

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: EMPLOYEE IDENTIFICATION	DATE APPROVED: 09/06/18	EFFECTIVE: Immediately	POLICY NO. 374
		REPLACES: 374 Adopted 10/19/17	

STATEMENT OF PURPOSE: The County of Calhoun recognizes the need to provide for the safety and security of all employees, tenants and visitors. In doing so, the County is complying with Section 5 (a), the Federal Occupational Safety and Health Act of 1970 (OSHA). The County has determined that the proper issuance and display of identification badges contributes to a safe work environment. The Access Card and its associated photograph will be used to identify a particular person as an employee, enhance an employee’s ability to identify fellow employees, and restrict building access to personnel employed by the County, the Courts or the tenants of County facilities who have permission to be in the building. In addition the Access Card functions as a proximity reader card which will allow authorized persons access to secured areas in County facilities, while providing the capability to identify others who may not be authorized and may require assistance. Calhoun County adopts this policy pursuant to its status as employer, landlord and given its statutory obligation to provide Court facilities.

AUTHORITY: The Calhoun County Board of Commissioners.

RESPONSIBILITY: The Office of the County Administrator/Controller shall be responsible for the implementation and administration of this policy.

DEFINITIONS:

Access Card: PVC Card with employee photo and information issued for the purpose of employee identification for all County employees. Also functions as electronic keys allowing authorized users to access secured areas of County facilities including; the Justice Center, the Toeller Building, the County Building in Marshall and the Road Department Administration Building.

Access Card Office: The agency and staff appointed by the County Administrator/Controller to carry out the production, issuance and administration of Access Cards and Access Cards in the Justice Center. The County Administrator/Controller has authorized the Facility Department to provide Access Cards in the Toeller Building in Battle Creek, the County Building in Marshall and the Road Department Administration office in Marshall.

Access Card System: The system which provides the administration for the security and production of employee identification cards and the maintenance of the access points in the secured areas of County facilities.

Authorized Agency: The County Administration Office is the authorized agency for the approval and production of Access Cards. The County Administrator/Controller may delegate the authority to approve ID cards to the Calhoun County Sheriff Office, the Courts or other agencies for their respective staff and select non-staff to approve requests for the issuance of new cards or changes to existing Access Cards in the Justice Center. The County Administrator/Controller may delegate the approval and production of Access Cards in the Toeller Building, the County Building and the Road Commission Administration Building.

Department Supervisor: Representative of a County department with the authority to make decisions regarding employee identification and access rights to secured areas of County facilities.

Access Card Coordinator: County staff appointed by an elected official, department director or supervisor who is responsible for administration of Access Cards as required by this policy.

POLICY: The County Administration Office will be responsible for the issuance of an official photo identification card to all regularly employed full-time and part-time staff, tenants, authorized agencies and vendors. The County issued Access Card serves as personal identification and provides access to the secured areas of County facilities. The issuing and wearing of the Access Card identifies that the wearer has official and regular business with the County. The absence of the Access Card will indicate that the person is a visitor. County staff members are encouraged to ask visitors in secure areas if assistance is required, direct that person to a location to obtain assistance or notify security that unauthorized person(s) are wandering around a building. The effort of the County should be viewed as presenting a user-friendly environment where visitors are quickly directed to their destinations while also alerting security to people who do not have a specific destination. This will require the cooperation of all staff members since security is everyone's business.

The Access Card will serve to identify its holder as an employee of a unit authorized to be present in the secure areas of a particular building. Because such identification is needed to enhance the security within that building, it is essential that the Access Card be carried or worn by the employee (as specified by the Department Supervisor) and be presented for identification purposes at the request of an agent of the County when the agent is acting in the performance of his or her supervisory or security function. The wearing or carrying of the Access Card may be a condition of employment if the employee's Department Supervisor so specifies. Any employee who has been issued the Access Card and refuses to produce that card when properly requested by an agent of the County may be subject to disciplinary action.

It will be the policy of Calhoun County that:

1. Each Department Supervisor will name an Access Card Coordinator and one or more alternates. The Coordinator must keep account of all Access Cards authorized by their department. He or she must keep an approval of each card request from the Department Supervisor on file.
 - a. The Department Supervisor must appoint a Coordinator and notify the Access Card Office.
 - b. To authorize an Access Card, Coordinators must send the signed Access Card request form to the appropriate Access Card Office. The forms will be posted on-line ([LINK TO ON-LINE FORM](#)) or available from the Access Card Office email.
 - c. The Coordinator's approval, by e-mail or signature, represents to the Access Card Office that all internal policies of his or her department have been met.
2. Human Resources or a Court designee will make arrangements as part of the new hire process to ensure that all employees are issued the prescribed Access Card. Human Resources will contact the Access Card Office within the first week of a new employee start date to request an appointment for the production of the Access Card. The Access Card will be issued only upon receipt of the properly completed form signed by an authorized Coordinator. Under no circumstances may any Access Card be duplicated by anyone other than the Access Card Office. The Authorized Agency reserves the right to deactivate any Access Card at any time without notice. The holder of a deactivated Card must promptly return it to the Coordinator. The Coordinator may request re-issuance. The department requiring replacement for lost or damaged Access Cards may be assessed the cost of card production (in an amount to be established by the Authorized Agency). The Coordinator must return all Access Cards to the Access Card Office as soon as they are no longer needed.
3. Access Cards are to be returned to the Access Card Office by each Coordinator when an employee separates from the County. It will be the Coordinator's responsibility to return the Access Card to the Access Card Office. Department Supervisors are responsible for developing and implementing procedures to insure the return of the Access Cards when employees leave the employ of the department.
4. Vendors, temporary service contractors, visitors, guests or volunteers who will be at the County for an extended period of time (generally these people work in County facilities three (3) or more times per week for a period of six (6) months or more) will be issued, through the Department Supervisor they are affiliated with, a Visitor ID Card provided by the Access Card Office for the duration of their stay at the County. Visitor ID Cards for volunteers, guests, etc., must be requested from the Access Card Office by the Coordinators who will be responsible for collecting the Card when each person has completed their assignment. The County Administrator/Controller, the Sheriff Office and the Courts have the final approval as it relates to the authorization to issue Access Cards to non-staff.

