

IDENTIFICATION BADGES

#105

1.0 POLICY. It is the policy of Davis County to provide a photo Identification Badge (badge) to all employees and volunteers. The purposes of badges are to aid in security, ease of identification, and access to restricted areas. Badges must be worn and visibly displayed at all times when engaged in County business on County property. Employees may also be required to wear badges when engaged in County business offsite.

2.0 PROCEDURES. The Office of Personnel Management shall issue badges to employees. The Sheriff may issue employees of the Sheriff's Office badges. The employee's given name or its derivative will be listed on the front of the badge. Nicknames will not be listed. The employee's name as listed on the social security card will be listed on the back of the badge. Only one badge will be issued to an employee at a time except that sworn officers in the Sheriff's Office may receive a badge to display and a badge to carry in a wallet or purse.

3.0 DISPLAY. Badges shall be worn with the photo side outwards on or above the waist on the front side of the body. Employees are responsible to wear badges in the safest manner possible. Employees without badges may be asked to stop work until the badge is displayed or sent to get their badge. Time spent retrieving badges will not be considered time worked.

3.1 EMPLOYEES IN UNIFORM. Employees wearing their uniform appropriately in the following classifications are not required to display an identification badge: Deputy Sheriff, Correctional Officer, Animal Control Officer. Employees in these classifications will be issued an identification badge and may be asked to produce it.

3.2 MODIFICATION PROHIBITED. Badges cannot be modified in any manner. No pins or adhesive stickers of any kind may be attached to the badge.

4.0 REPLACEMENT. Badges and building access cards ("proxcards") will be replaced at the County's expense if they fail to function and have not been damaged, if an employee's name legally changes, or if an employee's employment status changes (e.g., through promotion, transfer, licensing). New badges also may be issued due to significant changes in employee appearance. The County will replace one badge and one access card lost or damaged by an employee. Subsequent replacements will cost the employee \$10 each. Employees must report all lost or found badges immediately to the Personnel Office.

5.0 PROPERTY OF COUNTY. Badges and access cards are the property of Davis County and must be returned when employment is terminated. A \$25 charge will be deducted from the final paycheck for each badge and access card not returned. Administrative Officers are responsible for collecting badges from terminating employees.

6.0 ID CHECKS. Public Safety Officers, Administrative Officers, and supervisory personnel may stop individuals with or without identification badges to determine or verify their authority to be in a particular location. Administrative Officers and supervisors are responsible to ensure that employees are wearing badges as required. Employees must produce their ID badge when requested. All employees are encouraged to be vigilant and to question individuals who appear to be in areas where they shouldn't be or if they witness suspicious activities.

7.0 TEMPORARY ID BADGE. The Personnel Office may issue a temporary ID badge if an employee forgets to bring their badge to work. This shall be done in rare occasions only and the badge will be good only for a specified time period, which will usually be one day.

8.0 PROHIBITED USES. Badges shall not be used in any manner, which might be interpreted to be seeking any sort of special consideration for purposes, which are not considered County business.

9.0 DISCIPLINE. Employees not in compliance with this policy may be subject to disciplinary action, which may include termination.