

# MONO COUNTY ADMINISTRATIVE POLICY AND PROCEDURES MANUAL

<b>Subject:</b>  COUNTY IDENTIFICATION CARDS	<b>Policy Number:</b> C-4	<b>Page Number:</b> Page 1 of 2
	<b>Date Approved:</b>	August 15, 2023 (R23-068)
	<b>Revisions:</b>	

## POLICY

Every employee of Mono County shall have a County issued security/identification badge (ID) that identifies them as a County employee.

## PROCEDURE

### 1. Current Employees

Every employee will always carry their ID with them and have it at their workstation each day they are at work and will take appropriate care to keep it under their control to identify them as a county employee.

### 2. Lost Badges

If an employee misplaces or loses their ID he or she shall:

- A. Notify Human Resources and their own department/division leader as soon as they become aware.
- B. Contact the Human Resources department to obtain a replacement badge or temporary badge.

### 3. New Employee

Upon hiring of any new employee, the submission of a completed Personnel Action Form (PAF) by the hiring department will serve to notify Human Resources that an ID must be created for the new employee. Human Resources will coordinate with the new employee to arrange for a photo to be taken and for the ultimate delivery of the ID to him or her.

### 4. Terminations/Retirement

It is the responsibility of each Department Head or his/her designee to notify Human Resources, through submission of a completed PAF, when an employee leaves active employment. Advance notice is suggested when possible. The Department Head or his/her designee shall collect the employee's ID from him or her prior to or on the employee's last day of service.

### 5. Contractor/Vendor IDs

Any vendor that a County department anticipates working on site for an extended or recurring period (i.e. consultant, repair technician, etc.) may be issued a temporary identification badge.

- A. Each vendor ID must bear the name of the individual from the vendor and a photo. Generic (non-photo) badges may not be issued to a non-county employee.
- B. For a vendor to receive an ID there must be a 'sponsoring' department that will accept responsibility for the vendor.
- C. Any vendor that performs work in any confidential department or area (e.g., Sheriff's Office, Social Services, etc.) must have previously passed the necessary background check as identified by the department. This includes California DMV and Department of Justice check.
  - i. IDs may be issued to vendors who have not completed a background check, however those vendors must be escorted at all times in any of the 'confidential' designated areas by a County employee authorized to be in these areas.
  - ii. Vendor IDs will automatically expire after three months.