5. The name used on the Access Card will be the name in the Active Directory as maintained by the Information Technology (IT) department. NO NICKNAMES WILL BE USED. With approval from the Department Supervisor and the Authorized Agency, first name only or other forms of identification may be used.
6. Access Cards are the property of the County, subject to the authorizing agencies' control. They shall be issued, controlled, used and accounted for as described in this policy. Any person shall hold or use only the Access Card that is officially assigned to that person. No person will use any Access Card or give access to any area to a person who does not have authority to be there. No Access Card officially issued to any person may be lent or reassigned to another except through the Access Card Office.
7. Coordinators must promptly tell the Access Card Office of any changes in an Access Card's status. They must call if a Card is lost or stolen or needs immediate deactivation for any other reason, followed by a confirming e-mail. The Access Card Office may confirm by phone or e-mail before deactivation. Department Supervisors may ask to change an existing Access Card access. This request must be in writing or e-mail.
8. In special cases, the Access Card Office may issue a special loaner Card to a Coordinator or an employee authorized by the Coordinator. The Coordinator or authorized employee may then lend the Card to a temporary user. The department requesting use of a temporary Card shall have full responsibility for Card and its use. Temporary users might include, for example, a contractor who needs after-hours access for a project, a County employee who has a lost or damaged Card, or other official County business needs that are temporary.
9. Coordinators may approve access to the internal space their department occupies and to shared, or common areas. Common areas are building entries and the halls, conference rooms, or other areas that the departments all agree are shared. A Coordinator may not authorize access to areas occupied by other departments without their prior written consent and the approval of the Authorized Agency.
10. The Authorized Agency may authorize keys, master keys, or Access Cards for access to any or all areas as necessary for any of the Authorized Agency's work. At the discretion of the Authorized Agency, certain areas will require any proposed or existing cardholder to undergo a criminal background check and approval by the Sheriff Office or others before the Authorized Agency will approve, issue, or continue to provide access through an Access Card.
11. The Access Card System tracks Card usage. The Access Card Office will periodically provide each Coordinator with a "Valid Card Holder's List" for verification. If a department needs a special report, the Department Supervisor should make the request in writing or email, giving the reason and type of data needed.
12. To the extent permitted by law, the Authorized Agency's photos of cardholders will be used for County employment, building access, internal email communication and other

related purposes only, and will not be provided for any other purpose outside County control, except by order of a court of competent jurisdiction. Because these photos of cardholders are required for building security purposes, and employee participation in the employee identification program is mandatory, these photos will be treated as confidential and not subject to routine release under the Michigan Freedom of Information Act.

EMPLOYEE RESPONSIBILITY: Employees will be provided a copy of this policy. This policy will be reviewed with new employees during orientation. It will be the policy of Calhoun County that:

1. All employees will be issued a County Access Card, as provided by the Authorized Agency.
2. All employees will wear their Access Card at all times in a visible location at or above the waist while at County facilities. Any exceptions to this provision must be approved by the employees Department Head, as well as the County Administrator/Controller or Assistant County Administrator.
3. Each employee is responsible for the proper care, safekeeping, and use of his or her Card. Access Cards are the property of the County, and any employee who alters or intentionally mutilates the identification Card(s), who uses the identification Card(s) of another, or who allows his or her identification Card(s) to be used by another may be subject to disciplinary action. Access Cards remain the property of the County and must be surrendered upon demand by the Authorized Agency or upon termination of employment.
4. Employees must report lost or stolen Access Cards to their supervisor as soon as possible. It will be the responsibility of the Coordinator to notify the Access Card Office of any lost or stolen Access Cards. Failure to notify the Access Card Office may result in disciplinary action. The employee will be charged for each replacement of a lost or stolen Card.
5. Any employee needing a new Card to reflect a change in name, department or title must submit a completed request form from their Coordinator of record to the Access Card Office. There is no charge for the reissue of a Card for this purpose.
6. Department Supervisors will ensure that all employees wear their Access Card while at County facilities. If forgotten, an employee may be issued a temporary ID Card.

SUMMARY: This policy is established for the benefit of all employees and visitors to ensure a safe workplace. Everyone's cooperation enforcing and complying with these requirements will make the County a safer, better place for all to work. The County takes the safety of its employees seriously. Failure to comply with this policy can lead to disciplinary action. Any questions regarding this policy should be directed to the County Administrator/Controller. This policy and included procedures apply in all situations except where an existing specific policy is in effect.