

SECTION 411: EMPLOYEE IDENTIFICATION BADGE POLICY

411.1 POLICY: Black Hawk County strives to develop and implement workplace policies and practices that create and maintain a working environment that is safe for employees as well as public spaces that are safe for the citizens we serve. A system of identification is one part of a credible public facility security system.

This policy is meant to provide direction and clarification on the issuance and handling of County employee identification badges for the purpose of ongoing identification of those individuals that are employees and those of the general public. County-issued identification badges may also serve other functions in addition to identification.

411.2 SCOPE: This policy applies to all Black Hawk County employees (including permanent, temporary and contracted employees.) Refer to the Buildings and Grounds Policies and Procedures for contractor /vendor identification badge procedures.

411.3 APPLICATION OF COUNTY IDENTIFICATION BADGES: Black Hawk County will issue an identification badge to each new employee upon commencement of employment. Employees must complete a "County Identification Badge Request Form" and submit the completed form to the Black Hawk County Human Resource Department, or designated office. In order to be issued a County identification badge, employees must verify their identification by means of driver's license or other valid document.

The front of the County employee identification may include the following: photograph of the employee; employee's first name and initial of last name; employee's department; and employee number. Other pertinent information needed for emergency management actions may be on the badge if the individual falls under the provisions outlined in section 411.10.

411.4 REPLACEMENT BADGES: If a replacement badge is issued due to a change in information, the badge will be reissued at no cost to the employee. It is the responsibility of the badge holder to immediately report a lost or stolen identification badge to his/her supervisor. Replacement badges will be issued once without a fee and after that for a \$5.00 fee. The Identification Badge shall not be altered.

411.5 FRAUDULENT USE OF ID BADGES: Fraudulent use of a County employee identification badge will result in disciplinary action, up to and including termination. Fraudulent use includes using or permitting the use of a badge by a person other than the individual to whom it was issued, and using identification badges as a means of securing funds, donations, gratuities, or other items of values or as means of receiving a discount or altering responsibility for one's actions.

411.6 CONFIDENTIALITY OF BADGE PHOTO IMAGES AND PERSONAL INFORMATION: The photo image and other badge holder-related information will be used exclusively for official County business and will not be made available electronically or otherwise for any other purpose. Photo images will be released only if the badge holder has submitted a signed consent through the Black Hawk County Human Resource Department.

411.7 STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM: Records collected for creation of the identification badge are stored in a computerized system, retrievable by the employee's name. Access to the system is safeguarded by password and is restricted to employees who have a need to access the system in the performance of their duties. Identification badge records of employees may be maintained for up to seven years after termination of employment.

411.8 RETURN OR DEACTIVATION OF BADGES: Employee identification badges are considered County property and must be returned directly to the employee's supervisor upon resignation or termination of employment along with all other County property.

411.9 COMPLIANCE WITH THE EMPLOYEE IDENTIFICATION BADGE POLICY: The identification badge shall be displayed by employees during all work hours. Elected Officials and/or Department Heads shall have responsibility for ensuring that all assigned employees possess identification badges per the guidelines of this policy. Employees not displaying their Identification Badges are subject to discipline up to and including termination.

411.10 EMERGENCY RESPONDER CREDENTIALING: Certain employees of Black Hawk County are trained to assist and respond in emergency situations. The ID Badge can store such employees' emergency response

credentials. This data will be captured and stored in a database in order to dispatch individuals who are able to respond in emergency situations. The ID Badge will assist in assigning and tracking employees as well as equipment in an emergency situation. The Employees' first and last names will be included on their identification badges. Employees may choose to submit personal medical information that may be displayed or encoded into the barcode. Due to required certification renewals, emergency response cards will expire after four years.



Identification Badge Request Form

I. BADGE TYPE

- Employee Non-Emergency Responder Badge
- Employee Emergency Responder Badge
- Contractor / Vendor Identification Badge

II. PURPOSE

- New Employee
- Department Transfer
- Name Change
- Damaged/Lost/Stolen (\$5.00 Replacement Fee may apply)
- Contractor / Vendor Assignment

III. SECURITY ACCESS (Indicate which secure areas individual will need access to)

Authorizing Signature (Department Head / Elected Official)

Date

IV. INDIVIDUAL INFORMATION

Last Name First Name M. Employee #

Department Position Title

V. CONTRACTOR / VENDOR INFORMATION

Company Name Assignment Location Start: _____ End: _____
Duration of Assignment

Authorization

The photo image and other badge holder related information will be used exclusively for official County business and will not be made available electronically, or otherwise, for any other purpose. Photo images will be released only if the badge holder has submitted a signed consent through the Black Hawk County Human Resource Department. The identification holder agrees to abide by the Black Hawk County Identification Badge Policy and/or the Buildings and Grounds Policy. I have read and understand the policy and I consent to Black Hawk County utilizing my photograph solely for the purpose of the identification badge.

Employee Print Name

Employee Signature Date