



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Employee Identification Badge

Adopted Date: January 29, 1996

Revised Date: September 10, 2018

In a continuing effort to provide a safe and secure workplace and to allow for the identification of County employees by and from members of the public, it is the policy of El Paso County that all employees wear, while on duty, an Identification Badge (ID Badge) as provided by the County.

I. Procedures

- A. An ID Badge will be issued to all full-time, part-time and temporary employees other than those hired for a specific short-time period not to exceed three (3) months. Examples of those not required to wear an ID Badge are temporary Election workers and others as identified by the County Chief Human Resources Officer.
- B. ID Badges shall be provided at New Employee Orientation or as scheduled by the Human Resources Department.
- C. Official ID Badges are those issued by the County Human Resources Department, the Sheriff's Department, and the Juvenile Probation Department. Badges issued by the El Paso County Community Supervision and Corrections Department are valid for purposes of this policy.
- D. Elected Officials, Department Heads, and all supervisors are charged with the responsibility to ensure that all employees are identified with their ID Badge and that the badge is worn in such a way that is visible at all times.
- E. Failure by an employee to wear their ID Badge may result in disciplinary action, as appropriate.
- F. Badges issued by the County Human Resources Department:
 1. The first ID Badge issued to an employee will be free of charge.
 2. Replacement ID Badges will be issued at no charge in the following situations:
 - a. An employee transfers to another County department; or
 - b. The ID Badge is rendered unusable because of normal wear and tear.
 3. Any and all other replaced badges will be made at the expense of the employee at \$10.00 each. Upon receipt of these funds by the County of El Paso, Treasury Department, a new badge will be issued.
 4. Badges issued by departments outlined in section 1. C. of this policy will be made and/or replaced as per the individual department regulations.
 5. The County Identification Badge remains the property of the County and must be surrendered upon separation of employment