**TALBOT COUNTY PUBLIC SCHOOLS**

**IDENTIFICATION BADGE PROCEDURES**

PURPOSE: The purpose of the Identification Badge Procedure is:

* To provide a consistent method of identification of those authorized to be in the schools
* To provide an additional means of establishing and maintaining a safe learning environment for our students and staff
* To provide a safe environment for the public use of TCPS facilities
* To protect the property of TCPS

SCOPE: These procedures apply to all TCPS staff, contractors, volunteers, temporary workers and guests while on School property.

STATEMENT: All staff members of TCPS are required to wear an ID badge at all times while on school property. Visitors to TCPS are required to wear a visitor’s identification obtained at the receptionist desk while on school property.

**RESPONSIBILITIES:**

EMPLOYEE:

* All employees must have a valid ID badge while in Schools.
* Employees must report a lost, stolen, or misplaced ID badge to their building Principal, School Manager or Supervisor immediately
* Badges must be displayed in a visible manner with picture facing out, on the

outside of clothing between the collar and above the waist at all times while in

School facilities.

* If a badge is worn outside stated guidelines, employees will be asked to display it

properly. If employees are asked to show their badges they must do so willingly.

* Employees that misplace or forget to bring their badge to work must make entry through the visitor entrance
* Access: Employees may not use their badge to provide unauthorized access to another employee, student, visitor, guests, relative, etc. who does not have his/her badge. All guests/visitors must be directed to the designated school main entrance. Employees who are caught providing unauthorized access may be subject to disciplinary action.
* Employees who loan their ID badge to other employees, students, visitors, relatives, etc. are subject to disciplinary action, up to and including termination.
* All employees of the school are expected to comply with these procedures. Failure to do so may result in disciplinary action for any employee.

LEADERSHIP:

* Ensure that all employees, students, visitors, contractors and guests are properly badged and relay proper instructions for replacement. Under no circumstances should anyone be granted access to the school without a valid ID or temporary badge. All members of this group are expected to model appropriate behaviors and expectations outlined in this policy as well as hold all in-scope groups accountable.
* Report all lost or stolen badges to Personnel.

**PROCEDURES:**

Ownership and surrender

* TCPS ID Badges are the property of TCPS. They must be surrendered upon the request of Administrators or Supervisors. Human Resources authorizes badges for staff.
* Initial badges are issued to the individual at the expense of TCPS. Employee identification badges will be imprinted with the employee’s name, title and photograph.
* If an employee’s name changes, or a damaged badge is presented, a new employee identification badge will be issued at the expense of TCPS. If the ID badge is lost, the employee must pay a $5.00 replacement fee.
* Others: Organizations with entry privileges must be authorized by the School Manager.

Care and safekeeping

TCPS badge holders are expected to exercise ordinary care in the use and safekeeping of TCPS ID badges. Some guidelines for best practices are:

* Protect the badge from magnetic fields that could scramble the data encoded on the badge’s magnetic stripe.
* Avoid extreme heat, which may cause the badge to come apart (example – don’t leave a badge on the dashboard of a car in hot weather).
* Avoid excessive moisture, which may also cause the badge to disassemble (example – be sure to remove the badge from clothing before laundering).
* Treat the badge as you would house, work, or car keys – always keep it in a safe place when it’s not being worn.
* Do not bend, as there is a chip and antenna inside the card that could become damaged.

Replacement

* Personal change in employee status: Replacement badges due to marriage, divorce, voluntary name change or other significant changes will be processed with no charge to the employee.
* Cards that stop working should be reported to the Principal, School Manager or Supervisor for replacement.
* Loss or theft: Replacement badges due to loss, theft or negligence will be the responsibility of, and will be charged to, the individual ($5.00).
* Others: Replacement badges for contractors or employees of other agencies will be charged to the individual (if possible), their company or charged to the “sponsoring department.” Badges reported lost will be rendered inactive and a replacement badge will be issued. Before a replacement badge can be issued, a fee of $15.00 must be paid at the time of issuance.

Falsification, alteration, tampering

* Any falsification, alteration or tampering with an official TCPS ID badge may be cause for disciplinary action. The TCPS ID/building access badge is not transferable to other individuals under any circumstances.
* Individuals needing access throughout the building must be directed according to the TCPS policy.

Replacing and/or obtaining an ID/building access badge

* Personnel will issue new employees an ID badge at the time of employment.
* Replacement badges need to be requested by the Principal, School Manager or Supervisor.