



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-013
SUBJECT: IDENTIFICATION BADGES	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 2
REVIEWED BY: HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE	EFFECTIVE DATE: 0/01/88
TO BE PERFORMED BY: ALL WORKFORCE MEMBERS	REVIEWED DATE: 04/16/07 REVISED DATE: 04/2017

PURPOSE

To assure proper identification for all individuals working in Department of Health Services' facilities/programs.

POLICY

All workforce members are required to wear the official identification badge of Martin Luther King, Jr., Outpatient Center facility at all times while on premises in a capacity associated with employment or assignment. The identification badge should be worn in a prominently displayed position at all times while on County premises. The MLK OPC/Office of Human Resources shall control the issuance and the return of official identification badges to all workforce members. Workforce members shall not display identification badges associated with other facilities other than affiliating medical universities.

Identification badges are required to be replaced every two years and shall contain specific identifying information:

- A recent photograph of the individual (within last five years),
- Full name of individual, employee number, agency number or Staff ID number, Department title or agency title, and agency name,
- Indication of individual's birth date.

PROCEDURE

IDENTIFICATION BADGE REPLACEMENT PROCEDURES

The loss or theft of the identification badge shall be reported by the MLK OPC/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.

It is the individual's responsibility to report any lost or stolen identification badge within five (5) 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 lost, damaged, or destroyed due to personal negligence.

Prior to the issuance of a duplicate identification badge, the individual must sign an affidavit (which can be obtained from MLK OPC/Office of Human Resources – Performance Management Division) attesting to the fact that the identification badge was lost or stolen and provide MLK OCE/Office of Human Resources with a copy of the police report along with the replacement cost of the identification badge.

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

MLK OPC/Office of Human Resources staff will not process any transfer documents until such time as the identification badge is returned, or a copy of the police report along with an affidavit is submitted.

When an individual terminates County service or assignment, 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. Payment for services of non-County workforce members may be withheld or subject to penalty.

The facility Contract Worker/Volunteer Coordinator will be responsible for working with the contract/agreement agency to retrieve the identification badge.

Managers/Supervisors are responsible for notifying Human resources when a non-County workforce member assignment has been extended. It is then the responsibility of each workforce member to report to Human Resources for a replacement identification Badge.

AUTHORITY

Department of Health Services Personnel Practice Number 940
Los Angeles County Personnel Administration Code, Chapter 5.64

REFERENCE

MLK OPC Policy and Procedure Nos.

- 04-039, Non-County Workforce Member Exit Processing Procedure
- 04-040, Termination, Release, Suspension, or transfer of Workforce Member and Clearance Procedure

DHS Employee Evaluation & Discipline Guidelines

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Director

Date

Regina D. Pierre, Human Resources Administrator

Date

Signature(s) on File.