

## ID Badge Policy

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### Purpose

The purpose of this policy is to assist in protecting the employees and assets located within State Government Buildings. It is designed to prevent unauthorized persons from accessing State agency buildings and to account for those persons authorized to be on the premises in case of emergency.

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### Policy

Everyone within a State building must display either a State Identification (ID) Badge or a numbered and currently dated visitor badge. These badges are the property of the State and are provided to employees and visitors as a convenience. Badges must be visible at all times. Anyone not displaying a badge will be advised to return to the lobby in order to obtain proper clearance to enter the building. Everyone entering a State Building must authenticate clearance with each entry.

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### Coverage

This policy covers all employees, full-time or part-time employee with either a permanent, probationary, trainee, time-limited permanent, intermittent or temporary appointment. Employees with visitors should ensure that their visitor(s) obtain authorized clearance. This policy does not apply to the North Carolina University system as these campuses have various points of entry and are subject to their own ID Badge policy that addresses both students and employees.

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### Communication

The Human Resources Department within each agency will be responsible for communicating this policy and any revisions to this policy to their respective employees.

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### **Enforcement and Compliance**

Security personnel along with the assistance from State Employees assigned to the building are responsible for complying with and enforcing this policy. In the event, that wearing an ID badge presents a safety hazard during the course of performing a work or maintenance process, it may be temporarily removed until that task has been completed.

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### **Procedures**

1. Every State employee assigned to work in a State Government Building must either authenticate through one of the doors controlled by a badge reader or, upon entering the building, each state employee must display their ID badge at all times.
2. If a visitor does not have a state employee ID badge, the visitor must sign in with the Receptionist or State Capital Police officer or designated security officer in the front lobby and show a picture ID, in order to obtain a numbered and currently dated visitor's badge.
3. When a visitor exits the building, the visitor will return the badge to the receptionist or officer in the lobby and sign out.
4. Contractors and other visitors who will need access to the building for more than five (5) consecutive days may be issued a badge from a pool of numbered badges reserved for this purpose. These badges will be returned to the receptionist or officer when the contractor's services to the agency are completed. Contractors with these badges will need to list their badge number on the sign in sheet at the start of their work day when enter the building, but may not need to show their picture ID, unless requested to do so by the receptionist or officer on duty.
5. All persons working in State Buildings, whether State employee or visitor, are required to display their badge (either state ID or visitor badge) between the shoulder area and no lower than six inches below the waist, while in any State agency building.
6. If an employee encounters someone without a badge and is not sure that the person is a State government employee, the employee should advise the person without a badge to return to the lobby in order to obtain a badge. If an employee is not comfortable in advising a stranger to check in and obtain a visitor's badge, the

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- employee is encouraged to contact the receptionist, security officer or call the State Capital Police.
7. When individuals are allowed to return back inside the building after evacuation (such as a fire drill or real emergency), all entering persons must display their badges (either state or visitor badge) to persons monitoring the entry points. Persons monitoring entry may include, but are not limited to, Police Officers, Fire personnel or other designated safety coordinators.
  8. When an employee resigns or retires, or is otherwise separated from State employment, he/she must turn in his/her badge to the designated human resource representative at their agency on their last day of employment.
  9. Human resource personnel who coordinate employee separation from the state will be accountable for insuring that facility security is notified to deactivate the separated employee's badge on the last day of employment.

