

Identification/Credentialing Card Appearance Standards in Missouri

**Missouri Badging and Credentialing
Collaborative Planning Team**

2015

Missouri IDCC Appearance Standards

Background

Missouri Badging and Credentialing Collaborative Planning Team

The Missouri Badging and Credentialing Collaborative Planning Team (BC-CPT) was created in January 2014 and assigned two primary tasks. First, the BC-CPT was asked to address the need for a standard appearance for identification/credentialing badges (IDCC) issued to all emergency response personnel in Missouri. The team's second assignment is to explore the need for a unified credentialing system for emergency responders. This document addresses the initiative's first task: the adoption of standardized/federated responder badges.

To assure a process and product that is both driven and supported by Missouri's emergency management community, the BC-CPT comprises representatives from all Regional Homeland Security Oversight Committees (RHSOC) and select state agencies as well as from partner organizations and associations.

Because National Incident Management System (NIMS) doctrine and structure are followed in Missouri at the state level and in most local jurisdictions, the BC-CPT based its work on the NIMS Guideline for Credentialing of Personnel which states in part, "State, local, and tribal authorities should card their personnel after completing certification of their identity and qualifications and typing. Authorities are encouraged to utilize FIPS 201 and the PIV-I guidance for badging their personnel."

To more efficiently and effectively integrate multiple agencies and entities into single coordinated responses using already established local, regional and state NIMS standards, the BC-CPT approved the adoption of standardized/ federated responder IDCC (badges). The use of these badges will facilitate rapid integration of individuals from the wide spectrum of response and recovery disciplines into a joint effort and provide accountability of personnel working in and around the emergency scene. The badges, which can easily be produced by local agencies for relatively low cost, will provide scene commanders and emergency managers with a greater level of reliability of the badge holder's credibility.

Further, a common badge format provides key information about a person at a glance and can be used effectively in emergency or dynamic situations where only visual validation may be required. Security parameters built into each badge can also mitigate the possibility of fraud and alert scene personnel to revoked or counterfeit badges.

While the badging standards developed by the BC-CPT cannot be made a requirement in Missouri without legislative authority, they will be considered official guidance and their use will be strongly encouraged within Missouri's emergency management and response community.

Missouri IDCC Appearance Standards

Identification / Credential Card (IDCC)

Authorized agencies should issue IDCC (badges) based on the positions within one of the following discipline areas. Individuals who work for more than one organization or under multiple disciplines will have a badge for each organization/discipline they represent.

Individuals will display the appropriate badge for the mission to which they are assigned:

- “Fire”: Fire Service positions
- “Law”: Law Enforcement positions
- “Health & Med”” Public Health, Medical and Mental Health positions
- “EM”: Emergency Management positions
- “Vol”: Volunteer positions
- “Gov”: Government positions not included in other disciplines
- “Private”: Private Industry
- “Military”: Military Personnel
- “HazMat”: Hazardous Materials Responder positions
- “Comm”: Communications Specialist positions

Missouri IDCC Appearance Standards

Identification / Credential Card Appearance

I. Front of Card


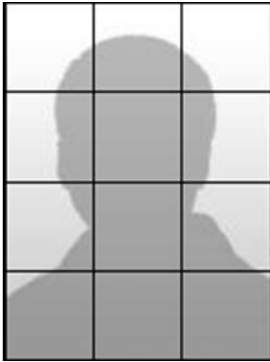



Missouri IDCC Appearance Standards

1) Personnel Photo

The IDCC shall not be valid unless a photo is included on the card or presented with valid government-issued identification with photo.

- a) Photos should include head and shoulders and be on a white background. Hats and other head cover are not to be worn (federal recommendation).
- b) Organizations should use uniform clothing whenever possible.
- c) Photos must be cropped to meet system requirements. An example of the aspect ratio is shown below).

