



IDENTIFICATION BADGE POLICY AND PROCEDURE FOR EMPLOYEES

September 21, 2020

Name of Policy:	Identification Badge Policy and Procedure
Date Issued:	September 2020
Date to be reviewed:	September 2022

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1. INTRODUCTION

The purpose of this identification badge policy and procedure is to promote security, safety, and confidence in the service. By ensuring all employees are identified.

2. SCOPE

This policy applies to all employees. Contractors are not eligible for an ID Badge and should be issued a visitor's badge.

3. RESPONSIBILITIES

3.1 Human Resources

The Human Resources Department is responsible for advising staff/Office Holders on the contents of this policy. The Human Resources Department is also available for advice.

3.2 Supervisors

Supervisors are responsible for ensuring their staff are aware of and adhere to this policy. Supervisors are responsible for the issue and the enforcement of wearing photo identification badges for all employees within their team.

Supervisors are responsible for contractors or visitors and must ensure that they collect their visitor's badge on their last day of work.

3.3 Staff/Office Holders

All staff and Office Holders are responsible for following this policy.

In order to improve security all staff are required to wear a photo identification badge in a visible position at all times during working hours.

Staff whose work involves tasks where the wearing of badges would pose a health and safety risk, will be able to carry their identification badge but not display it.

Staff must ensure that they are aware of the security protocols in place. It is their line Supervisor's responsibility to ensure staff are made aware as part of their induction into the team, that any security breaches must be documented via the incident reporting procedure.

The identification badge will carry a photograph of the individual, along with their name, job title, and the Canadian County logo. Identification badges must not be left unattended. They should either be locked away or removed outside of office hours. (Example: An

employee may take their badge home with them as they would an authorized key).

4 ADMINISTRATION

4.1 New Employees

The Human Resources Department will inform the new employee that Canadian County would like to provide them with an identification badge and make arrangements to take a photograph.

Appendix 1 and 2 details the process for obtaining ID Badges.

The system in place for the issue of identification badges is an integrated part of the induction process and is included on the induction checklist. The new employee should be issued with a name badge at the earliest opportunity.

4.2 Role Changes

If an employee changes posts within Canadian County, then the employee should request a new ID Badge via the Human Resource Department. Upon issuing of the new badge, the old badge is to be destroyed by HR.

4.3 Separation

The identification badge should be handed back to their supervisor on their last day of employment. The badge should be sent to the Human Resources Department in order that it can be destroyed.

4.4 Loss of Badge

The Emergency Management Director must be informed by the employee if a badge is lost or stolen.

5. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THIS POLICY

The effectiveness of this Policy will be monitored by the Board of County Commissioners.

6. REVIEW

This Policy will be reviewed within two years from the date of implementation. Minor amendments (such as changes in title) may be made prior to the formal review, details of which will be monitored/approved by the Human Resources Department in consultation with the Senior Leadership Team.

