

# IDENTIFICATION BADGE POLICY

(Adopted 10/05/09)

**PURPOSE:** The purpose of the **Identification Badge Policy** is:

- To enhance the Town's mission of providing high quality public service
- To provide standards and requirements for the display of identification
- To provide a consistent method of identification
- To provide an additional means of establishing a safe work place for employees
- To provide a safe environment for the public to conduct business

**SCOPE:** This policy applies to all Town Employees (including full-time, permanent part-time, part-time & temporary) Elected Officials, Volunteers, and Contracted Services while on Town property, and/or while conducting Town business in the community.

**POLICY STATEMENT:** It is the policy of the Town of Newton that employees and the public be provided with the highest quality public service in the safest possible environment while conducting business. To that end, all persons working or conducting business on Town property and/or in the community will adhere to the following identification standards.

## **PROCEDURES:**

- All Town Employees, Elected Officials and Volunteers are required to display identification provided by the Town.
- All employees will display photo ID at all times while at a Town facility. Requests for exemption to this requirement shall be made to the Town Administrator or Elected Official or their designee.
- Consideration may be given to offices where there is no contact with the public. However, in any case, badges shall be obtained and used when visiting other departments and offices.
- Employees should wear their photo ID when hosting or appearing at Town functions or community events, especially if it is important to draw attention to the Town's participation or attendance. Employees may use judgment in deciding whether to wear their photo ID while conducting official business that is not on Town property, if anonymity is a consideration.
- ☐ Badges will be provided by the Town and will include the Town of Newton Seal or Department Seal, a photo of the employee/person, the employee/person's name, the department/division in which the employee/person works and the expiration date if one exists.
- Badges shall be worn using a clip-on type or a breakaway lanyard (unless there is a safety concern where wearing something that hangs loosely might get caught in machinery).
- Employees shall surrender ID to their supervisor upon termination of employment, or when requested.
- Lost or misplaced ID is to be immediately reported to the employee's supervisor. A temporary ID will be issued. Replacement ID will be issued as necessary and a record of the lost ID noted.

*Identification Badge Policy continued*

**Volunteers:**

- Volunteers shall be issued “Volunteer” ID that should be displayed at all times while at a Town facility.
- The word “VOLUNTEER” shall be displayed in bold print and shall include the same information as the employees.

#### **PROCESS:**

<b>Person Responsible</b>	<b>Step</b>	<b>Procedure</b>
Department Contact Or Supervisor	(1)	Provides a Town of Newton Photo ID Authorization Form to the employee/person. Also notes their status: i.e. new, temporary, contractor, etc.
Employee	(2)	Completes Photo ID Authorization Form (Attachment A-1 of Policy) and returns it to his/her Supervisor for date and signature.
Supervisor	(3)	Checks form for complete information, signs and dates form. Returns form to employee and directs employee to contact the Police Department to schedule the time of picture taking.
Employee	(4)	Takes form to picture-taking location.
Police Department	(5)	Takes picture of employee/person, creates ID Badge and issues badge to employee.
Police Department along	(6)	Enters date picture was taken and badge issued, with an Employee ID # and files form with Town Administrator.

The process for badge <b>replacements</b> is slightly different. Please see below.
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#### **Person Responsible                      Step                      Procedure**

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Employee	(1)	Contact Newton Police Department by email at: <a href="mailto:police@newtonhpd.com">police@newtonhpd.com</a> and request a replacement ID badge (a new picture is not required). A new Photo ID Authorization is completed indicating “Replacement” by checking that box on the form.
Police Department	(2)	Upon receipt of the Photo ID Authorization form, Police Department creates ID badge using a photo on file and sends to the employee.

The cost of replacing Photo ID cards will be borne by each department.

*Identification Badge Policy continued*

#### **EXCEPTIONS:**

Exceptions to this policy may be granted by the Board of Selectmen or designee in departments where uniforms showing the employee's name and department are already required (e.g. Police Department).

**THE BADGE:**

The Photo Identification Badge is the size of a credit card with a photo image of the employee/person, along with their information on the front. This card will replace badges already in use unless they are already in this format.

**Card Front:**

Town Seal  
Employee Photo  
Employee Name  
Department Name & Phone Number  
The word "Volunteer" (if a volunteer)  
Expiration Date (if there is one)

**Card Back:**

Signature

**OTHER:**

An instruction sheet that explains the purpose and appropriate use of Photo ID badges will be provided to employees with each badge issued. A copy of this instruction sheet is attached as ATTACHMENT A.

The cost of providing Photo ID badges will be borne by each department based on the number of badges issued. The Newton Police Department will provide the equipment and personnel to process the badges. Departments are responsible to schedule their employees and upon request, reimburse the Town of Newton for supplies depending on the number of badges issued.

**CONTACT:**

For further direction regarding this policy or clarification of it, please contact Nancy J. Wrigley, Town Administrator at 382-4405 ext. 14.

*Identification Badge Policy continued*

**ATTACHMENT A**

Keeping the Town of Newton buildings and our work areas safe and secure is a team effort. Wearing your Photo ID Badge properly helps improve safety and security for you and your co-workers.

**TOWN OF NEWTON REQUIRES EMPLOYEES TO WEAR A PHOTO ID BADGE  
AT ALL TIMES WHILE AT WORK IN DESIGNATED TOWN FACILITIES**

Instructions for Use of Identification Badges:

- Wear your Photo ID Badge while at work in Town facilities or on Town business, unless an exception is granted.
- Wear your Photo ID Badge in plain view, above your waist, so it is observable under normal conditions.
- Report a lost Photo ID Badge to your supervisor immediately.
- Return found Photo ID Badges to your supervisor immediately.
- A Photo ID Authorization Form is required for a new or replacement badge.
- If you leave Newton employment, transfer to a different department, or begin an extended leave of absence, return your Photo ID Badge to your supervisor or manager.
- You must surrender your Photo ID Badge to your supervisor or manager upon request.
- Do not alter the Photo ID Badge or apply adornments, except as permitted by this policy. The information and photograph cannot be obstructed.

**ATTACHMENT A-1**

**PHOTO ID AUTHORIZATION FORM**

Application Date: \_\_\_\_\_ (Check One)  
Current Employee: Initial Badge \_\_\_\_\_  
New Employee/Person \_\_\_\_\_  
Employee Name: \_\_\_\_\_ Replacement Badge \_\_\_\_\_  
(Please Print) Last First M.I. Name Change \_\_\_\_\_  
Dept. Transfer \_\_\_\_\_  
Correction \_\_\_\_\_  
Volunteer \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Name on badge you wish to be called by if different than above: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

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-----For Data Entry Use Only-----

Date Card Issued: \_\_\_\_\_ Employee ID#\_: \_\_\_\_\_

Notes:

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