



Identification Badge Policy

Number: B-8

Revision: 1

**Effective Date:
04-27-2008**

Pages: 2

1.0 POLICY

It is the policy of the County of Lee to establish a uniform method of identifying County employees, contract personnel and temporary employees to establish markings on the badges to allow access to certain facilities and areas during significant emergencies and/or disasters.

2.0 DEFINITIONS

None.

3.0 PROCEDURE / RULE

3.1 All personnel employed by the County of Lee will be issued, and are required to wear, an official Lee County photo identification badge (ID badge) when reporting to County work sites, while in County vehicles, when conducting County business, and during any such event or emergency that would require their immediate identification.

Allowing use of the card by any other person, or violation of this policy, shall constitute unacceptable personal conduct, and will result in disciplinary action, up to and including dismissal.

3.2 Display of Badges:

- A.** The ID badge must be clearly visible at all times, unless life safety issues exist that prohibit the safe display of the badge (machinery entanglement, etc). Employees wearing uniforms that identify them must have the ID badge in their possession but not necessarily visible. When life safety issues exist, the badge must be readily available.
- B.** ID badges may be either attached to articles of clothing by a clip, or hung around the neck. A safety release lanyard or chain **must** be used that will break away, or release, from the user's neck if this option is chosen.

3.3 Badge Issuance:

- A. New employees will be issued an ID Badge by the Human Resources Department on the first day of employment or during the new employee orientation class.
- B. The ID badge will allow the employee access into their building and the Government Center on a daily basis. The card is for the individual employee's use only.

3.4 Lost Badges: Lost badges will be replaced once per year, free of charge. After an employee, contractor, temporary employee, or volunteer has had a badge replaced once, there will be a replacement fee set by the Human Resources Department.

3.5 Termination: When an employee retires, resigns, or is terminated, he/she must submit their ID Badge to their department director on their last day of work.

3.6 Badge Markings & Accessibility: Each ID badge will display the County Logo, employee picture, employee name, employee's position and department name.

3.7 Responsibility & Disciplinary Action:

- A. It is the responsibility of each County employee to read, understand, and apply this policy to ensure that they are identified at all times while conducting business on behalf of the County.
- B. Disciplinary action will be as follows:
 - 1. First occurrence, the employee will be verbally reminded of this policy.
 - 2. Second occurrence, the employee will be required to retrieve the badge from its location on his or her own time (vacation time). This will be noted in the employee's annual evaluation.
 - 3. Third occurrence, the employee will be given a written warning. This warning will be noted in the employee's annual evaluation.
 - 4. Additional occurrences may require leave without pay, or termination of employment, as described in the County Personnel Policy.

4.0 APPENDIX / APPENDICES

None.