



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: EMPLOYEE IDENTIFICATION BADGE POLICY	Policy Number: E-8	Page Number: 1 of 2
	Originally Adopted: 01/07/2020	Last Revised Date: 01/09/2024

I. PURPOSE

The purpose of this policy is to 1) promote the safety and security of all County of El Dorado (County) employees while at work, and 2) ensure County employees are identifiable to others when representing the County in an official capacity.

II. POLICY

- A. All County employee identification badges shall include the employee's first and last names, job classification, photograph, and department name.
- B. Employee identification badges must always be worn visibly during the workday at all County facilities and while conducting County business outside of County facilities (e.g., field work).
- C. Employee identification badges are for the sole use of the person identified on the employee identification badge. Employee identification badges may not be used by any other person.
- D. An appointing authority may establish and enforce a reasonable department policy which sets standards more stringent than those herein.
- E. Lost or misplaced employee identification badges must be reported to the Department of Human Resources (HR) immediately to receive a replacement. In addition, employees must notify their supervisor or manager of the lost or misplaced employee identification badge.
- F. Employees are responsible for reporting any name or major appearance change to HR for the issuance of a new employee identification badge.

III. PROCEDURE

- A. All County employees (i.e., elected department heads, appointed department heads, regular full-time, and regular part-time) shall be issued a County employee identification badge.
- B. New employees shall receive an employee identification badge within their first week of employment.
 - HR will provide a copy of this policy at the time of new employee orientation/hire.
- C. To request a replacement employee identification badge, employees shall complete the Employee Identification Badge Request Form.
 - The repeated loss or destruction of County employee identification badges may be cause for disciplinary action.
- D. Upon promotion, demotion, transfer or movement to another County department, employees shall surrender their current employee identification badge to their manager or supervisor. The supervisor or manager will be responsible for destroying such employee identification badges. An updated badge will be issued after completion of the Employee Identification Badge Request Form.
- E. Upon separation from service, all employee identification badges shall be surrendered to the employee's supervisor or manager. The supervisor or manager will be responsible for destroying separated employee identification badges.



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IV. RESPONSIBLE DEPARTMENT

Department of Human Resources

V. DATES (ADOPTED, REVISED, NEXT REVIEW)

Originally Adopted:	01/07/2020	Sunset Review :	01/09/2027
Last Revision:	01/09/2024	Next Review:	01/09/2027