

ATTACHMENT 5

**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES****SUBJECT:** IDENTIFICATION BADGES**POLICY NO.** 940

PURPOSE:: To assure proper identification for all personnel working in Department of Health Services facilities/programs. Personnel is defined as employees, duly authorized contractors, students, agency personnel, and volunteers, whether they are permanent, temporary, or part-time.

POLICY:: Local Human Resources offices shall control the issuance and the return of official identification badges to all personnel. It is the responsibility of personnel issued identification badges to wear them in a prominently displayed position at all times while on County premises.

Identification badges are to be reissued biennially (every two years) and color coded for easy identification. The color coding can not be repeated within any six (6) year cycle as determined by the department.

All identification badges shall contain the County Seal or graphic and designate the Department the employee is employed by. The badge shall contain at least the following identifier information:

- a. recent photograph of the individual (within last five years);
- b. full name of the individual, their employee number or agency number, and Department title or agency title;
- c. signature of the individual and the appointing authority;
- d. indication of the individual's birth date.

Badges shall be approximately 3 1/2 inches wide by 2 1/2 inches high. Badges must be laminated securely, both front and back.

Personnel failing to display identification badges shall identify themselves upon request to any employee.

IDENTIFICATION BADGE REPLACEMENT PROCEDURES

It is the individual's responsibility to report any lost or stolen identification badge within five business days to the law enforcement agency having jurisdiction where the loss or theft occurred.

Each individual will be required to pay for the replacement cost of his/her identification badge if it is not returned, lost, damaged, or destroyed due to personal negligence.

Each individual must sign an affidavit attesting to the fact that the identification badge was lost or stolen.

Therefore, prior to the issuance of a duplicate identification badge, the individual must sign an affidavit and provide the local Human Resources Office with a copy of the police report along with the replacement cost of the identification badge.

A copy of the affidavit along with the copy of the police report will be filed in the

individual's official personnel/agency file.

The replacement fee for lost or stolen identification badges is as follows;

First identification badge replacement:	\$25.00
Second identification badge replacement:	\$50.00
All subsequent identification badge replacement:	\$100.00

The loss or theft of the identification badge shall be reported by the local DHS Office of Human Resources to the Office of Security Management via a Security Incident Report within 24 hours of notification of the lost or stolen identification badge.

Under no circumstances can these procedures be waived.

TRANSFERS TO OTHER COUNTY DEPARTMENTS

When an individual transfers to another facility or leaves the department, it is his/her responsibility to return his/her badge to his/her supervisor. If the badge is not returned, Human Resources staff will not process the transfer documents until such time as the identification badge is returned or a copy of the police report along with an affidavit is submitted.

If the identification badge has been lost or stolen, it shall be reported by the Office of Human Resources to the Office of Security Management via a Security Incident Report within 24 hours.

TERMINATIONS

When an individual terminates County service, it is his/her responsibility to return his/her badge to his/her supervisor. If the badge is not returned, the individual must submit a copy of the police report along with the affidavit. If an employee does not submit either the badge or the copy of the police report and affidavit, the payment of his/her accrued benefits will be withheld up to three months.

If an employee states that he/she has the identification badge, but refuses to return it, the payment of his/her accrued benefits will not be issued till such time as the identification badge is returned.

Additionally, it will be the responsibility of the local DHS Office of Human Resources to report the non return of the identification card to the Office of Security Management via a Security Incident Report, within 24 hours of being notified the identification badge has not been returned.

NON-COMPLIANCE

Failure to comply with the provisions of this policy will result in disciplinary action in accordance with the Employee Evaluation and Discipline Guidelines.

County Code Section 5.64.180
 County Code Section 5.64.190
 County Code Section 5.64.330
 County Code Section 5.64.340
 County Code Section 6.24.040

ACKNOWLEDGMENT

By my signing where indicated below, I acknowledge that I have received and reviewed a copy of the Department of Health Services Identification Badge policy.

Name (Print):	Employee Number:	Date:
Signature	Job Title:	
Supervisor's Name (Print):	Supervisor's Signature:	Date:

Distribution:

Employees:

Original: Employee Official Personnel Folder
 Copy: Employee

Other Personnel

Original: Agency Personnel Folder
 Copy: Individual

EFFECTIVE DATE: May 19, 2004

APPROVED:
 Signature
 on File

SUPERCEDES: 1/3/02
