

4.21 IDENTIFICATION BADGES

A. Purpose

The Board of Stark County Commissioners recognize the importance of maintaining employee safety and building security. To better assure this safety and security, all employees under the hiring authority of the Board of Commissioners who are employed in the County Office Building, and select other employees who frequent the County Office Building to do business, are provided an employee identification badge. This badge, in addition to providing photographic identification for each employee, also has the ability to serve as a “key card” for additional building access.

B. Obtaining the Identification Badge

All employees who are employed in the County Office Building, and select other employees who frequent the County Office Building to do business, are provided an employee identification badge by the Department of Human Resources.

1. New Employees

Upon hire, new employees will receive an employee identification badge on their first day of employment during new employee orientation.

2. Temporary Staff and Interns

Temporary staff and interns will receive an identification badge with the anticipated limited dates of employment.

3. Contractors and Hired Workers

Contractors and other hired workers performing work in the building will receive a standard issue badge from the Facilities Department. If building access privileges are needed, the Department of Human Resources may issue cards with building access capabilities upon approval from the Board, or its designee.

C. Building Access

Building access (location and times) is granted based on the demands, responsibilities and needs of the individual employee as determined by the Board of Commissioners, or designee.

D. Upon Discipline and/or Termination of Employment

The identification badge is property of Board of Stark County Commissioners. As such, upon termination of employment, the identification badge must be returned to management. In the event that an employee’s employment is suspended or placed on leave with pay due to a disciplinary investigation, the employee must return their identification badge. The identification badge will be returned upon the employees return to work.

E. Badge Replacement

1. Lost or Damaged Badges

The Board of Stark County Commissioners will replace one (1) lost or damaged card per employee. Beyond the first incident, employees who lose, misplace or damage their photo identification badge will be required to pay for a replacement badge at the cost of five dollars (\$5.00) per incident.

2. Routine Replacement

On a five (5) year cycle, cards will be replaced at no cost to the employee. This routine replacement is to ensure that cards remain in good condition and current.



F. Employee Responsibilities

While the identification badges are property of the Board of Commissioners, each employee is responsible for the stewardship of their respective badge. Further, because the identification badges are intended to provide safety and security, failure to comply with the following responsibilities may result in disciplinary action.

1. Identification badges are expected to be worn, or on your person at all times;
2. Do not lend your identification badge to anyone for purposes of gaining access through a secure gate, door or elevator;
3. Do not lend your identification badge to anyone for purposes of falsifying identification;
4. Do not fold, bend or otherwise mutilate your identification badge;
5. Do not leave your identification badge unattended;
6. Do not leave your identification badge on the dash of your vehicle or other locations where it may be exposed to extreme temperatures; and
7. *Immediately notify* your supervisor and the Department of Human Resources if you believe your identification badge has been lost or stolen.

