

# JUVENILE COURT HEALTH SERVICES

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Subject: <b>IDENTIFICATION BADGES</b>		Original Issue Date: 12/31/07	Policy # <b>J-203</b>
		Supersedes: 6/2/18	Effective Date: 6/29/2021
Departments Consulted:  Department of Human Resources Probation Department	Approved By:  (Signature on File) Health Services Administrator  (Signature on File) Nursing Director	Approved by:  (Signature on File) Medical Director	

## PURPOSE

To establish a standardized method for identifying authorized Juvenile Court Health Services (JCHS) staff.

## POLICY

All employees and authorized contractors (permanent, temporary or part-time) shall wear a photo identification badge issued by the Department of Health Services Human Resources (DHS HR) while on the premises of DHS facility. When applicable in Probation Department facilities, a DHS-issued identification badge may be exchanged for an identification badge issued by the Probation Department during a work shift in accordance with security policies of the Probation Department.

## PROCEDURE

- This badge shall be worn between the shoulders and waist with the photo clearly visible. Badges shall not be altered in any way. Stickers shall not obscure the picture or identification information on the badge. All employees shall immediately identify themselves and explain their activities to personnel in the work area being entered.
- All employees are encouraged to question and/or report anyone who is not immediately recognized as being authorized to be in their work location.
- Upon reporting to work at a probation facility, any employee not having his or her photo identification badge shall obtain a temporary identification badge which will be limited to that day only. The Division to which the employee is assigned shall issue temporary identification badges.
- If the identification badge is lost or stolen, the employee is required to file a police report, provide a copy of the report to DHS HR, and pay for the replacement of the identification badge. The employee will also be required to sign an affidavit attesting that the identification badge was lost or stolen. The replacement fee of the identification badge is \$25 - \$100 depending upon the number of times replaced.

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- Mutilated badges shall be reported immediately to Human Resources and a replacement shall be obtained. A replacement fee of \$25 - \$100 payable to the Cashier's Office shall be charged to replace the official identification badge. If the badge exhibits normal wear and tear, it shall be replaced at no charge.
- Upon termination from employment, or transfer to another department, the identification badge shall be immediately returned to the employee's supervisor. If the identification badge is not returned, Human Resources will not process the employee's transfer documents. Also, upon termination of employment, the employee's wages can be withheld up to three months for failure to return an identification badge.
- The issuance and control of identification badges shall be the responsibility of the DHS HR. Supervisors shall be responsible for ensuring that their employees wear either a photo or temporary identification badge while on duty.
- Failure to comply with this policy may result in disciplinary action in accordance with the Employee Evaluation and Discipline Guidelines.

## REFERENCES

California Code of Regulations, Title 22, Section 70721  
DHS Policy # 940, Identification Badges  
DHS Employee Evaluation and Discipline Guidelines

## REVIEW DATES

July 9, 2011; January 28, 2013; June 2, 2018; June 29, 2021

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