



SECTION: HR
TOPIC: PICTURE ID
DATE: NOVEMBER 2019

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: PICTURE IDENTIFICATION

1. All County Employees shall receive an official County identification (ID) card. County Employees are required to carry their County identification card while in work status.
2. If State or Federal regulations require a county employee to have a picture ID card, then the County Department shall issue one to the employee as soon as possible under those regulations. All other County Employees shall receive their ID card at orientation. Department Heads may request to the Department of Administration that an ID card be produced sooner.
3. No employee is to use the ID card except for official County business.
4. Lost County Identification cards may be replaced for a \$5.00 fee.
5. When a County Employee resigns, retires, or is terminated, the employee shall return their identification card to their supervisor.

END OF POLICY