

NC Department of Transportation - Mobility & Safety Division

Policy: Employee Identification Badge

Original Date: 01/11/2016

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PURPOSE

To establish guidelines for the issuance of a photo identification (ID) badge to all employees of the Transportation Mobility & Safety Division (TMSD) and for the use of said badge by employees while at work or when representing the NCDOT in any official capacity in an effort to provide a safe and secure workplace for all employees.

POLICY STATEMENT

All employees will be issued, and must wear and visibly display, photo identification badges as provided by the state. Identification badges must be worn in a manner that allows the identification of an employee by photo, first and last names. This badge may also provide computer log in capability and location access to areas through keyless entry. Employees forgetting or misplacing their identification badge will be given a temporary badge by Security to wear that clearly indicates their employment with the NCDOT.

DEFINITIONS

Employee: For the purpose of this policy, staff member shall refer to fulltime, part-time and seasonal employees, including associates and interns. Access to the Greenfield facility shall only granted to on-site employees or those that have "regular" business in the building. All access to restricted areas shall be approved by the appropriate Unit Head (OSOW – Permits Director, TEC – State Signals Engineer) with additional approval from the State Traffic Engineer or the Division Safety Coordinator. All 24/7 access shall be approved by the State Traffic Engineer.

Employee ID: Some ID badges may have other purposes that include, but are not limited to, computer log-in and access to certain work location areas.

Official Capacity: Includes any time while on State property as well as any business where the employee is representing the State. This also includes wearing the ID badge while operating any vehicle owned or leased by the State.

REQUIREMENTS

Because the policy and procedures described herein are intended to provide for the safety and security of employees, all employees are expected to fully comply with all provisions of this policy. Any employee who is found to be in violation of this policy may be subject to disciplinary action. This policy will be a part of all new hire packages, and can be found online.

1. All employees are required to wear their ID badge in all work areas during official capacity. ID badges are to be prominently worn so the photo is clearly visible to others. The requirement may be temporarily waived at the department's discretion when wearing the ID presents a safety issue.
2. The ID is to be worn between the shoulders and waist on a clip or lanyard, which are available from Security.
3. The ID shall not be defaced or altered with pins, stickers, decals, etc.

4. Employees are responsible for safeguarding their own ID. Any lost or damaged ID should be reported immediately to Security.
5. In the event that an employee forgets their ID, Security shall be immediately notified and will issue a temporary ID.

PROCEDURE

1. All employees of the NCDOT will be issued a photo identification card. Security will be responsible for ensuring proper authorization and the issuance of the magnetically encoded ID card to each employee after orientation.
2. All new employees will have their ID cards activated by Security either at the Greenfield facility or at another authorized location.
3. Employees will be issued one ID badge, which shall contain a magnetic strip.
4. Supervisors shall report lost or damaged IDs to Security immediately.
5. New IDs will be issued at no cost to employees.
6. Any lost ID that is found shall be turned in to Security.
7. Upon termination or retirement, an employee shall turn in their ID to their supervisor or Security.
8. Upon suspension, an employee must turn in their ID to their supervisor or Security pending return to work.
9. Requests for activations, changes, and deactivations shall be documented on the appropriate form and can go directly to the security desk or may be sent to the "[Mobility and Safety Security](#)" email distribution list for processing.

IDENTIFICATION CARD HOLDER RESPONSIBILITIES

1. Do not lend your ID to anyone.
2. Do not allow unauthorized individuals into any secure area.
3. Do not leave ID on dash of vehicle or other locations where exposed to extreme temperatures.
4. Do not fold, bend pry open or mutilate your ID.
5. Do not use your ID improperly.
6. Do not leave your ID unattended.
7. Immediately notify Security if your ID is no longer in your possession.
8. Immediately notify Security of any difficulties or problems with any ID.