Photo Elements	Crop to 4:3 ratio	Resize to 640x480 (if needed)
	 4	 640 Pixels
Head, shoulder, no hat, on WHITE background	3	480 Pixels

2) Organization Logo

There are three categories of logos that should be used for an organization logo. Final decisions will be made by the system badge issuer. The order of preference is as follows:

- (1) Organization-specific logo
- (2) City or county logo (if applicable)
- (3) Nationally recognized logos (Fire, Public Health, EMS, etc.)

3) Rank / Title

This field will be designated for position titles. If the NIMS job title is appropriate it should be listed here.

Missouri IDCC Appearance Standards

4) **Organization Name**

If the organization is affiliated with a county, city, or regional group, that affiliation should be noted in this field. The official name of a private organization should be printed in the badge's **Organization Name** field. This field is limited to a maximum of 25-28 characters (including spaces). Use only commonly accepted abbreviations.

5) **Issue Dates**

The badge's **Issue Date** is to be set when the individual's qualifications are verified. If a reprinted card is issued for the same individual it should show the original issue date (i.e. use existing issue and expiration dates).

6) **Expire Dates**

The badge's **Expire Date** is to be set on the day of printing and shall be determined by the issuer. Generally, badge expiration dates do not exceed four years from the issue date. The badge can be set to expire at the same time as an individual's qualification expiration, such as a license or certification¹.

7) **Color Coding**

Badge color schemes were agreed upon by the BC-CPT and are listed in Table 1. The specific RGB (in parentheses after color in Table 1.) will assure the exact color is used when printing. RGB is a ratio of Red, Green, & Blue and generally found within a custom or advanced tab when selecting color. (*The BC-CPT requested flexibility to establish additional color schemes.*)

8) **Personnel Barcode-Unique Identifier**

A barcode may be placed on the front of the card for easy scanning into a local jurisdiction's asset management system (i.e. Elliott, Salamander). Barcodes either contain information about the responder within the code (multidimensional, QR Code) or a link to information stored in a database (one dimensional, Code 39).

9) **Lamination**

It is recommended that the IDCC be protected by a laminate using some form of in-line lamination process. This laminate provides an additional level of security and enhances the badge's durability.

¹ This does NOT include re-prints for lost, stolen or damaged badges. If a re-printed badge is issued for the same individual, it should show the original expiration date. When the expiration date is reached, credentials and qualifications should be reviewed and re-vetted. Only then can a new badge be printed with a new expiration date.

