

SECTION 33

EMPLOYEE IDENTIFICATION CARDS

PURPOSE: To establish procedures to ensure issuance and accountability of employee identification cards.

POLICY: Lake County will issue identification cards to those employees who may be required to show identification in the performance of their duties.

GENERAL ADMINISTRATION:

1. Employees may not alter any data contained on the cards. Cards shall be worn when required.
2. Identification cards shall only be used for County business and must be returned to the Human Resources Director prior to leaving County service. Any questions as to who shall, or shall not, be issued an identification card will be resolved by the County Manager.