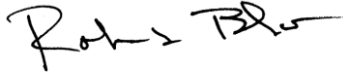




ID Badges & Visitors Policy

POLICY NUMBER: 100-12	EFFECTIVE DATE: 10/1/2015	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: New Issue	AUTHORITY:	

I. PURPOSE

The Department of Administrative Services (DAS) is committed to providing a secure and safe workplace. As part of this commitment, DAS has established an identification badge system for all DAS employees and visitors to readily identify staff and other authorized personnel and to provide access into buildings and offices. Failure to follow the policy noted below will be considered a violation of policy and may result in disciplinary action.

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II. POLICY

1.0 Identification Badges

- 1.1 Each employee will be issued an identification (ID) card at the time of hire. This card is for the exclusive use of the named employee and shall not be loaned to any other person, or altered. Employees shall report lost or stolen ID cards to their supervisor as soon as possible.
- 1.2 Employees shall wear their card on the outside layer of clothing so it can be easily seen at a normal conversation distance while in a department facility or at a work assignment outside of a department facility.
- 1.3 Employees shall show their ID card upon request. It shall also be shown upon request to identify himself/herself as a department employee.
- 1.4 Unauthorized stickers, pins, badges, etc. shall not be put on the identification card.
- 1.5 Employees may be required to sign for the card when issued and shall return it upon leaving department service.
- 1.6 Employees who neglect to wear their card, may be assigned a temporary card, which must be returned the next workday.
- 1.7 Employees may be issued essential cards for weather or emergency situations. Guidelines for use will be issued with the cards.
- 1.8 Employees shall return their ID badge to their supervisor or the Office of Employee Services upon employment separation.

2.0 Visitors

- 2.1 Visitors to the office who are not on work-related business should be kept to a minimum and are prohibited in restricted areas. All visitors should check in at the security desk and receive a visitor's badge which must be returned before leaving the building. Children should not accompany their parent to work except for a state sponsored event or with prior approval from the division deputy director.

III. REVISION HISTORY

Date	Description of Change
10/1/2015	Original Policy Effective