

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA086

NAME: IDENTIFICATION BADGES FOR STAFF AND VISITORS

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:	03/12/2025	BY: HR Manager
(LAST) REVIEW DATE:	03/20/2025	BY: Policy Committee
DISCONTINUED DATE:	NA	REPLACE BY:

I. PURPOSE

The employee ID badges are to help recognize Sanilac CMH employees and provide access throughout the buildings when conducting day-to-day business.

II. APPLICATION

Populations: **ALL**

Programs: **Direct - ALL**
Contracted - ALL

III. STANDARDS

A. Staff ID Badges

Staff must always have the ID badge available including in public (i.e. picking up individuals served, for home visits, etc.). Badges do not need to be worn/displayed when in public. All ID badges and clips are the property of Sanilac CMH and will be returned at the termination of employment. All new staff will receive an ID badge within 24 hours of their hire date.

Staff are granted access to the Sanilac CMH buildings based upon their position, hours worked and building location. In most cases, staff either have access just prior to and just after their regularly assigned shift or 24/7 access. In all situations, the ID badge tracks who accesses a building and when, including which doors were used. Staff are not allowed to give their badge to other staff, individuals or public to gain access to Agency locations. Staff badges have limited access to areas of the buildings depending upon position level. For example: The server rooms will be limited to the IT department, thus most staff will not have access to this area.

If staff forget their ID badges, a spare one, with limited after-hours access, can be checked out through the IT Department. The badges are checked out by date and time so usage can be tracked. Spare badges are to be handed in the following business day to the IT department. ID badges checked out longer will be deactivated as well as the staff person's original badge.

Should a staff's ID badge get lost, misplaced or stolen, they are to notify IT immediately. If it's after hours or over the weekend, the staff person should notify his/her supervisor so they can reach out to a Chief to get it deactivated immediately.

Photos on the ID badges are also used for Microsoft Office (MS) 365. These photos, both ID badge and MS365 are to be Agency issued photos unless approved by an Agency Chief.

B. Visitor ID Badges

Visitors (contractors and vendors) will be given ID badges whenever they meet with an employee or perform work. Individuals that come in for services will not be given a badge since they are escorted by the person they are meeting the entire time they are in the locked areas of the facility.

Doors that are used by the public are only open during business hours and will automatically lock according to a schedule maintained by IT. All staff entrance doors are locked 24/7 and can only be accessed by using their ID badge.

Occasionally, CMH staff may request ID badges for individuals that are receiving services at CMH. ID badges are only issued to help the *individual* who cannot obtain a Michigan ID due to missing documents. A request for Non-Employee ID badges will come from the individual's care manager in writing to the HR Manager. Both the Care Manager and individual must be present at the time the picture is requested and taken. Appointments need to be scheduled with the IT Department for pictures. There are no access features with these types of ID badges.

IV. ATTACHMENTS

V. REFERENCES