

EMPLOYEE/VISITOR IDENTIFICATION POLICY/PROCEDURE

Effective January 1, 2011

Purpose To set forth policies and procedures for the implementation of an identification program for employees, contractors and visitors to the Fountain Square Complex.

To provide an enhanced level of security for staff and visitors to Fountain Square and to identify others that may require assistance.

To describe the process for issuing and collecting identification cards for use at Fountain Square.

Authority ORC 1501.01

Reference Fountain Square Procedure
Frequently Asked Questions Regarding Identification Cards

Resource Division of Engineering - Chief
Office of Law Enforcement - Chief
Office of Human Resources - Personnel Services Section

The issuing and wearing of an I.D. card identifies that the wearer has official and regular business at Fountain Square. The absence of an I.D. card will indicate that the person is a visitor. Staff are encouraged to ask visitors if assistance is required, direct that person to a location to obtain assistance or notify security that someone is wandering around a building. Our efforts should be viewed as presenting a user-friendly environment where visitors are quickly directed to their destinations, while also alerting security to people who do not have a specific destination. This will require the cooperation of all staff members since security is everyone's business. Failure to adhere to this Policy/Procedure may result in administrative action.

IT WILL BE THE POLICY OF THE OHIO DEPARTMENT OF NATURAL RESOURCES THAT:

1. All employees will be issued a state identification card, with photo, as developed by the Office of Law Enforcement (OLE).
2. All employees will wear their I.D. card at all times in a visible location at or above the waist while at Fountain Square.
3. All long-term contract employees will wear at all times in a visible location, an I.D. card as developed by the OLE.
4. Vendors, temporary service contractors, visitors, guests or volunteers who will be at Fountain Square for an extended period of time shall be issued, through the division they are affiliated with, a visitor badge provided by Division of Engineering for the duration of their stay at Fountain Square. If the visitor arrives while the doors are locked, they must check in with security.
5. All retired ODNR officers will receive a retirement I.D. at the time of their retirement. It will be the responsibility of the Division H.R. to inform the OLE that an officer will be retiring and a badge is requested.
6. In the event an employee's ID card is lost or stolen, the employee can utilize the call box at the main entryway of every building to gain access through security.

7. I.D. cards are issued for the exclusive use of the named employee and are not to be loaned to anyone. I.D. cards remain the property of the state of Ohio and must be surrendered upon demand by ODNR, or upon termination of employment.
8. Employees must report lost or stolen I.D. cards to their supervisor as soon as possible. It will be the responsibility of the supervisor to notify OLE of any lost or stolen ID cards. The employee will be charged for each replacement of a lost or stolen card. If the employee is unable to contact their supervisor, the employee should report the lost or stolen card to DNR security at 265-7095 immediately.
9. Office and Division chiefs will ensure that all employees wear the I.D. card while at Fountain Square. If forgotten, employee will be issued a visitor card.

ISSUING IDENTIFICATION CARDS:

1. OLE will assure that all ODNR employees are issued the prescribed photo I.D. card. Division HR Coordinators should contact DNR Security at Ext. 7095 within the first week of a new employee start date.
2. I.D. cards are to be returned to OLE when an employee separates from ODNR by each office/division. It will be the supervisor's responsibility to return the ID card to OHR.
3. Visitor badges for volunteers, guests, etc., must be requested from OLE.
4. OLE will issue I.D. cards for long-term contract employees working at Fountain Square and collect cards when each person has completed their assignment.

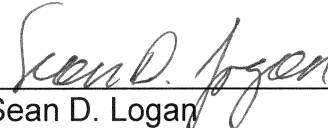
REPLACEMENT OF LOST OR DAMAGED IDENTIFICATION CARDS:

1. If an issued badge is lost it will be the responsibility of the individual that the I.D. was issued to provide reimbursement for the replacement of the I.D. The reimbursement cost of a replacement access I.D. will be \$7.00. The reimbursement cost of a replacement non access I.D. will be \$2.00
2. Contact OLE at EXT. 6817 to obtain and make payment for a replacement I.D.
3. If an issued badge is damaged in the course of work a new badge will be issued to the individual once the damaged badge has been surrendered.
4. Contact DNR Security at Extension 7095 to obtain a replacement ID.

REPLACEMENT OF LOST OR DAMAGED LAW ENFORCEMENT RETIRED IDENTIFICATION CARD:

1. If a retired law enforcement officer damages or losses an issued retiree badge it will be the responsibility of the individual the I.D. was issued, to provide reimbursement for the replacement of the I.D. The replacement cost of a retired law enforcement officer I.D. will be \$2.00.
2. Contact OLE at EXT. 6817 to obtain and make payment for a replacement I.D.

Office of the Director: Approve Disapprove


Sean D. Logan

12.09.2010
Date