



LAC LA BICHE COUNTY PROCEDURE

TITLE: Staff Identification Standard Operating Procedure

PROCEDURE NO: CS-03-014-09

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 Procedure

Lac La Biche County will issue a County photo identification badge to all employees and independent contractors (as deemed appropriate) so that members of the public can easily identify County employees.

Lac La Biche County identification badges will be issued:

- On initial commencement with the County;
- On promotion or transfer;
- On change of employee name;
- Upon expiry of the badge's validity period, providing the staff member remains in the employ of the County;
- For such other reason as may be deemed acceptable to the County.

The County identification badge will incorporate the following information:

- Photograph of the employee;
- First name;
- Last name;
- Position title;
- Department;
- Date badge was issued;
- Expiry date for identification badge validity.

2.0 General Statements

Identification badges are County property and must not be defaced, changed or amended in any way by individuals who are not authorized to do so. Identification badges remain the property of Lac La Biche County and must be returned on termination of employment with the County, or on termination of the period of contract service with the County.

Responsibility for the supply and control of identification badges for all types of employees shall rest with the Manager, Human Resources.

“Original Signed”

Chief Administrative Officer

November 8, 2013

Date