



## County of Santa Clara

Policy Name: Employee and Visitor ID Badges

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**Policy Type:** Administrative

**Category:** Personnel

**Policy Name:** Employee and Visitor ID Badges

**Policy Owner:** Employee Services Agency

### Policy Purpose

The County provides ID badges to employees and visitors as a means to identify individuals on County property, in County facilities, or in workspaces not accessible to the general public. The purpose of this policy is to provide employees and departments with guidance regarding the issuance and use of ID badges.

### Policy Summary

It is mandatory for all County employees to wear a County identification badge while at County facilities for work purposes. Additionally, all visitors must wear visitor badges while within non-public areas of County facilities. The general protocols for wearing County identification badges are as follows:

- Wearing a badge is mandatory for all persons at County facilities.
- Badges must be visible at all times, and worn from either a necklace strap or clip.
- Badges are the property of the County of Santa Clara.



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### County Visitor Badges

- All visitors to County facilities must be issued a visitor badge at the County building or floor they are visiting. This does not apply to public customers who are only accessing a service counter window.
- Each County building or floor must issue and track visitor badges.

### County Employee Badges

- County employees may use their departmental photo ID badge in place of a visitor badge.
- County employee badges are issued at the time of hiring and must be collected and returned to the departmental personnel unit at the time of separation to be destroyed.
- A replacement fee of \$20 will be charged for a lost or destroyed County employee badge.
- Refusal by a County employee to wear an identification badge should be addressed by department management.

### Unescorted Persons

County employees who come upon individuals who are unescorted in a County facility and who are not displaying a County identification badge are instructed to do the following:

- Exercise reasonable judgment.



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- Offer assistance, inform the person of our policy, and offer to escort them or register them for a visitor badge.
- If the situation appears dangerous, follow departmental safety guidelines and call for assistance.

### Procedures

None.

### Definitions

For the purposes of this policy, the following definitions apply:

- 1) **"ID badge"** means any card, sticker, paper, tag, or other form of credential issued by a department or the County for identification purposes.

### Frequently Asked Questions

None.

### Related Policies

None.

### Related Forms and Information

None.



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## History

Date	Changes Made
3/12/2014	Policy uploaded. (John Myers)