



USING COUNTY IDENTIFICATION CARDS

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Cancels: Res # 075315 • Reference: None

This policy applies to all Whitman County employees, volunteers, and contractors, except those employees in the Sheriff's Office, unless otherwise stated in a collective bargaining agreement.

1. ID Cards Provide Identification of County Employees

Whitman County strives to ensure the safety of employees and the security of our facilities against any unauthorized access. For safety and security measures to be effective, it requires the cooperation of all County personnel, volunteers and contractors. Identification cards ensure recognition of authorized individuals.

Issued identification cards remain the property of Whitman County. In the event of disaster plan activation for County facilities, the identification card is the primary means of identification.

Any alterations to the design of identification cards shall be approved by the Chair of the Board of County Commissioners and the County's IT Director.

* See provision three regarding service workers and volunteers hired on a regular basis.

2. Information Technology Will Issue I.D. Cards

Information Technology will issue identification cards upon request. Confirmation of an employee's identity may be required through the department or Human Resources.

ID cards for employees leaving employment or changing positions shall be returned to IT.

3. Individuals Must Wear I.D. Cards During Work Hours

All employees, service workers, volunteers, and visitors in normally unauthorized areas, with the exception of uniformed law enforcement, shall wear I.D. cards during working hours unless the card would cause a safety hazard, as determined by the elected official/department.

Upon request, Information Technology will supply each department with the necessary number of ID cards. Each department is responsible for tracking, distributing and collecting cards from visitors, volunteers, service workers and temporary employees. Each individual

shall check-in with the appropriate department to obtain an ID card. The cards shall then be returned to the department before leaving county property.

Service workers and volunteers hired on a regular basis will be provided an ID card. Each department is responsible for identifying regular service workers/volunteers and notifying Information Technology of the need for a photo ID.

4. I.D. Cards Expire

I.D. cards expire for the following reasons at which time they must be returned to Information Technology:

- Change in job title/position/department
- Leaving Whitman County employment
- Change in name
- Significant change in appearance

5. Department Heads/Elected Officials and Employees are Responsible for the Proper Use of I.D. Cards

Department Heads/Elected Officials are responsible for ensuring compliance with this policy and proper use of identification cards including:

- Ensuring employees are informed of and comply with the requirements of this policy;
- Establishing office policies and procedures specifying any conditions where, for employee safety, identification cards are not required to be worn;
- Ensuring that identification cards are available and visible;
- Ensuring all temporary employees, volunteers and contractors obtain cards from Information Technology and display them appropriately;
- Retrieving identification cards from individuals who leave employment and returning them to Information Technology.

Employees are responsible for complying with this policy, including:

- Reviewing and complying with the provisions of this policy;
- Wearing County-issued identification cards while on duty representing the County;
- Wearing, making available and presenting their identification card to staff upon request.

6. Violators May Face Discipline Up to and Including Termination.

This policy was created for the safety of County employees, customers and property. Therefore, violators of this policy may be disciplined up to and including termination.

Employees observing a violation should immediately report it to their Department Head/Elected Official or Human Resources.