



## **PERSONNEL POLICY**

### **SUBJECT: IDENTIFICATION CARDS**

DATE: January 1, 2017

Number: 314-16

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#### **I. Statement of the Policy**

All County employees who are issued an identification card, must wear, and visibly display their identification card at all times while on Fulton County ("County") property or when conducting County business. This policy is intended to provide for the safety and security of County employees.

#### **II. Background and Applicability**

This policy generally applies to all employees of Fulton County, but does not apply to departments which currently require employees to hold an identification card such as Police, Sheriff, and Marshall.

#### **III. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



## PERSONNEL PROCEDURE

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#### I. Definitions

- A. Employee: For the purpose of this policy, employee shall refer to permanent, temporary full-time, part-time, and seasonal employees, including interns.
- B. Identification ("ID") Card: The official County ID for all employees. The ID card will identify the employee's name, department, and position and include the employee's photo. New ID cards will be issued at no cost to new employees and employees who receive a lateral transfer, promotion, demotion, etc. to a different department or different classification.
- C. Official Capacity: Includes any time while on County property as well as any time spent by an employee conducting business on behalf of Fulton County. This also includes wearing the ID card while operating any vehicle owned or leased by the County.

#### II. Visibility of Identification Cards

The identification card must be worn in a manner that shows the identification of an employee any time the employee enters a County building, during and after normal working hours. The identification card shall be visually inspected by proper authority upon request. County employees may use the identification card outside of Fulton County only for the purpose of identifying themselves as County employees. Security personnel will be responsible for monitoring personnel in the building and safeguarding property in Fulton County facilities to ensure the possession of proper identification cards.

#### III. Lost, Stolen or Damaged Identification Cards

If an employee's identification card is lost, stolen or damaged, the employee must immediately report the lost, stolen or damaged identification to their immediate supervisor. These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

supervisor who shall immediately notify the Appointing Authority and the Fulton County Police Department with a request for issuance of a replacement identification card. A fee of no more than \$10 may be assessed to replace all lost, stolen or damaged cards for replacement for non-public safety employees. ID cards that are replaced due to normal wear and tear and name change (due to marriage and gender transition) will not be assessed a charge. Checks or money orders made payable to Fulton County, Georgia are the only acceptable methods of payment

#### **IV. Return of ID Cards**

Prior to separation from the County, an employee must turn in their ID card to their supervisor. The department is then required to send the ID card to the Department of Human Resources Management. When an employee is suspended from work, Appointing Authorities should request employees to turn in their ID pending the employee's return to work.

#### **V. Requirements**

Because the policy and procedures described herein are intended to provide for the safety and security of County employees, all employees are expected to fully comply with the provisions of this policy. Any employee who is found to be in violation of this policy may be subject to disciplinary action.

Employees forgetting or misplacing their identification badge may be given a temporary badge to wear by their supervisor that clearly indicates their employment with the County and the department in which they work.

#### **VI. Identification Card Holder Responsibilities**

- Do not lend your ID to anyone.
- Do not allow unauthorized individuals into any secure area.
- Do not leave your ID on dash of vehicle or other locations where exposed to extreme temperatures.
- Do not fold, bend, pry open or mutilate your ID.
- Do not use your ID improperly.
- Do not leave your ID unattended.
- Do not duplicate your ID.
- Immediately notify your supervisor if your ID is no longer in your possession.
- Immediately notify your supervisor of any difficulties or problems with any ID.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".