

Greater Albany SD 8J
Administrative Regulation

Code: **ECAAA-AR**
Revised/Reviewed: 4/28/14; 5/25/17

Employee and Visitor Identification Badge System

All employees of the district will be issued a picture identification badge. The badge will detail the employee's name, and display their picture. Employee identification badges will be printed with a white background.

It is important that the facility offices always know exactly who is in the building at all times in case of an emergency. Substitutes, temporary employees, contractor workers, volunteers and visitors will be required to sign a registry at the facility office where they will be working/visiting, detailing their name, the reason for their visit, the date/time of entering the facility, the date/time of leaving the facility, and the issued identification badge number if applicable.

Substitutes, temporary employees, and contractor workers having passed all requirements (to include a Criminal Background Check) for unsupervised activity during instructional hours will be issued an identification badge. The identification badge for these persons will detail the employee's name, an expiration date (if applicable to temporary or contract employees), and display their picture. These identification badges will be printed with a red stripe.

Volunteers (approved under Policy IICC) of the district will be issued a temporary identification badge marked "volunteer/visitor" by the facility office under which they are performing their volunteer duties. At the discretion of the building administrator, and with superintendent approval, long-term volunteers may be issued a permanent photo identification badge. A long-term volunteer badge will detail the volunteer's name and the expiration date of their volunteer criminal background check (as per Policy IICC-AR). Long-term volunteer badges will be printed with a red stripe.

Visitors to district facilities (following Policy KK) will receive a temporary identification badge marked "volunteer/visitor" by the facility office of the location they are visiting, after receiving approval for their visit. Visitor badges will be printed with a red stripe, with a white large number in the center, and the facility name. Visitor identification badges will be worn by all visitors, at all times while on district property, from the issued red "visitor" lanyard affixed to the identification badge. All visitors will return their identification badge upon the culmination of their visit.

The rear side of all identification badges will state the badge is the property of the Greater Albany Public School District, that the identification is to only be used by the person to whom it was issued, that use of the identification badge by a person other than the issued party constitutes a crime under Oregon Revised Statute, and that if found, postage is guaranteed if mailed to 718 SW 7th Ave, Albany, Oregon 97321.

All identification badges will be worn at all times by the person to whom the badge was issued while in the performance of their duties, or for the duration of their visit, on district property. Identification badges will be worn on the exterior of clothing, (not to be covered by shirt tails, coats or other clothing), to ensure maximum visibility and visual recognition.

All adults found on district property not wearing an identification badge will immediately be challenged by staff and administration and asked for identification and their purpose for being on district property. Persons may be asked to leave, and law enforcement may be called if necessary.