



Code: **ECAAA**
Adopted: 1/04/07
Revised/Readopted: 7/15/10; 6/14/17
Orig. Code(s): ECAAA

Employee Identification Badge System

For the safety of staff and students in the school environment and to reduce the possibilities of theft, vandalism and loss of district property, all district employees shall be issued and wear identification badges. The supervisors are responsible to see that this requirement is met.

The district's photo identification badge system will serve as an instant identification system for security purposes and will assist parents and other visitors to school locations in identifying district employees. Employees will wear and display the identification card at all times in the performance of their duties.

These badges may also serve as keys for entrance to designated buildings. The badges will include employee pictures and shall not be transferred nor loaned.

A badge system, with appropriate designation but without photograph, shall be used for visitors to schools during regular school hours and for substitutes and/or temporary employees.

Human resources and operations will have an appropriate procedure in place for other personnel regularly in buildings (e.g. contractors' employees).

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[ORS 192.447](#)