

**SUBJECT: Identification Cards and Security Access Cards**

**CATEGORY: HR**

**ORIGINAL DATE: May 26, 2010**

**REVIEWED DATE: March 29, 2017**

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**I. POLICY:**

The Lake County Health Department and Community Health Center (LCHD/CHC) is committed to maintaining a safe and secure workplace. Lake County Health Department and Community Health Center's photo identification cards ~~Identification cards~~ are to be worn in a manner visible to the public and to ~~ecessary to~~ assist all employees in distinguishing the difference between employees and visitors. Building and office keys are issued based on programmatic responsibility and need.

Visitors will be escorted by a Health Department employee to and from their destinations, where appropriate.

Failure to comply with this policy will result in disciplinary action up to and including termination.

**II. SCOPE:**

All Lake County Health Department and Community Health Center employees

**III. PROCEDURE:**

**A. Issuing LCHD/CHC Employee Identification Cards:**

1. Identification/Security access cards will be issued to new employees on their first day of employment and should be worn at all times during their scheduled work shift. This includes all: Full-time, part-time, flex, interns, volunteers, auditors, vendors and temporary employees.
2. The Human Resources receptionist will complete the ID card identifier form, which includes the employee ID number, date of birth, eye and hair color.
3. The Human Resources receptionist will take a photo of the new employee before the new employee orientation.
4. Employees will be responsible for signing a form indicating that they have received identification cards at the point of distribution.
- 4-5. Security keyaccess cards, master keys, and other building keys will be issued only to those employees whose responsibilities require them.
- 5-6. Temporary cards for volunteers, auditors, or vendors that will be at our facilities will be issued a temporary ID card.
- 6-7. Upon separation of employment, for any reason, the employee must return their identification/security access card, and any other items belonging to the agency, to their supervisor or Human Resources during the exit interview.

**B. Activation of Security Access Cards:**

## CORPORATE POLICY

1. When security access is required within buildings, Human Resources will submit the following information to the facilities maintenance employee: the employee's name, hire date, access required, work schedule, work location, and floor number, where necessary.
  2. The facilities maintenance employee will review the form, authorize employee access, and enter name and ID number into the edge access database.
  3. The facilities maintenance employee will give the Human Resources front office personnel the active card within 24 hours of the start date of new employee.
  4. The Human Resources front desk personnel will complete the ID card identifier form, which includes the employee ID number, date of birth, eye and hair color.
    - a. Medical providers (MDs, DOs, APNs, PAs) will be asked on the ID card identifier form if they wish to have their credentials added to their LCHD/CHC ID card. If their answer is yes, these credentials will be added after the provider's last name.
- 4-5. The Human Resources will take a photo of the new hire employee during the new hire orientation.
- 5-6. Employees will be responsible for signing a form indicating that they have received the identification/security access card at the point of distribution.

### C. Issuing Building and Office Keys

1. When keys are required for employees, the supervisor will submit a Building/Office key request form which can be found on the LCHD/CHC employee intranet site under Facilities/Publications.
2. The facilities maintenance employee will review the request and deliver the appropriate key(s) to the employee.
3. If it is a replacement key, the employee can pick up the key(s) at the 3010 Grand Avenue, 3<sup>rd</sup> Floor Receptionist desk when they pay the lost key fee.
4. Employees will be responsible for signing a form indicating that they have received the appropriate key(s) at the point of distribution.

### D. Replacement of ID/Security Access Cards/Keys

1. Immediate action should be taken when an identification/security access card or keys are lost or stolen to insure the security of our facilities by contacting Human Resources front desk personnel. Steps will be taken by Human Resources to deactivate or replace items as necessary. In the event the identification/security access card or keys are lost or stolen, the employee will be charged as appropriate for the replacement of any lost items.
2. Employee requests for replacement identification cards due to updated picture, credentials, title, etc. will be charged an appropriate fee.

E. Violation of Policy

1. Identification/security access cards and keys issued to employees will be solely used by the assigned employee. Any swapping, selling, duplication or misuse of these items will be subject to disciplinary action.
2. In some instances, the identification card may also be used by designated employees as a swipe card to record time clock punches. Any employees that clocks in and out for another employee or allows another employee to clock them in and out will be recommended for termination.
3. All employees are expected to promptly report any violations of company policy or security violations to their Supervisor, Director and/or Director or Human Resources.

**IV. REFERENCES: NONE**

**V. AUTHORS/REVIEWERS:**

Designated Review Team, Corporate Policy and Procedure Committee,  
Executive Team, and Lake County Board of Health Personnel Committee

**VI. APPROVALS:**

Lake County Board of Health President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_