



**CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)
 EMPLOYEE IDENTIFICATION ISSUANCE REQUEST**

PART A. EMPLOYEE INFORMATION

Employee Name (Last, First, Middle Initial):

Work Location/Phone Number:

CAL FIRE San Mateo-Santa Cruz Unit (831) 335-5353

PART B. REQUEST FOR ISSUANCE (To be completed by the supervisor or designee)

A CAL FIRE Employee Identification (ID) card is being issued to the above named employee for the following reason(s) pursuant to Department policy. Please check all that apply:

- New CAL FIRE employee.
- The Employee ID card has been lost, damaged, or stolen.
 - If stolen, a police report has been filed pursuant to Department policy.
 - A copy of the report is attached and a second copy will be submitted to the Information Security Office.
- The employee's current Employee ID card has expired and needs to be renewed.
- Employee has legally changed his/her name and has provided appropriate documentation (e.g. driver license or marriage certificate).
- Other: _____

I hereby acknowledge I will receive a CAL FIRE Employee ID card. I agree to use my Employee ID card only in the performance of official CAL FIRE duties. I agree to comply with Department policy (Employee Identification Card Policy and Procedures Handbook Section 1530) governing the use of CAL FIRE Employee ID Cards. Furthermore, I understand and agree that:

- Use of the CAL FIRE Employee ID Card for unauthorized purpose or unauthorized business is a violation of Government Code 19572.
- I am responsible at all times for the safekeeping of the CAL FIRE Employee ID card.
- I shall immediately notify my supervisor if my CAL FIRE Employee ID card becomes lost, damaged, or stolen.
- Upon separation, termination or retirement from CAL FIRE, I shall return my CAL FIRE Employee ID card pursuant to Department policy.

SIGNATURE BELOW VERIFIES THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE

Signature of Employee:	Date:
Signature of Hiring Supervisor and/or Designee:	Date:
Supervisors Name (print):	Title:
Supervisors Telephone Number:	Administrative Officer (or Designee):

FOR PERSONNEL USE ONLY

Employee ID Number:	Employee ID Card Number:	Expiration Date:
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Place original in Employee's Official Personnel File.



FORM INSTRUCTIONS

Part A—Employee Information

Employee Name—Enter the employee’s name as shown on the appointment document. *Do not use nicknames.*

Work location/phone number—Enter location/unit employee was hired into or is currently working in, as well as a main unit/office phone number or phone number to the Administrative Officer (AO)/designee or Personnel Specialist (PS).

Part B—Request for Issuance (To be Completed by the Supervisor or Designee)

Choose reason for issuance—If re-issuance of the Employee ID card is due to the expiration of the card or a name change, the former card must be collected and destroyed when the new Employee ID card is issued.

SIGNATURE SECTION

Employee and Supervisor, and AO or Designee, must sign and date the PO-302

FOR PERSONNEL USE ONLY

Employee ID Number—The PS will generate an Employee ID Number in the Personnel Allocation Control Management System (PACMANS) for all new hires that will stay with the employee throughout their State service. The PS will need to obtain the Employee ID Number already in PACMANS and list it here.

Employee ID Card Number—The PS will enter Employee ID card number which is generated in PACMANS in the “BADGE” field.

Expiration Date—Five years from the date the Hiring Supervisor and/or Designee signs the PO-302.

DISTRIBUTION PROCESS

The distribution process of Employee ID card will be as follows:

1. The [Request for CAL FIRE Employee ID Card Issuance \(Form PO-302\)](#) will be initiated by the supervisor then completed by the Region, Unit, or Headquarters AO or designee, signed by the employee and submitted to the PS.
2. The PS will review the form and generate an Employee ID card number via PACMANS for Department employees. Volunteers in Prevention (VIP) and Student Assistant (SA) ID cards, if generated, will use his/her position title in place of an Employee ID card number.
3. The AO or designee will take the employee’s photograph per the Employee Identification Card Policy and Procedures.
4. The AO or designee will then place the required information into the Employee ID Card Request folder in the PSS share folder [\\fphqsan\PSS Shared\EMPLOYEE ID CARD REQUEST](#) and send an email to HRPPS@fire.ca.gov requesting CAL FIRE ID card production. The required information includes; employee’s photograph, employee’s full name, employee ID card number, and employee ID card expiration date (5 years after issuance)
The ID cards will be printed and sent back to the requestor utilizing interoffice mail with an expected turnaround of one to two weeks.

For VIP and SA ID cards, the AO or designee will enter “Volunteer in Prevention” or “Student Assistant” in place of the employee ID card number.

5. Upon receipt of the Employee ID card, the AO or designee will verify for accuracy. Before issuance is complete the AO must have the employee sign and date the [CAL FIRE Employee Identification Distribution Log \(Form PO-303\)](#), collect the employee’s former CAL FIRE identification card, where applicable, and distribute the new Employee ID card to the employee.
6. Once complete, the signed PO-302 will be given to the PS and placed in the employee’s Official Personnel File. PO-302s signed by VIP and SA will be maintained in the unit by the AO or designee.