

This SOP implements Section 6.15 of the Policy Manual.

OBTAINING AN IDENTIFICATION BADGE

- A. All employee identification badges will be issued by the Sheriff's office. This identification badge may also include electronic building access for those employees given authorization. The Department of Job and Family Services and the Communications Center will produce identification badges for their staff. Their departmental standard operating procedures (SOPs) regarding identification badges must be consistent with this policy.
- B. At the time of induction, the Human Resources Department will provide each newly hired employee with a *Hamilton County Sheriff's Office - Request for New Employee I.D. Badge/Access Card* form. The Director of Human Resources or designee must sign this form. The employee will be sent from the Human Resources Department to the Sheriff's office where the identification badge will be made.
- C. The following persons are authorized to sign I.D. Badge Requests: 1) Human Resources Director or designee, and 2) County Facilities Director or designee. The Sheriff's office maintains the signatures of these employees on file and must be notified in writing when the persons authorized to sign are changed.
- D. The Sheriff's office will determine when ID badges expire. Upon expiration, employees should report to the Sheriff's office to obtain a new ID badge. The expired ID badge must be returned at the time of issuance of the new badge. Employees should follow the procedure outlined in Section J. below on replacing an ID badge.

IDENTIFICATION BADGES FOR TEMPORARY EMPLOYEES AND INTERNS, AND NON-EMPLOYEES

- E. Identification badges for non-employees (contractors, etc.) and Temporary Employees or Interns are issued by the Sheriff's office using the *Hamilton County Sheriff's Office Request for Intern/Temporary Employee/Contractor I.D. Badge* form.

- F. Contractors and their employees, subcontractors, agents, vendors, and tenants of County buildings are required to wear identification badges while on County premises. This does not include delivery personnel, short-term hourly repair personnel, etc.
- G. Most requests for ID badges for Contractors and other non-employees will be handled by the County Facilities department.
- H. Visitors may also be required to wear a visitor's identification badge, at the discretion of the department being visited, while on County premises. Each Department should determine the need and type of temporary badge to be used for visitors as these are not provided by the Sheriff's office.

REPLACEMENT IDENTIFICATION BADGES

- I. Replacement badges may be requested for lost or stolen badges, as well as for name changes, changes in position or department, or excessive wear or damage.
- J. In order to replace an identification badge, the employee may contact Human Resources regarding the need for a replacement. Human Resources will prepare the *Hamilton County Sheriff's Office Request for Replacement Employee I.D. Badge* form signed by the Human Resources Director or designee. The employee will take the signed form to the Sheriff's office to have a new I.D. badge made. The Sheriff's office requires all existing badges be returned at the time of issuance of the new badge.

SURRENDER AT TERMINATION

- K. The supervisor of the separating employee is responsible for securing the return of the obsolete identification badge to the Human Resources Department within 24 hours of separation. Human Resources will return the ID badge to the Sheriff's office along with the appropriate *Exiting Employee Checklist* form.