

Category 300  
Number: 328

Subject: COUNTY IDENTIFICATION BADGES

1. PURPOSE: It is the purpose of this policy to recognize the need for employee identification badges and to establish the procedures and responsibilities for implementation of this policy.
2. AUTHORITY: The Saginaw County Board of Commissioners.
3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.
4. RESPONSIBILITY: It shall be the responsibility of Department Heads, Appointed and Elected, to ensure all employees are issued and are properly displaying Saginaw County Identification Badges.
5. DEFINITIONS:
  - 5.1 Identification Badges are badges which contain the following information:
    - 5.1.1 Front: The front of each badge will contain the first name, picture and assigned department of each County employee.
    - 5.1.2 Back: The back of each badge will contain the full name, job title, and signature of each County employee.
    - 5.1.3 Security Codes/Clearances: Codes programmed into the card that establish building/door access for employees.
  - 5.2 County facilities include all facilities owned and/or operated by the County of Saginaw.
6. POLICY:
  - 6.1 Department Heads, appointed and elected, shall ensure all employees within their Departments have a current identification badge. Badges will be issued when an employee begins employment with the County or when they have a change in Department, job title or full name.
  - 6.2 All employees will be provided initially with one (1) Saginaw County Identification Badge and needed accessories to display the badge at all times while entering or within any Saginaw County Facility, or while representing the County of Saginaw while on official business of the County.

6.3 In the event the identification badge is lost, stolen, or destroyed, the employee will immediately report the loss to their Department Head, Elected or Appointed, who will schedule the employee to be processed for a replacement badge. The party responsible for programming security codes/clearances shall also be notified so security codes/clearances for the missing card can be suspended. If a replacement badge is necessary, the employee will be charged \$10.00 for the first replacement badge and \$20.00 for any subsequently issued badge.

6.4 All Employees will display their issued badge during all hours of employment with the County of Saginaw.

7. ADMINISTRATIVE PROCEDURES: Controller/CAO is responsible to ensure administrative procedures are in place to effectuate this policy.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: February 25, 2003

AMENDED: May 15, 2018