

#119038

ECAB

### **STAFF AND VISITOR IDENTIFICATION (ID Badges)**

All employees are required to read and support the following procedures

1. All non-uniformed employees/visitors must prominently display their department identification (ID) badge or register as a visitor.
2. All visitors – such as substitutes, volunteers, coaches, former employees, employee family members and consultants – must prominently display a department guest pass.
3. Visitor identification shall only be issued after the visitor has signed the log at the designated sign-in desk in each location/school and has completed the requested information, including the employee contact.
4. Employees must not permit unknown or unauthorized individuals to pass through points of entry at the same time an authorized person is entering (“piggybacking”).
5. Persons who are in a division building and are not wearing an identification badge should be asked in a friendly manner if they need assistance. If the visitor is not properly identified, the employee should attempt to escort the individual to the sign-in desk or facility office. Parties who refuse to cooperate shall be reported to the Building Administrator/Principal immediately.
6. Building Administrators at their own discretion may conduct spot checks on Badges and may revoke access to any unauthorized personnel.
7. Exterior doors and areas not normally available to the public should be kept secure at all times.

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8. Any individual must report lost or stolen ID Badges immediately upon discovery to the Building Administrator.
9. Any employee not complying with this policy and these procedures may be subject to disciplinary action. Other non-employed persons not complying with this policy may be issued a non-trespass order, permanently barring their access to the facility.
10. Building Administrators/Principals are required to review approved forms and reports relating to after-hours access.

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