

EMPS ID Card - Photo Release Form

Dear EMPS Staff:

As you may know, DCF has requested that all statewide EMPS personnel be provided with an EMPS Crisis Intervention Service photo identification card. I am asking your permission for your agency to release to me the photo used for your agency’s Employee ID card. This permission would allow your photo and name to be provided to me by your firm’s HR Department so that both can be used by me for creating your EMPS ID Card.

Step 1: Please complete the boxed portion below and send a copy of this completed form to me.

Fax it to me or scan the completed form and email it to me at jhayes@wheelerclinic.org. Of course, if you have any questions please feel free to contact me.

Step 2: Please ask your manager/supervisor to submit this completed form to your agency’s HR

Department and ask your HR Department to email your photo to me at jhayes@wheelerclinic.org If your HR Department has any questions please have them contact me.

Thank you for your time and consideration

Janet L. Hayes
EMPS-PIC Operational Coordinator
Connecticut Clearinghouse
800.232.4424, 860.793.9791, fax 860.793.9813, jhayes@wheelerclinic.org,

To: Janet Hayes
EMPS-PIC Operational Coordinator

From: _____
Please PRINT your name here
EMPS Staff

Re: Use of My Agency ID Card Photo

Date: _____

I, _____, give permission to my employer to release my agency
Please PRINT your name here
employee ID card photo and name for use in the EMPS Crisis Intervention Service identification card.

Signed: _____ Date: _____
Please SIGN your name here

OR

I, _____, do not give permission to my employer to release my agency
Please PRINT your name here
employee ID card photo and name for use in the EMPS Crisis Intervention Service identification card. By denying permission I understand that I will need to meet with a representative from the EMPS Crisis Intervention Service Photo ID Card project at a time to be specified in the future so that my photo can be taken.

Signed: _____ Date: _____
Please SIGN your name here