

POLICY

Queen Anne's County Public Schools

POLICY TITLE: Identification Badges	
ADOPTION/EFFECTIVE DATE: Adopted: March 1, 2000 Revised: July 10, 2013	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Support Services Amendment:	

I. Purpose:

To establish a policy for the issuing of identification badges.

II. Policy Statement:

In order to provide authentic identification of Board of Education of Queen Anne's County employees to parents, law enforcement officers, and others, the Board of Education of Queen Anne's County will provide each employee with a photo identification badge.

Furthermore, all employees will display the identification badge in accordance with current procedures while acting in the capacity of a Board of Education employee.

III. Definitions:

None

IV. Implementation:

1. The Human Resources Department will be responsible for production and distribution of photo identification badges.
2. Identification badges will be displayed on an OSHA approved break-away chain or on aboard issued strap clip at all times when performing duties for the school system.

POLICY

Queen Anne's County Public Schools

Page 2 of 2

3. A badge system, using an OSHA approved break-away chain or board issued strap clip with appropriate designation, but without photograph, will be utilized for substitutes, temporary employees, and visitors to schools.
4. Appropriate equipment will be maintained in the Human Resources Department where ID badges will be prepared for current and new employees.
5. Building administrators and/or supervisors are requested to take necessary action to make all staff members aware of the identification badge system requirement, and to insure identification badges are displayed appropriately by all employees and visitors.
6. Identification badges are the property of the school district and are issued to persons only during the time of their employment. Upon termination of employment, the badge must be returned to the school district before final salary payment is received.
7. A replacement of a lost or damaged badge will cost \$5.00 per badge.