

## **FORMATTING GUIDELINES FOR EMPLOYEE ID CARD DIGITAL PHOTOGRAPHS**

**BACKGROUND:** Plain white background for all employees. A white wall is acceptable provided there is nothing else on the wall.

**EMPLOYEE CLOTHING:** Normal work attire. Correctional officers shall be in uniform. No hats, overcoats, or sunglasses. Smiling is optional.

**EMPLOYEE POSITION:** Employee stands against the wall facing directly toward the camera, with the chin tilted down.

**CAMERA POSITION:** The camera shall be positioned at face level. The distance from the employee depends on the model of the camera used. Position the camera as close as possible, but stay in focus.