**Brewster County**

**SUBJECT: PERSONNEL PROCEDURES**

**TITLE: IDENTIFICATION BADGE POLICY**

**I.                   POLICY**

In a continuing effort to provide a safe and secure workplace and to allow for the identification of County employees and other authorized persons by and from the public, it is the policy of the Denton County Commissioners Court that all employees possess a valid and current identification badge issued and authorized by Brewster County.

**II.                DEFINITIONS**

1.                *Issuing office* shall mean the Brewster County Court House Security. The Commissioners Court may add other authorized locations after approval of this policy.

2.                *Employee* shall mean full-time regular, part-time regular and temporary employees.

3.                *Other authorized persons* shall mean contractors, vendors, special visitors or others designated by the department head or elected official.

**III.    PROCEDURES**

1.      An ID badge will be issued to all employees, other than those hired for a specific short-time period such as election workers who do not work in a County building, and other authorized persons

2.      Identification badges shall not be loaned to other employees or individuals for any purpose.

3.      Use of a Brewster County ID badge for personal or unauthorized uses may result in disciplinary action up to and including termination from employment by Brewster County.

4.      Employees hired by the County will have an ID badge made as soon as possible after employment. New employees should have a badge made when they are processed into the County.

5.      Elected Officials and department heads are charged with the responsibility to ensure that all employees and other authorized persons possess an ID badge. It is the employee’s responsibility, along with the department head or elected official, to ensure that their ID badge is valid and contains accurate information. An elected official or department head may temporarily seize an employee’s ID badge as the result of a disciplinary action including time off with or without pay.

6.      The first ID badge issued will be free of charge. If an employee transfers to another department, a replacement badge will be issued, at no charge, indicating the change of department. The departments involved in the transferring of an employee are responsible for coordinating the collection of the old badge and returning it to the issuing office. The issuing office is responsible for destroying expired badges that are returned to them.

7.      Lost or stolen ID badges should be reported immediately to the issuing office**.** If the id badge is lost or stolen, a charge of $$$ will be deducted from the employee’s paycheck to pay for the replacement badge. Older badges will be replaced free of charge.

8.      Badges shall not have other symbols or ornaments attached to them in any form or fashion.

9.  Brewster County ID badges are and will remain the property of Brewster County and will be surrendered to the issuing office by the employee upon termination of their employment with Brewster County.

10.  Issuing offices should provide a secure area for identification badge software, hardware and supplies. The issuing offices should maintain a record of all ID badges that have been issued, returned and destroyed.

11.  Employees are required to possess a Brewster County identification badge whenever they are in County owned or leased facilities and while working on County projects or programs. A department head or elected official may require ID badges to be visibly worn by their employees or other authorized persons while on County business. If mandatory wearing of an ID badge is required, it should be worn in a conspicuous location for easy identification and readability. It is not the intent of this policy to compromise the safety of its employees or other authorized persons; therefore, discretion should be exercised to determine if visibly wearing and/or possessing an ID badge is to their detriment.

15.  The Commissioners Court, as the policy-making authority, may amend or revise this policy as needed.