PROCESS FOR OBTAINING ID BADGES

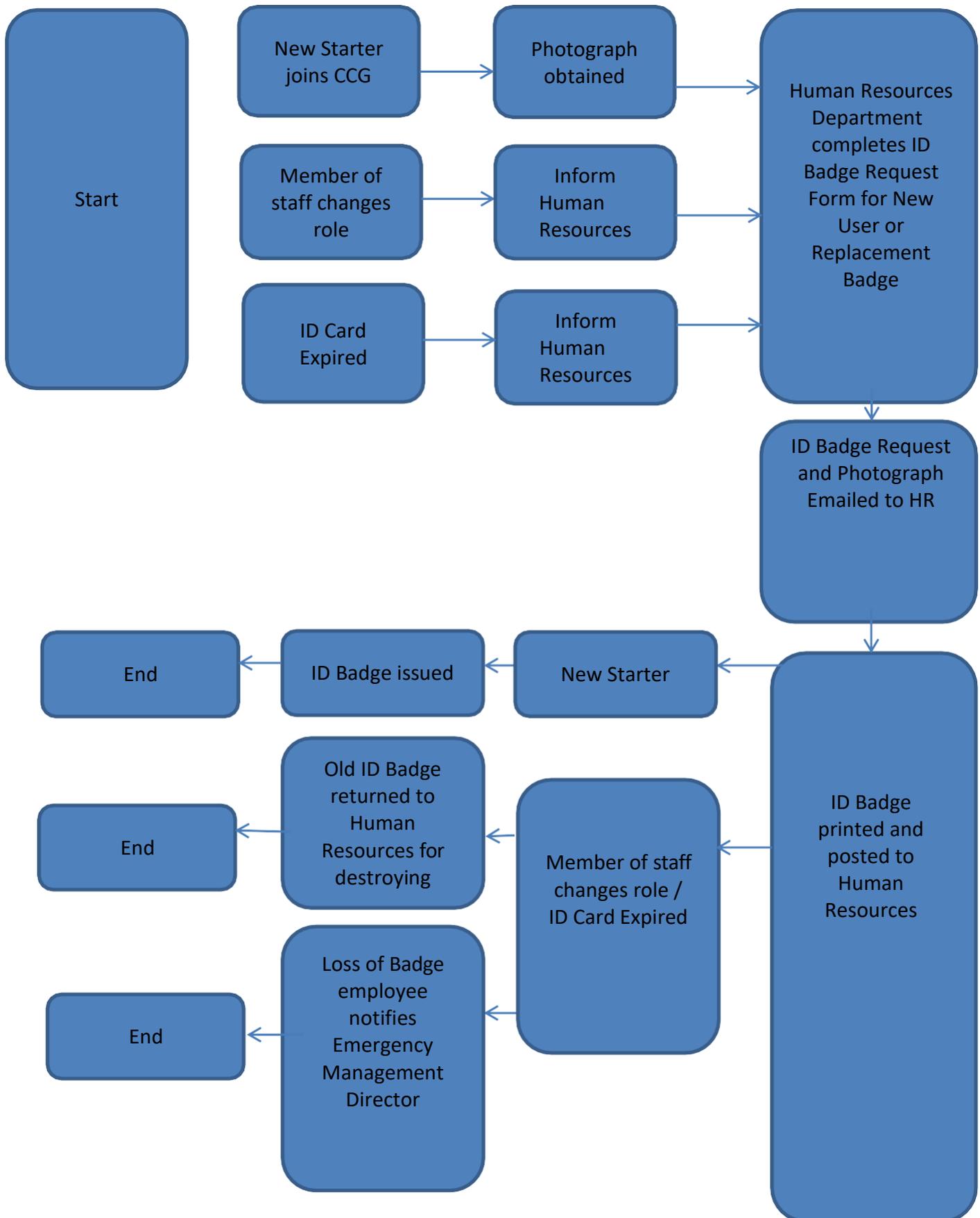


Photo Requirements for Canadian County ID Badge

Guidelines

Your photo does not need to be professionally done and can be taken from your phone or personal camera. However, make sure your photo meets all of the following requirements:

- Color photo
- Plain white background
- Full face view, directly facing camera
- Taken from shoulders up
- No strapless shirts or spaghetti straps
- Taken within the last 6 months
- One in which your body is oriented vertically, not horizontally
- One in which you are alone in the picture with no one else visible
- One in which you are looking forward with your eyes open and have a neutral facial expression (not frowning, laughing, crying, etc.)
- One in which we can clearly see your head and shoulders
- One in which you are not wearing hats or head covering (unless those items are worn daily for religious purposes, and in such cases those items must not obscure any facial features)
- Free from glare on eyeglasses (dark glasses are not permitted unless you have a medical reason for them)
- Taken with sufficient lighting that has no shadows

Here's an example of an acceptable photo:



Approved this 21st day of September, 2020.

Attest: Sherry Murray
County Clerk



Canadian County Elected Officials:

Marc A. Hader
Marc Hader, District 1 Commissioner

Dave Anderson
Dave Anderson, District 2 Commissioner

Jack Stewart
Jack Stewart, District 3 Commissioner

Sherry Murray
Sherry Murray, County Clerk

Carolyn Leck
Carolyn Leck, Treasurer

Matt Wehmuller
Matt Wehmuller, Assessor

Marie Hirst
Marie Hirst, Court Clerk

Chris West
Chris West, Sheriff