

# Town of Burgaw

## ID Card and Key Fob Policy

**PURPOSE:** To establish guidelines for the issuance of a photo identification badge to all employees and for the use of said badge by employees while at work or when representing the Town of Burgaw in any official capacity in an effort to provide a safe and secure workplace for all employees.

**POLICY STATEMENT:** All employees will be issued a photo identification badge (ID card). Employees will be required to possess their ID card at all times while on duty and representing the town in an official capacity. It is recommended that the ID card be worn and visible at all times while on duty or representing the town. ID cards should be worn in a manner that allows the identification of an employee by photo, first and last names, and job title. Employees must use the ID card to enter Town Hall and to navigate through select interior doors. Along with the ID card, select employees may receive a key fob that will also allow access through the keyless doors at Town Hall.

### DEFINITIONS

**Employee:** For the purpose of this policy, staff member shall refer to fulltime, part-time, seasonal employees, volunteers, and/or interns.

**Employee ID Card:** The official Town ID for all employees. The ID card will identify employees' name, department, and position. The ID card will also be embedded with a security chip that is unique to that card and employee to allow access through the keyless doors.

**Key Fob:** A small hardware device with built-in authentication mechanisms that will allow access through keyless doors.

**Official Capacity:** Includes any time while on Town property as well as any business where the employee is representing the Town. This also includes wearing the ID card while operating any vehicle owned or leased by the Town.

### REQUIREMENTS

- Because the policy and procedures described herein are intended to provide for the safety and security of Town employees, all employees are expected to fully comply with all provisions of this policy. Any employee who is found to be in violation of this policy may be subject to disciplinary action as described in Article IV of the Town of Burgaw Personnel Policy as adopted on September 11, 2012.

- All employees are encouraged to wear the ID card at Town work areas. ID cards should be prominently worn so the photo is clearly visible to others. The requirement may be temporarily waived at the department's discretion when wearing the ID presents a safety issue (e.g. Police Officer, Firefighter, Equipment Operator). However, the employee must carry the ID at all times during work hours or when acting in an official capacity. It can be placed in a pocket or wallet.
- The ID is to be worn between the shoulders and waist on a clip or lanyard. Each department will provide a clip, chain or lanyard for each employee to wear the ID. The ID shall not be defaced or altered with pins, stickers, decals, etc.
- Key fobs are designed to be secured to the employees' key ring or other securing device.
- Employees are responsible for safeguarding their own ID and/or key fob. Any lost or damaged ID and/or key fob should be reported immediately to the employee's supervisor, who is responsible for reporting the lost or damaged ID and/or key fob to the town's safety coordinator and personnel technician.

## PROCEDURE

- All employees of the Town of Burgaw will be issued a photo ID card. The town's personnel technician and safety coordinator will be responsible for authorizing the issuance of the encoded ID card to each employee at orientation.
- Employees will be issued one ID card. Employee ID card will contain a security chip. The security chip will be activated upon initial issuance of the card.
- Supervisors should report lost or damaged IDs to the personnel technician and safety coordinator immediately. After notification from the supervisor, the employee should print out and complete an ID Card Request Form and bring the completed form to the personnel technician.
- New IDs will be issued at no cost to employees who receive a transfer, promotion, demotion, etc. to a different department.
- A fee of \$5 will be assessed to replace all lost, stolen or damaged badges and/or key fobs for replacement. IDs that are replaced due to normal wear and tear will not be assessed a charge. Checks or money orders should be made payable to "Town of Burgaw." Cash is also accepted.
- Upon termination or retirement, an employee must turn in their ID card and/or key fob to their supervisor. The department is then required to send the ID and key fob to the personnel technician. The personnel technician shall then notify the safety coordinator to remove the ID codes from the security system.
- Upon suspension, an employee must turn in their ID and/or key fob to their supervisor pending return to work.

## IDENTIFICATION CARD HOLDER RESPONSIBILITIES

- Do not lend your ID or key fob to anyone.
- Do not allow unauthorized individuals into any secure area.
- Do not leave ID or key fob 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 or key fob unattended.
- Immediately notify your supervisor if your ID and/or key fob is no longer in your possession.
- Immediately notify your supervisor of any difficulties or problems with any ID and/or key fob.

# Town of Burgaw

## Employee ID Badge Request Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Job Title \_\_\_\_\_

Employment Status (FT, PT, Seasonal) \_\_\_\_\_ Date of Hire \_\_\_\_\_

### Type of card: Reason for replacement

- ☐ New    ☐ Lost/Stolen/Damaged    ☐ Replacement    ☐ Expired    ☐ Department change
- ☐ Job title change    ☐ Name change    ☐ Wear and tear

I, \_\_\_\_\_ am aware that replacement of a lost, stolen or damaged ID and/or Key Fob is subject to a fee of \$5. Any replacement due to wear and tear, job title change, department change, and/or name change will not be assessed a fee. Upon termination, retirement or suspension, all IDs must be turned into your supervisor. The ID card policy, which includes the responsibilities of card holders, can be found in the Town of Burgaw Personnel Policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

All checks and money orders should be made payable to Town of Burgaw.

Payment received:

- ☐ Cash    ☐ Check    ☐ Money Order

For Official Use

ID Card Number Issued \_\_\_\_\_

Key Fob Number Issued \_\_\_\_\_