



ID Badge Policy

Security of County buildings has become an issue over the last several years. The Crawford County Sheriff and Commissioners have implemented a policy and procedure for the Crawford County Courthouse and Administration Building. All county employees hired to work within the Courthouse and Administration Building will be issued a County ID Badge. The purpose of the badge is for employee identification. Badges will include:

- Picture of employee
- Crawford County Flag or Department Emblem
- First and Last Name of Employee
- Department Name
- Employee ID Number
- Badge Clip

Crawford County Office of Emergency Management and Homeland Security will maintain a master copy of all badges issued to County Employees. The office will supply badges to any new employee within the Courthouse and Administration Buildings at a \$5 per card cost.

Badge totals per County Office will be tracked through the Emergency Management and billed on a yearly basis.

Employee

- All badges issued are property of Crawford County and must be returned upon separation from the agency, or upon issuance of a new card.
- Lost badges must be reported immediately to supervisor. A \$5 replacement fee will be charged for each replacement badge. Paid to Crawford County Emergency Management.
- Badges must be worn at all times while working within Courthouse and Administration Building.
- Badge location must be above waist and picture visible at all times.
- At no time shall an employee within the building wear another person's badge.
- Each employee receiving a (photo) Identification Badge must sign an acknowledgement of receipt for badge. This **FORM DD** will be filed in the employee personal file.
- An employee who has forgotten the card must register with security and receive a visitor pass for the time they are in the building.
- Improper use of County ID Badges will result in discipline, up to and including termination.
- County **FORM CC** shall be completed and returned to the Crawford County Commissioners so cards can be made.

**CRAWFORD COUNTY
OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

112 E. Mansfield Street, Suite 302 Bucyrus, Ohio 44820

Tim Flock · Director Jette Cander · Deputy Director Mark Heacock · Adm. Assistant



Visitor / Media

- Visitors / Media entering the Courthouse or Administration will be issued a visitors badge on a daily basis by Courthouse Security.
- The Visitors Badge shall be worn at all times while inside the Courthouse or Administration Building.
- Lost cards shall be reported to security as soon as possible.
- All contractors and vendors will be advised of this policy prior to entering courthouse or administration building.

Elected Official / Department Head

- Each department shall have a policy to track employee ID Badges and ensure they are being used properly.
- Upon notification of lost badges they must be reported to the County Commissioners on **FORM CC**
- An employee who misplaces badge and needs a visitors badge for the day must be signed in at security by Elected Official / Department Head.
- Department will be responsible for card replacement costs for issuance of lost badges. Fee must be paid to Crawford County Emergency Management.
- County **FORM CC** shall be completed and returned to the Crawford County Emergency Management so cards can be made.

Contractor / Vendor

- Any contractor or work crews with business in the Courthouse or Administration building must register with security and be issued a contractor badge.
- Lost cards shall be reported to security as soon as possible.
- All contractors and Vendors will be advised of this policy prior to entering courthouse or administration building.
- This policy shall be included in all new contract agreements.

Non Crawford County Employees

Badges can be produced for Non County Employees i.e. Fire, law, Schools, Volunteer Organizations at a cost of \$5 per card. Each requesting entity should have in place a ID Badge Policy and provide the following information:

- Use either **FORM EE** or **FORM FF**
- If it is new style card, a drawing and supplied graphics for the card to be made is required.
- Supply a JPEG or Bitmap picture of the applicant
- Supply all necessary information to be added to the card with all correct spelling!

Completed badges per entity will be tracked through the Crawford County Emergency Management and billed on a monthly basis.