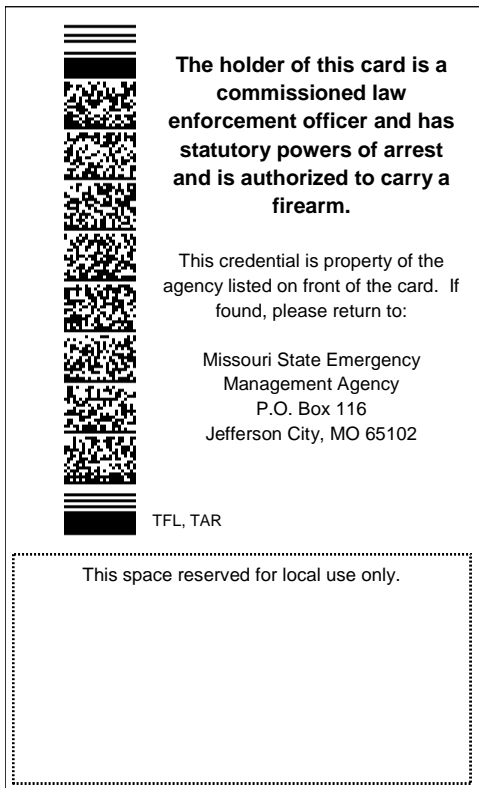
Missouri IDCC Appearance Standards

Table 1

Color (RGB)	Discipline	Text Classification	Organization examples
Red (255,0,0)	Fire	Fire	City Fire, County Fire, Volunteer Fire Services
Blue (0,112,192)	Law Enforcement	Law	Local Police, County Sheriff, State Highway Patrol
Green (0,176,80)	Medical	Health & Med	EMT, Paramedic, Public Health, Mental Health
Yellow (255,255,0)	Emergency Management	EM	Designated EM offices, Recognized IMT groups
White (255,255,255)	Volunteer/Voluntary Agencies	Vol	Red Cross, CERT, MRC, Salvation Army, etc.
Gray (166,166,166)	Government Officials and Employees	Gov	Local, County, and State Government Officials and Employees (any government employee not included in other disciplines)
Brown (74,68,42)	Private Sector Responders	Private	BEOC, MOP3, Wal-Mart
Black (0,0,0)	Military	Mil	National Guard, etc.
Orange (255,192,0)	Hazardous Materials	HazMat	Hazardous Materials Teams
Purple (112,48,160)	Communications	Comm	911 Operators, HAM Radio Operators, etc.

Missouri IDCC Appearance Standards

II. BACK of CARD



The back of the **Law Enforcement** IDCC will look different than all other cards. It will have the commission statement "THE HOLDER OF THIS CARD IS A COMMISSIONED LAW ENFORCEMENT OFFICER AND HAS STATUTORY POWERS OF ARREST AND IS AUTHORIZED TO CARRY A FIREARM" printed at the top of the card (as example above).

The IDCC should also include a statement requesting the return of the card to an appropriate address if found.

1) PDF417 Barcode

The PDF417 barcode image shown in the diagram is not a current requirement. The image is serving as a placeholder for potential expansion. Note the location reserved is important because it is in the same position as on the back of a Missouri driver license or issued identification.

2) Qualification Field

The **Qualification Field** contains qualifications as identified by both the badge holder and the badge holder's organization of affiliation. The federal, state, local qualifications will be applied.

a) State, local, and regional qualifications are developed by various groups:

Missouri IDCC Appearance Standards

- State qualifications will be defined and outlined by the working groups in coordination with ESF partners.
 - Regional qualifications will be defined by local, regional, or state response groups, regional IMT groups, and volunteer organizations with official memberships.
 - Local qualifications will be defined at the local level by local organizations.
- b) NIMS guidance on credentialing does not confer the authority or privilege to practice any profession. Only the receiving department, agency or jurisdiction can extend that privilege or authority after evaluating the person's qualifications.
- c) Two key elements in the qualification process include: 1) typing personnel and resources; and, 2) certifying that personnel possess at least the minimum level of training to perform a specific job².
- d) Future expansion of this initiative will include online access to a state-wide registry of credentials.

3) Field Reserved for Local Use

This field can be used for any local use.

III. Organization Name Template

State organizations will be prefaced with "MO" (e.g., MO Dept. of Transportation, MO State Highway Patrol, MO Dept of Agriculture).

County organizations will use the two letter identifier for the county and "Co" (e.g., JK Co FD Dist 1 (Jackson County)).

City organizations will be the city name then organization (e.g., St Louis EM or Rockport VFD)

Township organizations will be written as "Twp" (e.g., Arcadia Twp PD)

Private Industry will use their organization name (e.g., Ameren, Wal-Mart).

Voluntary organizations will use their organization name (e.g., American Red Cross, United Way).

² Experience, licensure, certification and fitness.

Missouri IDCC Appearance Standards

Common abbreviations will be allowed and used as applicable.

Examples:

Dept = Department (only when NOT accounting for a fire, police or public health department).

Dist = District

Div = Division

EM = Emergency Management

EMS = Emergency Medical Services

Env = Environmental

FD = Fire Department

HD = Public Health Department

Mgmt = Management

PD = Police Department

PU = Public Utilities

PW = Public Works

Twp = Township

VFD = Volunteer Fire Department

Questions regarding this document can be directed to the Missouri State Emergency Management Agency's Preparedness Division. SEMA Co-Chairs the BC-CPT.

SEMA
2302 Militia Drive
Jefferson City, Missouri 65102
800-298-6289