

# Washoe County

## IDENTIFICATION BADGE POLICY

### I. PURPOSE

Washoe County is committed to providing a safe and healthful workplace for all employees. As part of this goal, the County is instituting an identification badge system for County employees.

This Policy includes provisions for “Temporary” Identification Badges for service vendors and contractors working on County work sites and “Visitor” Identification Badges for individuals entering a “Secure Work Area.” For the purpose of this Policy, a “Secure Work Area” is an area within the department in which access is controlled and the general public and clients are normally not permitted to enter.

An Identification Badge Policy serves the dual purpose of readily identifying County employees and other authorized personnel, while providing measured protection against unauthorized personnel and intruders from entering designated secure work areas. The system is effective only if there is active cooperation and compliance by all employees at all times. Any laxity in compliance and enforcement subjects the entire system to failure.

In the best interests of the County and to make identification as easy as possible, one standard, with the exception of the Sheriff’s Department and District Attorney’s Office, will be implemented Countywide. Public Works Department will provide Identification Badges for all Departments that do not have an existing system. Departments that have existing identification badge systems in place will have six months from the date of the implementation of this policy to conform to the following standards.

This identification badge will also provide access to county buildings through keyless entry. Implementation will begin with the 9<sup>th</sup> & Wells St. complex and other buildings will be added as funds become available.

#### A. Department Heads

Department Heads shall ensure that this Policy is fully implemented and adapted to the needs of their departments and work locations. Department Heads shall ensure that the requirements of this policy are enforced for their Department. Department Heads will need to provide a list of permanent full and part time employees who will have keyless access to buildings and designated interior areas (this applies to 9<sup>th</sup> and Wells St. initially). Department Heads can assign this responsibility to others.

#### B. Managers and Supervisors

It shall be the direct responsibility of Managers, Supervisors, and other assigned personnel, that are designated in writing by their Department Head, to enforce the requirements of this policy.

C. All Employees

Employee Identification Badges shall be worn at all times by all employees, on any County work site (the only exception is for safety or when employees are working at an external job site). For the purpose of this Policy, employees include permanent full time and permanent part-time, temporary/intermittent employees, volunteers, and interns. An exception to this Policy would be for uniformed peace officers.

D. Contractors

All contractors in secure areas of County Buildings shall wear “Temporary” Identification Badges. Contractors include individuals contracted by the County from temporary employment agencies and individuals working for agencies that have contracted business with the County.

E. Visitors

Non-employees, other than contractors who are authorized to enter secure-work areas shall wear “Visitor” Identification Badges.

NOTE: A secured-work area is an area within the Department in which access is controlled and the general public or clients are normally not permitted to enter freely. Many designated secure areas are protected by coded, combination locks, locked doors, or other physical barriers that limit public access. The overriding factor in designating areas as secure is to ensure the safety and security of staff within those areas. The designation of secure areas is within the discretion and prerogative of Department Heads.

## II. CONTROL AND ISSUANCE OF BADGES

A. Employee Identification Badges

1. Description of Badges

The employee badge consists of a hard plastic card, which on the face reflects the county name, Department name, a replica of the county seal, an accurate photograph of the employee, the employee’s first name on the front of the card, and their last name on the back. Some positions and departments may require variations of this policy.

In a growing effort to provide access control throughout the County, ID Badges will be printed on proximity cards. Each card will have a unique code and will provide access through particular doors and other controlled

areas, on an as needed basis. Facility Management will program particular card readers at designated locations with an employee's proximity card code, when permission to gain access to particular doors is approved by a Department Head. (The Administration Complex will be the first facility to add the new card readers activated by photo ID badges. Other facilities will follow, as funding allows.) Note that not all doors will have electronic access. Most internal doors will continue to have regular locks that require keys.

Because the card holds permission to gain access to particular doors, the ID Badge must be protected from non-authorized persons. If a card is lost, the proximity card system provides significant advantages over a lost key, as the system can maintain its integrity by the removal of this card from the database.

Identification badges for permanent full and part time employees will only be re-issued when the identification badge becomes damaged, or the appearance of the employee changes to the degree that the photo is not a recognizable semblance of the employee. There will be two types of temporary badges. Visitors and short-term employees will be issued a generic badge. Long-term, temporary employees will be issued an identification badge with an expiration date corresponding to the length of their employment or visit.

The background will include two horizontal colored-coded strips on the top and bottom on the front of each Identification Badge. The upper color-coded strip will include the County Seal with the following wording "Identification Card." The following is the recommended color-code for the strips:

- a. County Employees – Blue
- b. Permanent Contractors – Black
- c. Seasonal Employees/Volunteers-Green
- d. Temporary/Visitors – White
- e. Security/Law Enforcement – as defined by the Sheriff's Office and District Attorney's Office

2. Upon initial implementation of this Policy, all incumbent employees will be issued Identification Badges. Following implementation, new employees will be issued badges within the first two weeks of their employment.
3. Identification Badges will be issued by Public Works, Facility Management, and assigned similarly as keys are for door locks.
4. The Human Resources representative, or other assigned person, of the requesting department will setup an appointment with Facilities

Management to have the picture taken. Employees will fill out and sign a data sheet providing all required information and acknowledging that they will abide by the Identification Badge Policy (copy of the policy is on file in each department for reference). Facilities Management will produce the ID badge, program door access if required and return the ID badge to the Department within one week of the photo being taken for issuance to the employee..

