

## SECTION 6.15: EMPLOYEE IDENTIFICATION

- A. Upon hire, each employee will be issued a photo identification badge. The Hamilton County Sheriff's office will maintain control of the issuance of identification badges for all departments under the BCC, except Job and Family Services and the Communications Center, and may implement access and identification procedures for all County facilities. All requests for ID badges will be made using the Sheriff's forms.
- B. In addition, the Sheriff's office will maintain control of the electronic key access to certain County buildings located in the downtown vicinity. BCC employees located in these facilities will have the electronic key access embedded in their ID badge. BCC employees in locations equipped with electronic key access not maintained by the Sheriff's office will maintain separate entry cards (in addition to their employee ID badge).
- C. The ID badge must be visibly worn to enter County buildings and must be visibly worn whenever the employee is working outside of his/her department. At the discretion of the Department Head, the ID badge may be worn or kept on the person when the employee is working within the department.
- D. Employees may be required to wear their ID badge in a conspicuous location in order to comply with Homeland Security directives.
- E. Employees who are designated as Emergency or Essential to County operations will be noted as such on their ID badge.
- F. All ID badges will be assigned an expiration date, as established by the Sheriff's office. It is the responsibility of each employee to renew their ID badge at the Sheriff's office upon expiration and to return the expired badge at the time the new badge is issued.
- G. Employees must immediately notify their supervisor if an ID badge is lost, stolen, or damaged and follow the procedures to secure a new badge. Employees may also be issued replacement badges for name, position or department changes. All outmoded badges must be surrendered to the Sheriff's office at the time the new badge is issued.
- H. Upon separation from County employment, the ID badge must be returned to Human Resources, who will then forward the badge to the Sheriff's office. All other County property must be returned to the supervisor.
- I. The Department Head is responsible for compliance with this policy.
- J. The Human Resources Department shall establish, maintain and communicate standard operating procedures (SOPs) for effectively administering this policy in accordance with applicable laws and regulations and in cooperation with affected departments and agencies.