

# ADMINISTRATIVE REGULATION

No. 705(a)

## Board of Trustees Douglas County School District

## PROPERTY

### IDENTIFICATION BADGES

Identification badges will be issued to each employee at the time of hire and are part of Douglas County School District's overall School Safety Plan. Identification badges are to be worn by all Douglas County School District employees at all times during the course of their employment at their school sites.

Identification badges must be visible at all times while at school sites. Employees conducting business at school sites other than their own site must wear identification badges during the entire time while at the school site. Visitors are also required to wear appropriate identification badges.

The Douglas County School District requires that the following individuals be issued identification badges:

- The Human Resources Department will issue all paid employees, both benefited and part-time, with the exception of "substitute" employees, photo identification badges.
- Visitors, substitute employees and volunteers will be issued temporary identification badges by the site personnel. Temporary badges are to be worn during the entire duration of their visit to the site and returned to the site office prior to leaving the site.

Badges are the property of the Douglas County School District and become the responsibility of the employee. Any employee who reports to work without a badge must notify their supervisor or site administrator and will be issued a temporary badge to be worn for that day. There will be a \$5.00 replacement fee for lost badges.

Any employee who is transferred to a new site will turn in the old badge and receive a new badge at no charge.

See Policy related to this Administrative Regulation  
See also: Administrative Regulation 705(b)AR

Adopted: 09/04