAU)

Training and Development (T&D) Assignment (per Government Code 19050.8)

Collective Bargaining Designation (Check One)

Rank and File

Supervisory

Managerial

Confidential

Civil Service Classification/Working Title

Position Number

Work Facility/Division and Unit/Program

Supervisor's Name

Expiration Date for Temporary Appointments

PERNR (For Current Employee)

****Non-CDCR
Individual**

Company Name

Position Title

Affiliated CDCR Division and/or Program

Work To Be Performed (Contractors Only)

I certify that the information provided above is true and correct. I declare under penalty of perjury under the laws of the State of California that my gender designation on this form is for the purpose of ensuring my ID card accurately reflects my gender identity and is not for any fraudulent or unlawful purpose.

Employee's/Individual's Signature:

Date Signed

PERSONNEL IDENTIFICATION CARD INFORMATION
CDCR 894-A (Rev. 11/21)**TO BE COMPLETED BY PERSONNEL STAFF**

ID Machine Template To Use: Employee (Non-PO) PO Pursuant to Penal Code (PC) 830.5 PO Pursuant to PC 830.2 (OCS and OIA only) Retired PO/CCW Pursuant to PC 830.5 Retired PO/CCW Pursuant to PC 830.2 (Office of Correctional Safety (OCS) and Office of Internal Affairs (OIA) only) Retired PO/Without CCW Pursuant to PC 830.5 Retired PO/Without CCW Pursuant to PC 830.2 (OCS and OIA only) Retired Employee (Non-PO) Volunteer Contractor (Includes Union Representative) Advisory Committee	Expiration Dates: Employee: Permanent Employee: 5 years Limited-Term: 2 years T&D: 1-2 years TA: 1 year
	Retiree: PO/CCW: 5 years Retiree (Non-PO): No expiration date Retired PO Without CCW: No expiration date
	Contractor/Advisory Committee: Volunteer: 5 years Contractor: 1 year Advisory Committee: Up to 1 year

Assigned Card Border Color	Assigned Card Serial Number	PERNR (For new employees)	Date Issued	Expiration Date
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Printed Name of Staff Issuing ID

Signature of Staff Issuing ID

TO BE COMPLETED BY EMPLOYEE/INDIVIDUAL 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 California Department of Corrections and Rehabilitation or California Correctional Health Care Services, 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.

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I agree to surrender my ID card to my supervisor or the local Personnel Office on or before the expiration date shown on the ID card or upon separation from the Department in accordance with Department Operations Manual Section 31070.4, Personnel Identification Card, Responsibilities.

Employee's/Individual's Signature

Employee's/Individual's Printed Name

Date Signed
