

## **Photo ID Badge**

**#P14-01**

Date of Adoption: April 9, 2014

### **POLICY STATEMENT**

The Security photo ID Badge is the standard for visual identification at the Lenawee County campus that verifies a person's employment. The county campuses and facilities have public assets, thus people should be readily identifiable. Photo identification is the first step in assuring the safety and welfare of our county employees.

Individuals assigned Security ID Badges must wear the badge, face up, at all times while conducting their respective job responsibilities. Photo identifications are to be worn from the neck using a lanyard. Those exempted from wearing county photo identification are uniformed county law enforcement officers, uniformed court bailiffs, corrections officers, or other individuals or departments exempted by the County Administrator. Individuals not employed or affiliated with the county who require visual identification are issued guest badges per the Guest Badge procedure. These are temporary badges and shall have the photo of the holder but will not be issued with the Lenawee County logo. This distinction will help prevent a vendor and or contractor from being identified as a county employee.

Security ID Badges will, at minimum, feature an employee's name, the employee's assigned department, role and or title. This information is critical for public safety identification and access verification purposes.

County department heads are responsible for monitoring and addressing non-compliance of the individuals to whom they issue badges. Any misuse, alteration or fabrication or duplication of the badge may subject the holder to disciplinary action. Identification Badges are the property of Lenawee County and must be surrendered at the time employment is ended.

### **REASON FOR POLICY**

The protection of health and safety of county employees, contractors, and vendors is a primary responsibility of the County Board of Commissioners as the county employers. The Security ID Badge helps to create and promote safe and secure environments by providing visual identification, increasing accountability of visitors to the county campus and provides a method to call attention to suspicious persons. An independent firm was paid for with regional homeland security funding to conduct a risk assessment of county facilities. The lack of a formal photo ID policy and enforcement was shown to be a significant risk to the county during the assessment process.

**Mandatory Use:** Security ID Badges must be worn, face up, at all times while conducting the employees job responsibilities. Photo identifications are to be worn from the neck using a lanyard.

**The Policy:** A photo ID must be worn at all times, face up, above the waist. The use of name tags without a photo, in lieu of the photo identification, is not permitted.

**Exceptions to the Policy:** Uniformed officers, uniformed bailiffs and corrections officers are exempted from this policy. Departments may request total or partial exemption from the policy by written request, stating the basis for the exemption, to the County Administrator. The decision of the County Administrator shall be communicated to the department in writing.

Photo identification badges must not be altered or defaced in any manner. Do not affix stickers or tags to the photo identification badges. Damaged or altered badges must be replaced, and a fee of \$7.50 for replacement will be charged.

It is the responsibility of each department head to enforce the county policy. It is also the department heads responsibility to ensure that county photo badge is turned in at the point of termination or retirement from employment or when contractors or vendors have completed their respective assignments.

**Functionality:** Photo IDs are color coded to designate personnel function as follows:

- Red- Commissioners, EM Staff and Health Officer
- Green- County employees
- Yellow – township officials
- None –guests, contractors, and vendors
- Photo badges will be clearly printed with an expiration date on the lower edge of the badge.

**Guest badge-definition:** Authorized vendors and contract employees are required to have a temporary badge issued for visual identification. Temporary badges have a similar design as county Security ID badges, but feature only the department name, expiration date, and role. *Guest badges will not be provided with the seal of the county of Lenawee.*

**Guest badge- procedures:** Department heads or managers must contact the office of emergency management to schedule a vendor /contractor to have a temporary photo ID created.

- This should be done in advance as staffing to perform this function is limited
- Vendor or contractors requiring badges for county projects must be collected and returned to the county office of emergency management when the vendor / contractor has completed his / her obligations with the county.
- Temporary badges will expire sixty day from the date of issue. The badge will indicate month and year of expiration.