

RESOLUTION 2018-07

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
WARRICK COUNTY, INDIANA, AMENDING THE WARRICK COUNTY
PERSONNEL PHOTO IDENTIFICATION BADGE POLICY**

WHEREAS, Warrick County is committed to providing a safe environment for Warrick County employees and the public; and

WHEREAS, Warrick County believes a consistent method of identification of its employees provides a secure working environment that safeguards Warrick County facilities and personnel from threats of danger and theft; and

WHEREAS, Warrick County desires to amend the Warrick County Employees Personnel Photo Identification Badge Policy in order to provide a safe environment for Warrick County employees and the public.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF WARRICK COUNTY, INDIANA:

That the Board of Commissioners of Warrick County, Indiana, hereby amends its Employee Personnel Photo Identification Policy to read as follows:

1. Each employee, regardless of department, office, or position, is required to wear and/or carry on their person their official photo ID badge during the employee's scheduled work hours. Employees are further encouraged to wear their photo ID badges when present at official Warrick County functions, such as Warrick County Commissioners meetings or Warrick County Council meetings.

Elected officials are also encouraged to participate in the Personnel Photo Identification Badge Policy.

However, an employee whose name and department or office are displayed on their shirt is not required to display their photo ID badge, but are nevertheless still required, during scheduled work hours, to carry their photo ID badge on their person, such as in one's wallet or purse.

2. An employee may request to have only their first name printed on the front of his or her photo ID badge, so long as the employee's full name is printed on the back of the photo ID badge. Such request can be made in advance by the employee to the Sheriff's Department Technician or the Emergency Management Agency Office.

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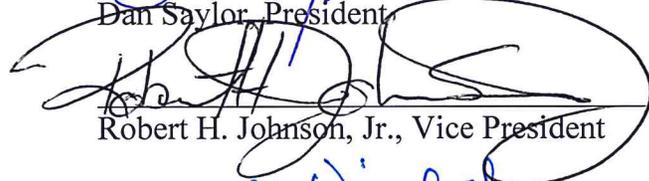
3. Each employee is required to wear their photo ID badge on their upper torso in a manner that makes the photo ID badge clearly visible to others. This provision does not apply to an employee whose uniform or shirt clearly display the employee's name and department.
4. Continued failure of an employee to wear and/or carry their photo ID badge in accordance with this policy may result in disciplinary action against the employee. Any disciplinary action taken against the employee under this provision will be at the discretion of the employee's supervisor having disciplinary authority.
5. An employee is required to replace their lost, stolen, or damaged photo ID badge as soon as is practicable. An employee whose photo ID badge is lost, stolen, or damaged shall immediately notify the employee's supervisor. The supervisor must then contact the Warrick County Sheriff's Department or the Emergency Management Agency Office to arrange for a replacement photo ID badge to be issued to the employee. An employee required to replace their photo ID badge shall be charged the following fee(s) for the replacement of the employee's lost or damaged identification badge:
 - (1) There shall be no fee charged to an employee for the replacement of employee's photo ID badge due to damage or wear and tear resulting from normal use.
 - (2) Employee shall be charged Five and 00/100 Dollars (\$5.00) for the replacement of employee's lost or stolen non-proximity badge.
 - (3) Employee shall be charged Fifteen and 00/100 Dollars (\$15.00) for the replacement of employee's lost or stolen proximity badge.
6. An employee, or an employee's supervisor, may arrange for photos for the employee's photo ID badge to be taken at, and the photo ID badge itself to be issued from, either the Warrick County Sheriff's Department or the Warrick County Emergency Management Office. The County shall provide transportation to the Sheriff's Department or the EMA Office for any employee who requests such transportation for the purpose of taking a photo for the employee's photo ID badge.

PASSED AND ADOPTED by the Warrick County Board of Commissioners
this 12TH day of FEBRUARY, 2018.

WARRICK COUNTY
BOARD OF COMMISSIONERS



Dan Saylor, President

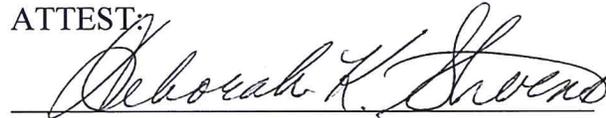


Robert H. Johnson, Jr., Vice President



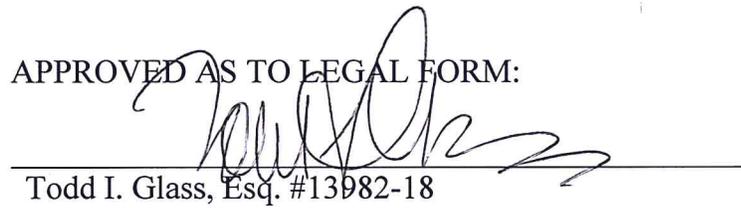
Marlin Weisheit, Member

ATTEST:



Deborah K. Stevens, Auditor
Warrick County, Indiana

APPROVED AS TO LEGAL FORM:



Todd I. Glass, Esq. #13982-18

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