

Stark County Board of Developmental Disabilities

Policy 4.01 Identification Badges	Effective: 8/22/17
Chapter 4: Human Resources	Page 1 of 3

IDENTIFICATION BADGES

POLICY

The Board is committed to provide a safe and secure work environment for those served, as well as those involved in the operation of the agency. The proper issuance and display of identification badges is one way to create a safe and secure work environment so that employees can readily identify co-workers, visitors, volunteers and contractors. Employees are encouraged to question all persons not displaying proper identification, or notify their supervisor.

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	Director of Human Resources
6/21/14	06-39-14	
8/22/17	08-38-17	

Stark County Board of Developmental Disabilities

Policy 4.01 Identification Badges	Effective: 8/22/17
Chapter 4: Human Resources	Page 2 of 3

IDENTIFICATION BADGES

PROCEDURE

I. Ongoing Operation

- a. Upon employment, the Human Resources Department shall be responsible for the photo and assembly of the employee's identification badge as well as assigning the level of work site security clearance.
- b. In addition to the employee's picture, the identification badge shall indicate the person's name and indicate "Staff."
- c. An emergency code badge, which displays the agency's universal emergency codes, is also provided to each new employee, board member, and volunteer. The emergency code badge is required to be worn by each employee behind their identification badge.
- d. The Safety Officer and/or Director of Human Resources are responsible to determine the time for a general overall replacement of the employee identification badges.
- e. A request for a new identification badge, as a result of a change of eye glasses, contact lenses or hairstyle etc., will not be considered as criteria for a new identification badge.

II. Identification Badges and Emergency Code Badges

- a. All employees are required to wear their employer issued identification badge in plain view for others to see. Identification badges must be worn facing out and are to be located between the collar and waist area. If an identification badge is worn below this area, employees will be asked to display it properly. If employees are asked to show their identification badges, they should do so willingly.
- b. Should an employee select to wear their identification badge attached to a lanyard, which is designed to fit around the neck, a breakaway lanyard is required for safety reasons.
- c. It is understood that there are times, when for reasons of safety or practicality, the identification badge cannot be worn. Examples would include a staff person working with an enrollee in a crisis situation or a mechanic performing a job where the identification badge would be grossly

Stark County Board of Developmental Disabilities

Policy 4.01 Identification Badges	Effective: 8/22/17
Chapter 4: Human Resources	Page 3 of 3

soiled or mutilated. The immediate Supervisor/designee has the latitude to waive the requirement to wear the identification badge based upon these types of circumstances. This would only be during the time of the problematic situation and the identification badge would be required to be worn at other times during the day.

- d. Should an employee lose or misplace their identification badge, a replacement can be made by the Human Resources Department at a cost to the employee of \$5.00. There will be no charge for the replacement of an identification badge that has worn out. To receive a replacement badge, contact the Human Resources Department. Employees are required to submit their worn badge in order to receive a replacement at no charge.
- e. Lost identification badges should be reported immediately to the Human Resources Department.
- f. Lost emergency code badges will be replaced by the Human Resources department at no charge to the employee.
- g. Failure to wear an identification badge, or excessive loss or damage to identification badges, can lead to disciplinary action.
- h. When an employee leaves the employment of the Board, the identification badge shall be returned to the Human Resources Department or the employee's supervisor on the last day the employee works.

III. Issuance of Visitor or Volunteer Badges

- a. All visitors, volunteers, vendors, and contractors to Board buildings must check in to the main lobby reception desk for a visitor badge. Visitor's need to deliver to the receptionist their car keys or driver's license, which they can retrieve when they check out.
- b. Visitor badges are only good for that meeting, job, or task and/or that day.

Building access is limited to the normal operating hours of the agency unless approved in advance by the employee's supervisor and the Safety Officer.