

CCEMS
ADMINISTRATIVE POLICY 300-12
IDENTIFICATION BADGES

I. PURPOSE

- 1.1 To establish a standard policy regarding identification badges to include proper wearing, issuing, and replacement of badges.
- 1.2 To provide CCEMS personnel with photo identification for increased internal and external security.

II. POLICY

- 2.1 All personnel including auxiliary will be required to wear a photo identification badge at all times while on duty.
- 2.2 Identification badges must be worn above the waist with the photo facing out. Identification badges must be worn with badge clip.
- 2.3 Each employee identification badge will contain the appropriate Coshocton County logo, the employee's photo, the Director's signature, the employee's signature and start date.
- 2.4 CCEMS Auxiliary badges will be set the same way, but have the official CCEMS logo instead of the county logo.

III. PROCEDURE

- 3.1 The Coshocton County EMA will generate all paid CCEMS employee identification badges.
 - 3.1.1 Auxiliary personnel will be administered their ID badge through the CCEMS Administrative Assistant.
- 3.2 If an employee loses their identification badge, he/she must request a new badge from the CCEMS Administrative Assistant.

Director: _____

Effective: 12/02/2008

Reviewed: _____

Revised: _____