

Policy: Identification Badges/Access Cards	Effective Date: July 1, 2017
Number: 710-3-005	Reviewed/Revised: July 2022
Authorized By: Jill Remington Love, Executive Director	
Authority:	

I. **Purpose**

The Department of Cultural and Community Engagement (CCE) is committed to maintaining a work environment that is safe and empowering for employees, and that promotes the individual value of each Department employee. This Identification Badges/Access Card policy is implemented as a reasonable effort to provide a safe and secure environment for employees, patrons and visitors and to allow employees efficient access to work areas.

II. **Procedure**

Employees who work at the Department of Cultural and Community Engagement facilities are required to have a state identification badge. The badge will be programmed to provide access unique to each employee's work area and responsibilities. Upon request, every CCE employee, regardless of assigned work area, can have his/her badge programmed to provide working hours access the CCE Rio Grande Administrative office/parking areas.

All non-employees and visitors should register at the front desk with reception staff or security personnel to obtain a visitor badge and/or be escorted into employee areas. While non-employees will be required to sign for the visitor badge, identification is not required.

Employees who do not have a state picture ID badge and an access card should contact the CCE's Facilities Operations Representative assigned to their location to obtain an ID badge and an access card. The Facilities Operations Representative will process their request for an ID badge and issue the employee an access card.

**Lost, Stolen, or Defective Access Card**

- If an Access Card is lost or stolen, the employee must report it to CCEs Facilities Operations Representative assigned to their location to deactivate the card.
- If a card becomes defective, the employee should notify the Facilities Operations Representative assigned to their location and a replacement card will be issued to the employee ASAP upon notification at no charge to the employee.
- If an employee loses his/her badge more than once, they will be required to purchase a replacement badge/access card for each additional time.

**Termination, Retirement, Resignation**

- Employees must turn in their ID Badge and Access Card to their supervisor, Facilities Operation Representative, or HR representative.
- Supervisors should notify the Facilities Operations Representative assigned to their location

immediately so the card can be de-activated.

DRAFT