



## Photo ID Badge Policy

POL#2018-009

Date of Adoption: January 24, 2013

Amended: 04/14, 01/15, 01/16, 06/17, 01/18, 6/18

### **POLICY STATEMENT**

The Security photo ID Badge is the standard for visual identification at the Lenawee County campus that verifies a person's employment. The county campuses and facilities have public assets, thus people should be readily identifiable. Photo identification is the first step in assuring the safety and welfare of our county employees.

Security ID Badges will, at minimum, feature an employee's name, the employee's assigned department, role and or title. This information is critical for public safety identification and access verification purposes.

County department heads are responsible for monitoring and addressing non-compliance of the individuals to whom they issue badges. Any misuse, alteration or fabrication or duplication of the badge may subject the holder to disciplinary action. Identification Badges are the property of Lenawee County and must be surrendered at the time employment is ended.

### **REASON FOR POLICY**

The protection of health and safety of county employees, contractors, and vendors is a primary responsibility of the County Board of Commissioners as the county employers. The Security ID Badge helps to create and promote safe and secure environments by providing visual identification and increasing accountability of visitors to the county campus.

**Mandatory Use:** Security and Photo ID Badges must be worn, face up, and clearly visible at all times while conducting the employees job responsibilities.

**Exceptions to the Policy:** Uniformed officers, uniformed bailiffs and corrections officers are exempted from this policy. Departments may request total or partial exemption from the policy by written request, stating the basis for the exemption, to the County Administrator. The decision of the County Administrator shall be communicated to the department in writing.

Photo identification badges must not be altered or defaced in any manner. Do not affix stickers or tags to the photo identification badges. Lost, damaged, or altered badges must be replaced, and a-replacement fee will be charged.

It is the responsibility of each department head to enforce the county policy. It is also the department heads responsibility to ensure that county photo badge is turned in at the point of termination or retirement from employment or when contractors or vendors have completed their respective assignments.



## Photo ID Badge (*continued*)

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**Functionality:** Photo IDs are color coded to designate personnel function as follows:

- Orange - Commissioners, EM Staff, Health Officer, and other designated staff
- Green- County employees
- Yellow – township officials
- Blue Dot – Attorney Secure Pass
- None –guests, contractors, and vendors
- Photo badges will be clearly printed with an expiration date on the lower edge of the badge.

**Guest badge-definition:** Authorized vendors and contract employees are required to have a temporary badge issued for visual identification. Temporary badges have a similar design as county Security ID badges, but feature only the department name, expiration date, and role. *Guest badges will not be provided with the seal of the County of Lenawee.*

**Guest badge- procedures:** Department heads or managers must contact the office of emergency management to schedule a vendor /contractor to have a temporary photo ID created.

- This should be done in advance as staffing to perform this function is limited
- Vendor or contractors requiring badges for county projects must be collected and returned to the county office of emergency management when the vendor / contractor has completed his / her obligations with the county.
- Temporary badges will expire sixty day from the date of issue. The badge will indicate month and year of expiration.



## Photo ID Badge (*continued*)

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**Attorney Secure Pass badge – definition:** As an alternative to the normal Judicial Building screening process, attorneys having business before the court may apply for an Attorney Secure Pass. This pass will expedite the front door screening procedure and permit the attorney to enter with items prohibited to the general public. *Attorney Secure Pass badges will not be provided with the seal of the County of Lenawee.*

**Attorney Secure Pass badge – procedure:** The complete procedure may be found in the “*Lenawee County Judicial Building Entrance Security and Screening Procedure*”. Attorneys may obtain an application from District Court or the County Clerk and pay an application fee. As with other county issued identification, passes may not be used by any person other than the individual it was issued to.

**PASSED BY ROLL CALL VOTE** of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, June 13, 2018, in the Old County Courthouse, Adrian, Michigan.

A handwritten signature in black ink, appearing to read "David Stimpson", written over a horizontal line.

David Stimpson, Chair

A handwritten signature in black ink, appearing to read "Roxann Holloway", written over a horizontal line.

Roxann Holloway, County Clerk