

Polk County Wisconsin

Identification Badge Policy

Policy 506

Effective Date: 04-15-03

Revision Date 03-11-08, 9-9-03

Policy:

All Polk County employees are required to wear an Employee ID Badge during their working hours for Polk County, except when an employee's physical safety is placed at risk, at which time the ID Badge shall be easily accessible.

Procedure:

All new employees and the Chairman of the County Board will be issued an ID Badge by the Parks, Buildings and Solid Waste Department at Orientation.

This badge will allow the employee access into their building and in the Justice Center only into the areas they are allowed to enter. The card is for the individual employee's use only. Allowing use of the card by any other person may be grounds for disciplinary action.

When an employee resigns, is terminated, or will no longer be working for Polk County, he/she must submit their ID Badge to their Department Head on their last day of work, and it will be forwarded to the Parks, Building and Solid Waste Department..

Any contractor conducting business in a County Facility will issued a temporary visitor pass. These passes assigned on a daily basis, and will be visibly distinguishable from employee badges.

All exceptions to this policy are at the discretion of the Director of Parks, Buildings and Solid Waste. Exceptions will be granted only for specific purposes and time periods.

Accountability:

Any person who loses an employee ID Badge is subject to a \$15.00 replacement fee and further disciplinary action may be warranted.