

Employee Identification Badge General Procedure

As a crucial part of the district's safety and security, a Bellevue School District identification (ID) badge with the employee's legal name and a color photo will be issued to all employees. For uniformity and tracking purposes, the Human Resources department will be responsible for issuing all such ID badges.

A. Procedures

1. All employees are required to wear a BSD ID badge in plain view while on BSD property.
2. Employees will wear their ID badges when hosting or appearing at BSD functions or events.
3. The ID badge may be used only by the individual to whom it was issued. Employees will not loan their badge to anyone else for any reason.
4. The ID badge is the property of the Bellevue School District and will be surrendered to the employee's supervisor upon termination or when requested.
5. Any lost, stolen, or misplaced ID badge will be immediately reported to the employee's supervisor, as well as the Human Resources Badging Office at badges@bsd405.org or 425-456-4040.
6. Avoid exposing your ID badge to extreme temperatures (i.e. dashboard of vehicle, dryer) and treat it with care (do not bend, fold, or pry things open with it).
7. ID badges provide a visible means of identification for BSD employees and helps us quickly identify authorized individuals. BSD employees observing individuals on school district property without ID will, at their discretion:
 - a. Approach the individual to determine their status, or
 - b. Immediately report the person to a supervisor, or

If you feel it is an emergency situation, call 9-1-1

8. District employees visiting a district facility that is not their regularly assigned work site, shall check-in and check-out at the front office of the facility they are visiting using the electronic visitor management system. This process will allow for the accountability of district personnel in the event of a disaster or critical incident. A temporary visitor pass will be printed for district employees and shall be worn by the employee while in the building. The use of the electronic check-in process by district employees will *not* negate the requirement of employees to continue to display their District-issued identification/badge.

**Procedure No. 5009P
Personnel**

B. Badge Display

1. The ID badge must be prominently displayed, attached to a clip, in a clear plastic holder, on a lanyard, or other device clearly visible.
2. The ID badge must be fully visible, not obstructed by clothing, and free of decoration.
3. ID badges may be worn using a clip-on accessory for those personnel who would encounter safety issues with the use of a lanyard.
4. The ID badge should not be worn on a lanyard that identifies your specific school site or department to prevent misuse in the event of the badge is lost or misplaced. It should also be separated from school-issued keys.

Date: 3.20