

CITY OF CARO

EMPLOYEE IDENTIFICATION

POLICY

The City of Caro is committed to serving the public and in doing so, will attempt to identify staff by employees meeting the following criteria:

1. Employees are to display at all times while on duty an identification badge visible to the public by attaching to the front side of them with the clip provided by the Clerk/Treasurer. The following exceptions will apply:
 - a. DPW and WWTP employees will not be required to wear the employee identification badge while they are performing duties that would be considered hazardous to them or someone else, such as digging in holes (to be determined by the supervisor),
 - b. Administrative staff are not required to wear their employee identification badge while performing duties such as cleaning, shredding paper or any other task that could endanger the welfare of the employee (to be determined by the supervisor).
 - c. Due to the requirements of the Police, it is at the discretion of the Chief of Police.
2. The identification badge must remain professional in appearance and not be defaced or obscured in any manner, to maintain optimum utilization.
3. The identification badge must be replaced if lost or stolen. Employees must report the lost badge to their supervisor who will notify the Clerk/Treasurer. The cost of the first replacement badge is \$5 and each additional replacement badge is \$15.
4. Employee identification badges are to be used only as identification as a City employee while on duty and not as any other means of identification.
5. Employee identification badges are to be returned to the Clerk/Treasurer upon separation from employment.
6. Failure to follow the policy will result in disciplinary action to the employee.

Adopted by Council: 10-18-10

Policy # 10-24