

**Town of Needham  
Town-Issued Identification Badge Policy  
Personnel Administration #429**

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**1. PURPOSE AND SCOPE**

The purpose of this policy is to establish guidelines for the issuance of official Town photo identification (ID) badges to employees and volunteers for their use while working or representing the Town of Needham in any official capacity. The policy and procedures described herein are intended to provide for the safety and security of Town employees and authorized volunteers.

**2. DEFINITIONS**

Refer to Policy #100 Definitions for the definition of commonly used words and phrases.

Employee – For the purposes of this policy, the term employee shall refer to regular full-time and part-time employees, and excluding seasonal employees

Emergency Operations Designation – ID badges may include a designation identifying the bearer as having access to the Emergency Operations Center, as determined by the Town Manager.

Authorized Volunteer – A person providing services without compensation, in an official Town capacity that requires appropriate identification, as determined by the Town Manager.

Employee ID Badge – A plastic card that includes a photograph of the employee and his or her name and department. The ID badge may also serve as the employee’s electronic access to certain areas within Town buildings, and may be used for additional purposes in the future as technology evolves.

Official Capacity – That service during which an employee or volunteer is on Town property or is authorized to represent the Town.

**3. APPLICABILITY**

This policy applies to all Town employees and authorized volunteers but excludes Police Officers who have an alternative identification mechanism.

**4. POLICY**

- 4.1 Employees and authorized volunteers are required to wear their ID badge at all times while acting in an official capacity. ID badges are to be prominently worn so that the photo is clearly visible to others. This requirement may be waived at the department manager’s discretion if he or she makes a determination that wearing a badge presents a safety issue. Employees who have been granted a waiver do not have to prominently display the ID

badge, but must carry the ID badge on their person at all times during work hours or when acting in an official capacity. Department managers must inform the Director of Human Resources in writing of those employees who have been granted a waiver.

- 4.2 The ID badge is to be worn between the shoulders and waist on a clip, chain, or lanyard. A clip, chain or lanyard will be provided to each employee or authorized volunteer at that time the badge is issued.
- 4.3 The ID badge is Town property and should not be defaced or altered with pins, stickers, decals, etc.

## **5. PROCEDURES**

- 5.1 The Human Resources Department will be responsible for creating and authorizing the list of employees and authorized volunteers who are to be issued an ID badge, and will forward the list to the ITC where the badges will be created. The Human Resources Department will also arrange for newly hired employees and authorized volunteers to obtain their ID badges.
- 5.2 Employees are responsible for safeguarding the ID badges issued to them. Any lost or damaged ID badge must be reported immediately to the employee's supervisor, who is responsible for reporting the lost or damaged ID badge immediately to ITC. The ITC will temporarily disable lost badge(s), and a replacement ID badge will be issued. ITC will send all badges to the appropriate Department Manager.
- 5.3 When an ID Badge needs to be replaced, the employee and department managers should submit the Employee ID Badge Request Form to the ITC.
- 5.4 Any lost badge that is later found should be returned to the Information Technology Center in Town Hall, 1471 Highland Avenue.
- 5.5 Upon separation, termination or retirement, an employee must turn in his/her Town issued ID badge to his/her supervisor.
- 5.6 The Human Resources Department will provide a copy of this policy to all employees at the time of hire.

## **6. COMPLIANCE**

All employees and volunteers are expected to fully comply with the provisions contained in this policy.

**APPENDIX A**  
***Town of Needham Employee Identification Badge Request Form &  
Acknowledgement Receipt of Town Personnel Policy #429***

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employment Status: \_\_\_\_\_  
(Regular FT/PT, Authorized Volunteer)

Date of Hire: \_\_\_\_\_

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**Type of card:**

- New
- Replacement

**Reason for replacement:**

- Lost/Stolen/Damage
  - Department change
  - Job title change
  - Legal name change
  - Wear and tear
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My signature below signifies that I have received a copy of the Town-issued Identification Badge Policy and have had an opportunity to ask questions about the content.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

ITC \_\_\_\_\_ Date \_\_\_\_\_