

MOORE PUBLIC SCHOOLS

EMPLOYEE IDENTIFICATION BADGE POLICY

The Moore Public School District strives for excellence as well as safety. As such, to help ensure the safety and security of students and employees, all Moore Public Schools employees are required to visibly display their Moore Public Schools ID badge on their person while working on any Moore Public School property. (Note: ID badges are not required to be displayed in a **non-working** event on campus, e.g. if an employee is merely attending a play, a sports event, etc.)

Although no system is fool-proof, employee identification badges that are prominently displayed while at work provide an added sense of security that individuals in the schools and on property are authorized to be there.

In addition, contractors and their employees whose work takes them on Moore Public School property must display identification including their name and the company they work for.

Employee Identification Badge Procedure

As a crucial part of our district's safety and security, a Moore Public School identification (ID) badge with the employee's name, photo, school, and department in which the employee works, will be issued to all employees.

A. PROCEDURES

1. All employees are required to wear a Moore Public Schools ID badge in plain view while on Moore Public Schools property except as noted in policy.
2. Employees will wear their ID badge when hosting or appearing at Moore Public School functions or events. Employees may wear their ID badge while conducting official business in the community, at their discretion.
3. The ID badge may be used only by the individual to whom it was issued.
EMPLOYEES WILL NOT LOAN THEIR BADGE TO ANYONE ELSE FOR ANY REASON
4. The Moore Public School ID badge is property of Moore Public Schools and will be surrendered immediately to the employee's supervisor upon termination or when requested.
5. Moore Public Schools will purchase the employee's first ID.
6. A lost, stolen, or misplaced ID badge is to be immediately reported to the employee's supervisor. A replacement ID badge will be issued to the employee for a \$5.00 fee.

7. If an employee transfers from one department or school to another or an employee's name changes, a replacement badge will be re-issued at no cost to the employee. An ID damaged through normal wear and tear will be replaced at no cost to the employee.
8. Contractors and their employees whose work will take them onto Moore Public Schools property must display identification including their name, photo, and the company they work for.
9. ID badges provide a visible means of identification for Moore Public Schools employees and helps us know who belongs in a non-public work area and who does not. Moore Public Schools employees observing people on property without ID will, at their discretion:
 - a. Approach the person to determine their status, or
 - b. Immediately report the person to a supervisor, or
 - c. If you feel it is an emergency situation, request emergency services personnel (call 911)

B. BADGE DISPLAY

1. The ID badge must be worn above the waist, attached to a clip, in a clear plastic holder, on a lanyard or other device clearly visible.
2. The ID badge must be free of decoration.