



Gibson County Employee Identification/Access Card Policy and Procedures

PURPOSE: To establish guidelines for the issuance of a photo identification badge to all employees and for the use of said badge by employees while at work or when representing the Gibson County in any official capacity to provide a safe and secure workplace for all employees.

POLICY STATEMENT: All employees will be issued and must wear and visibly display photo identification badges as provided by the County. Identification badges must be worn in a manner that allows the identification of an employee by photo, first and last names, position, and department. This badge may also provide location access to areas through keyless entry.

For the purpose of this policy, employee shall refer to full-time, part-time, and/or seasonal employees.

The official County ID badge for all employees will identify employees' name, department, and position. Some ID badges may have other purposes that includes but are not limited to access to certain work location areas. This also includes any time while on County property, as well as any business where the employee is representing the County and operating any county owned vehicle.

REQUIREMENTS: 1) Because the policy and procedures described herein are intended to provide for the safety and security of County employees, all employees are expected to fully comply with all provisions of this policy.

2) The Gibson County Commissioners or designee will provide all employees with a copy of this policy at the time of issuance of new/updated employee identification. The policy will be available on the County website.

3) All employees are required to wear the ID badge in County work areas during official capacity. ID badges are to be prominently worn so the photo is clearly visible to others. The requirement may be temporarily waived at the department's discretion when wearing the ID presents a safety issue (e.g., Police Officer or such). However, the employee must always carry the ID during work hours or when acting in an official capacity. It can be placed in a pocket or wallet.

4) The ID is to be worn between the shoulders and waist on a clip or lanyard. Commissioners or designee will provide a clip, chain, or lanyard for each employee to wear the ID, initially. The ID shall not be defaced or altered with pins, stickers, decals, etc.

5) Employees are responsible for safeguarding their own ID. Any lost or damaged ID should be reported immediately to the employee's supervisor, who is responsible for reporting the lost or damaged ID to Commissioners or designee.

6) In an event that an employee forgets their ID, the employee's supervisor must be notified at the start of the work shift. The supervisor can issue a temporary ID for the shift. The temporary ID will only list the employee's department.

PROCEDURE

1) All employees of Gibson County will be issued a photo identification card. The Gibson County Commissioners or designee will be responsible for authorizing the issuance of the ID card to each employee.

2) All new employees will have their ID cards made electronically by Gibson County Commissioners Designee in the County Building or designee.

3) Employees will be issued one ID badge. Some ID cards will also contain a microchip with data that will allow access to other offices and buildings.

4) Supervisors should report lost or damaged IDs to their supervisor or to issuing Commissioners designee. Employee may request a replacement ID, approval from supervisor, and/or fee applied.

5) New IDs will be issued at no cost to employees who receive a transfer, promotion, demotion, etc. to a different department.

- 6) New IDs will be issued after five years of original issue date, if needed.
- 7) A fee of \$10 will be assessed to replace all lost, stolen, or damaged badge for replacement of employee identification; \$20 fee for replacement of an access ID badge. IDs that are replaced due to normal wear and tear will not be assessed a charge. Checks or money orders made payable to "County Treasurer" are the only acceptable method of payment.
- 8) Any lost ID that is found should be turned in to Gibson County Commissioners, 225 N Hart St., Princeton, IN or at the Commissioners Bldg, North Annex.
- 9) Upon termination or retirement, an employee must turn in the ID to their supervisor or Department of Personnel. Commissioners Office or Designee will deactivate ID.
- 10) Upon suspension, an employee must turn in their ID to their supervisor pending return to work.

IDENTIFICATION CARD HOLDER RESPONSIBILITIES

- 1) Do not lend your ID to anyone.
- 2) Do not allow unauthorized individuals into any secure area.
- 3) Do not leave ID on dash of vehicle or other locations where exposed to extreme temperatures.
- 4) Do not fold, bend pry open or mutilate your ID.
- 5) Do not use your ID improperly.
- 6) Do not leave your ID unattended.
- 7) Immediately notify your supervisor if your ID is no longer in your possession.
- 8) Immediately notify your supervisor of any difficulties or problems with any ID.

ACKNOWLEDGEMENT

I acknowledge that I have read, understood, and agreed to the policy and procedures set forth.

Print Name: _____ Employee Number/Dept: _____

Signature: _____ Date Issued: _____

Door Access Card Number: _____ Issued By: _____

All Checks and Money Orders should be made payable to the Gibson County Treasurer.

() Check # _____ Received by: _____

() Money Order _____ Received by: _____

Policy Effective this 5th day of July 2022

[Signature]
Gibson County Commissioner

[Signature]
Gibson County Commissioner

[Signature]
Gibson County Commissioner

Gibson County Commissioner