

Employee Identification Badge System, Key Control and Card Access

Each employee has a responsibility to assist in the maintenance of controlled access to district property and facilities.

1. A district employee who is issued keys is responsible for those keys and is subject to all provisions of this procedure.
2. Keys shall not be loaned or duplicated. Any employee who duplicates or loans his/her district key(s) will be subject to disciplinary action.
3. An employee who loses his/her key(s) or whose key(s) is stolen will follow the replacement procedure outlined by the maintenance/building services department.
4. A request for any key(s) must be made directly to the maintenance department by the appropriate administrator.
5. A report of any lost or stolen key(s) must be made to the appropriate administrator within 24 hours. The individual may be responsible for the cost of replacement of the key(s) and may be liable for the cost of re-keying if this procedure is required to assure security.
6. Each employee must secure his/her room when it is vacated including securing and/or locking windows and doors.
7. The appropriate administrator will be responsible for collecting all staff keys:
 - a. On the last day of work before the beginning of the summer recess period, and other extended period of school closure, unless normal assigned duties require access.
 - b. At the end of the assigned work shift if an employee resign or is terminated.
8. In the event an employee fails to turn in his/her key(s) he/she may be liable for the cost of replacement and/or cost of re-keying, if necessary, to ensure security.

Identification/Card Access Badge

1. A district employee who is issued an identification/card access badge (ID badge) is responsible for that ID badge and is subject to all provisions of this policy.
2. ID badges are the property of the district for use by district employees. ID badges shall not be loaned or duplicated. Any employee who duplicates or loans his/her district budget will be subject to disciplinary action.

3. All ID badges are to be worn in plain sight so that they are easily identifiable.
4. A report of a lost or stolen badge must be made to the appropriate administrator and risk management department immediately. The replacement fee must be received by the risk management department before the employee is issued a new ID badge.
5. A request for any ID badge must be made directly to the risk management department by the appropriate administrator using the ID badge employee information form.
6. The appropriate administrator will be responsible for collecting staff ID badges at the end of the assigned work shift of employee resignation nonrenewal, nonextension or is terminated.
7. The district will not disclose the identification badge or card of an employee without the written consent of the employee if:
 - a. The badge or card contains the photograph of the employee;
 - b. The badge or card was prepared solely for internal use by the district to identify employees.

The district will not disclose a duplicate of the photograph used on the badge or card.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[ORS 192.447](#)