

**Adopt Policy - Cortland County Employee Identification Badge Guidelines**

WHEREAS, it is the policy of Cortland County to provide a safe and secure environment for employees and visitors in the facilities it owns and manages, AND

WHEREAS, as part of this goal it is beneficial to establish guidelines for the issuance of a photo identification badge to all employees for the use of said badge by employees while at work or when representing the County of Cortland in any official capacity in an effort to provide a safe and secure workplace for all employees, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the attached Evacuation Procedures for use in emergency situations at county facilities.

**Cortland County Employee Identification Badge Guidelines**

**PURPOSE:** To establish guidelines for the issuance of a photo identification badge to all employees for the use of said badge by employees while at work or when representing the County of Cortland in any official capacity in an effort to provide a safe and secure workplace for all employees. The policy shall be effective May 1, 2016.

**SCOPE:** This policy applies to all County Employees (including full-time, part-time and temporary) Elected Officials, Volunteers and Contracted Services while on County property and/or in the community will adhere to the following identification standards.

**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 and department. This badge and PIN will also provide location access to certain areas throughout the County using keyless entry. All persons working or conducting business on County property and/or in the community will adhere to the following identification standards.

**REQUIREMENTS**

1. 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. Any employee who is found to be in violation of this policy may be subject to disciplinary action.
2. The Personnel Department will provide all new staff members with a copy of this policy at the time of new employee orientation. The policy can also be found on the County's intranet.
3. All employees are required to wear the ID badge at 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. Sheriff's, Buildings and Grounds and Highway Department's). However, the employee must carry the ID at all times during work hours or when acting in an official capacity.

4. The ID is to be worn between the shoulders and waist on a lanyard or attached clip as provided by the County. The ID shall not be defaced or altered with pins, stickers, decals, etc.
5. Employees are responsible for safeguarding their own ID and PIN. 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 IT.
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 will issue a temporary ID for the shift. The temporary ID will only list the employee's department.
7. The PIN will be four (4) numeric digits in length and cannot be some other identifying number assigned to the individual such as part of Social Security Number, Badge Number, etc.

#### **PROCEDURE**

1. All employees of the County will be issued a photo identification card. The Personnel Department will be responsible for authorizing the issuance of the ID card to each nonpublic safety employee at orientation.
2. Supervisors should report lost or damaged IDs to IT immediately. After notification from the supervisor, the employee should print out and complete an ID Card Request Form from the County intranet site and bring the completed form to the IT Department.
3. New IDs will be issued, at County expense, for those who receive a transfer, promotion, demotion, etc. within the County.
4. New IDs will be issued after five years of original issue date.
5. Any lost ID that is found should be turned in to the IT Department.
6. Upon resignation, termination or retirement an employee must turn in their ID to Personnel.
7. Upon suspension, an employee must turn in their County ID to their supervisor pending return to work.

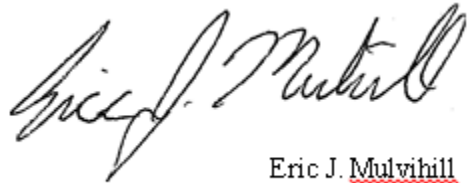
## **IDENTIFICATION CARD HOLDER RESPONSIBILITIES**

- 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 or mutilate your ID.
- 5) Do not use your ID improperly.
- 6) Do not leave your ID unattended.
- 7) Do not write your PIN on your ID card, lanyard, card pouch or anything else your ID card may be near.
- 8) Immediately notify your supervisor if your ID is no longer in your possession.
- 9) Immediately notify your supervisor of any difficulties or problems with any ID.
- 10) ID cards are the property of Cortland County.

**STATE OF NEW YORK ) SS:  
COUNTY OF CORTLAND )**

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature, have compared the foregoing copy with the original now on file in this office, and that the above actions were passed by the Cortland County Legislature on the 31st day of March, 2016 and that the same is a correct and true transcript of such actions taken.

IN WITNESS WHEREOF I have hereunto set my hand  
and the official seal of the CORTLAND COUNTY  
LEGISLATURE, this 31st day of March, 2016.



Eric J. Mulvihill  
Clerk of the Cortland County Legislature

# ID CARD REQUEST

Name \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

Job Title \_\_\_\_\_

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Type of card:

New

Replacement

Reason for replacement:

Lost/Stolen/Damaged

Expired

Department Change

Name Change

Wear and Tear

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Upon resignation, retirement or suspension, all IDs must be turned into Personnel. The ID badge policy, which includes the responsibilities of card holders, can be found in the County Policies as well as on the County's intranet.

Department Head/ Designee \_\_\_\_\_ Date \_\_\_\_\_