5. Badges are the property of the County and are to be returned upon separation or retirement from the County. On a terminating or retiring employee's last workday, the employee's supervisor shall require the employee to surrender the badge, and the supervisor shall return the badge to Facility Management. Facility Management will document that the badge was returned and destroy the badge.
6. An Employee who is on extended leave (30 days or more) will be required to turn in his or her Identification Badge to the supervisor pending return to work. If the employee terminates or retires after the extended leave, the badge should then be returned to Facility Management.
7. Identification Badges that become damaged or are otherwise unserviceable shall be returned to the issuing office for replacement at no cost to the employee.
8. Each Employee shall not have more than one Identification Badge in his or her possession at any one time.

**B. Short-Term and Long-Term "Temporary" Identification Badges**

Temporary badges, short or long-term, are required for contractors, including individuals contracted by the County from temporary employment agencies.

They may also be issued to new employees pending processing and issuance of the employee Identification Card Badges. The temporary badge shall be surrendered at the time a permanent badge is issued.

1. The short-term, temporary badge consists of a hard plastic card, which on the face reflects the county name, Department name, a replica of the county seal, with the words "Temporary" printed on the front of the Identification Badge. There is no name or photo on the badge. Each "Temporary" Identification Badge will have a unique number on the front, based on the number of badges that each Department requests.
2. With the implementation of this Policy, Department Heads will designate a person to assign these temporary Identification Badges as needed.

3. Long-term, temporary Identification Badges will have the same information as permanent-employee badges, except that they will also have an expiration date on the front.
4. A record of “Temporary” Identification Badge issuance shall be maintained (with badge number) at each respective Department issuance point(s). Individuals shall be required to sign for a temporary badge at the time of issuance and sign again when the badge is returned.
5. A guideline for the issuance of short-term vs. long-term temporary badges is thirty days; however security is the overriding concern, and the Department Head may issue photo ID to short-term, temporary employees.

### III. REQUIREMENTS AND ENFORCEMENT

Because the policy and procedures described herein are intended to provide for the safety and security of County staff, any employee who violates such policy may be subject to disciplinary action.

#### A. Employee Identification Badge

All employees are expected to fully comply with all provisions of this policy. Management staff and supervisors shall enforce all provisions.

1. Identification Badges are to be worn at all times. Identification Badges are to be prominently displayed on the front of the person between the neck and above the hips and are to be worn clipped to a piece of outer clothing, or worn around the neck on a chain or necklace. Identification Badges shall not be defaced or altered with stickers, decals, etc. Employee Identification Badges are to be worn so that the photo is clearly visible to others. For safety, employees performing certain jobs, such as maintaining or operating equipment, etc. should either clip the ID badge to their clothing or put the badge in their pocket.
2. Each Employee is responsible for safeguarding his or her own Identification Badge, and any lost Identification Badge is to be reported immediately to his or her supervisor. The supervisor will authorize a “Temporary” Identification Badge until the permanent Identification Badge can be replaced. A lost Identification Badge may be replaced without charge on a one-time basis. All subsequent replacements of lost Identification Badges will be issued at a charge of \$15.00 to the employee and/or Department.
3. If an employee reports to work without his or her Identification Badge, the following procedures will be followed:

- a. First Occurrence: The employee will be issued a “Temporary” Identification Badge for that day. The Supervisor will arrange for issuance of the “Temporary” Identification Badge from his or her Department issuance point. The Supervisor shall maintain a record of “Temporary” Identification Badges issued to employees, recording the employee’s name, date of issuance and a brief notation of the circumstances. The issuance of a “Temporary” Identification Badge to an employee shall be restricted to one time only.
- b. Subsequent Occurrences: Will be handled at the Department level and follow progressive disciplinary action as appropriate to insure compliance with this policy. Employees shall be sent home to retrieve their identification badges, and the time charged against appropriate earned accruals or leave without pay.

#### B. “Temporary” and “Visitor” Identification Badges

1. The Department employee primarily responsible for a Contractor, Program Participant, or Visitor, shall arrange for issuance/retrieval of “Temporary” or “Visitor” Identification Badge, and shall assure that the individual wears it at all times while in the County workplace.
2. An employee who observes any individual without an Identification Badge in a “Secure Work Area” is to question the person and attempt to determine his or her identity and the reason he or she is in the particular area. The nearest available supervisor should be summoned for assistance as the situation dictates. The same procedure should be followed if an employee observes a Contractor or Program Participant without an Identification Badge in other work areas. However, if it appears to the employee that the individual may pose a threat, the employee should not confront the individual, but immediately notify the appropriate law-enforcement or security agency, then notify their supervisor.
3. If the identity of the individual is established, the department employee primarily responsible for the individual should be contacted, and arrangements should be made to obtain a “Temporary” or “Visitor” Identification Badge.
4. If the identity of the individual cannot be established, the Supervisor should escort the individual from the work area immediately. The Manager, Department Safety Coordinator, Department Head, or Law Enforcement should be called for assistance if needed or indicated.

## **RULES FOR IDENTIFICATION BADGE HOLDERS**

- Do not lend your Identification Badge to anyone.
- Do not allow people to follow you into the building without knowing them or checking their ID.
- Do not leave badge on dash of vehicle or other locations where exposed to extreme temperatures.
- Do not fold, bend, pry open or mutilate your Identification Badge.
- Do not use your Identification Badge as an ice scraper.
- Do not hold or prop doors open.
- Do not leave doors and/or windows open after you leave.
- Notify your Department if your Identification Badge is no longer in your possession.
- Notify your Department of any difficulties or problems with any Identification Badge.