

SUBJECT: SECURITY-IDENTIFICATION BADGES

EFFECTIVE
DATE: 03-08-11 (replaces 02-02-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of McIntosh Trail Community Service Board to provide identification for all staff and visitors.

PROCEDURE

1. All employees/volunteers/interns/contracts of McIntosh Trail Community Service Board will wear an identification badge while in the performance of their job duties.
2. The ID Badge will contain the following information:
McIntosh Trail CSB Employees/Volunteers/Interns/Contracts:
 - a. Name of agency - McIntosh Trail CSB
 - b. Employee's name
 - c. Photo of employee
 - d. Back of badge will contain: mission statement, vision, list of values
3. At the time of employee/volunteers/interns/contracts enrollment process or within one week, McIntosh Trail CSB employees/volunteers/interns/contracts will be issued ID badges by the Personnel Department.
4. All visitors to McIntosh Trail Community Service Board will be issued a visitor's ID badge. (These badges can be self-adhesive and disposable.) It will contain the following information:

McIntosh Trail CSB VISITOR

Date of Visit: _____

It is the responsibility of the facility site to enter the date of the visit.

Visitors will be defined as those person(s) who will be visiting the facility site for any period of time.

Visitor ID badges are to be turned into the facility site at the time the visitor leaves.

Each facility/program will be issued a supply of visitor ID badges from Personnel.

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PROCEDURE (Continued)

5. It is the responsibility of each supervisor to ensure that all employees/volunteers/interns/contracts are issued an identification badge and that they wear their badges while in the performance of their job duties.
6. When an employee/volunteer/intern/contract leaves the employment of McIntosh Trail Community Service Board, they will turn in their ID badge to their supervisor who will send it to the Personnel Department.
7. In the event an employee loses badge, the employee is responsible for the cost of replacing the badge. Payment will be due to Personnel at the time the replacement badge is issued.