



Administrative Regulation 4512 EMPLOYEE IDENTIFICATION BADGES

Responsible Office: Office of Human Resources

PURPOSE

This administrative regulation sets forth the procedures related to the issuance and wearing of Washoe County School District ("District" or "WCSD") issued identification (ID) badges by District staff members.

REGULATION

1. General

- a. This administrative regulation aligns with the protocols for staff background checks/fingerprinting describe in Administrative Regulation 4121, Staff and Volunteer Criminal and Civil Background Checks / Fingerprinting.
- b. School/department-issued ID badges are not considered District-issued and do not comply with the mandates of this administrative regulation.
- c. The District-issued ID badge shall include the staff member's name, photo, job title, work location (school/department), and date of expiration.
- d. Staff members are required to wear their own District-issued ID badge at all times when on duty, to include at District or school-sponsored activities and events, and in a manner that is easily and readily visible by others.
 - i. A staff member who is unable to wear the District-issued ID badge visible on their person during the performance of his/her duties due to safety concerns while on a school property (e.g. handling certain equipment, moving furniture, etc.) shall wear a visitor badge issued from the school office. In all cases, the District issued-ID must be readily available and provided to District staff or the building administrator when requested.
- e. If requested, a staff member shall show his/her ID badge to an administrator or designee, school police officer, or other law enforcement/first responder to verify their affiliation and purpose for being on school/District property. The ID badge may be required for access to a school/District property and/or for identification after hours or in an emergency.
- f. A staff member shall not wear or use another staff member's District-issued ID badge for any purpose. A staff member shall not share, loan, give or in any other way allow any other person to wear or use the staff member's District-issued ID badge for any purpose.

member is required to report to the District School Police Department that the District issued ID badge is lost, stolen or destroyed as soon as practicable after discovering the ID badge has been lost, stolen, or destroyed. The staff member is required to obtain a replacement District issued ID badge from the District School Police Department as soon as possible.

- ii. A staff member is required to pay a \$5.00 charge to the District for partial cost of the replacement District issued ID badge prior to receiving the replacement.

4. Separation of Service

- a. The District issued ID badge is the property of the District. Staff members are required to return the District issued ID badges to their immediate District supervisor upon separation of service. The staff member's immediate supervisor is required to collect the District issued ID badge and ensure it is returned to the District School Police Department for destruction.
- b. In the event the staff member fails to return the District issued ID badge, the staff member may be charged \$5.00.

LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

- 1. This administrative regulation reflects the goals of the District's Strategic Plan and aligns/complies with the District's governing documents, to include:
 - a. Board Policy 4505, Standards of Professional Conduct
 - b. Board Policy 4510, Protection of Students – Background Checks and Mandatory Reporting
 - c. Board Policy 7700, Emergency Management
- 2. This administrative regulation complies with local, state and federal ordinances, laws and regulations.

REVISION HISTORY

Date	Revision	Modification
10/20/2019	1.0	Adopted