

## Catawba County Emergency Medical Services

### ID Badges

Catawba County is interested in the safety and security of our buildings and employees. All base entrances should be secured and the general public should be directed to main entrances.

This policy establishes the issue, use and control of identification badges issued by Catawba County.

- Catawba County EMS employees shall:
  - Posses only one badge unless otherwise approved or required by the EMS Manager.
  - Never allow another employee or person to use their badge.
  - Surrender an obsolete badge to the EMS Manager (i.e., there is a change in status such as name, department, or significant change in personal appearance).
  - Surrender a badge that was reported lost, but subsequently found after a replacement was issued.
  - Surrender their identification badge when terminated, resigning from service, or upon request of the EMS Manager. Any employee who is suspended without pay, on leave with pay, or in the pre-dismissal process is required to turn in their badge until the outcome of the process.
  - Wear their badge while on-duty. The badge shall be worn in such a manner that it is easily read and identifiable; therefore it must be worn facing out so that the information is clearly visible.
  - Maintain the badge as provided. Do not puncture, put pins through or otherwise deface the badge or cover the photo, name, or department. The badge is to be unobstructed unless wearing personal protective equipment.
- Additional requirements for those employees who have proxy badges:
  - Present the badge to card reader for access to employee entrances or other authorized areas.
  - Ensure the door is closed securely behind them after accessing the building using the badge.
  - Each ID badge holder must individually swipe his/her badge; this provides a record of who is in the building in case of emergency.
- The following fees schedule shall be used:
  - A \$10.00 fee may be charged for lost or stolen badges, and badges damaged by other than normal use as determined by the EMS Manager. (The word “may” is used here as

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it is known that the very nature of emergency work can result in loss or damage, so each case will be reviewed individually.)

**For more information see the Catawba County Identification Badge Policy dated February 13, 2006.**