

Agency Name
Transit Policies and Procedures

Subject	Agency Identification Badges
Section	Personnel
Effective Date	
Approved By	
Approval Date	

Purpose

Develop a procedure for the creation, distribution, and use of Agency identification (ID) badges.

Definitions

Identification Badge: A badge worn in a prominent location that serves to identify the person wearing it.

Procedure

Identify a method to prepare identification badges for employees. Provide all employees with one badge at the start of their employment. Inform employees that the badge must be worn in a prominent location and must always be visible while the employee is performing work related activities. The employee will be responsible for keeping the badge in good condition.

If the badge is lost, the Agency will replace the first lost badge for free. If the badge is lost a second time within six months of the first replacement, then the badge will be replaced at the employee's expense. Badges will be reissued every three years due to expected deterioration.

Responsibilities

The Transit Director and department directors should provide identification badges to all employees and enforce compliance with this policy.