

## **AGENCY ISSUED IDENTIFICATION (BADGES) AND PAGERS**

The purpose of this policy is to enhance the safety of students and staff and to increase the ability of staff to respond to emergency situations, WSD has issued Identification Badges to all staff and pagers to selected staff. In addition, WSD has created a photo ID book that shows all current employees for identification and lock down procedures.

### ***School Issued Identification (Badges)***

- All employees are required to wear their school issued identification at all times on campus or when they are with students off campus.
- All employees are required to have a current school issued identification. It is the responsibility of the employee to obtain a current identification. The identification badges are obtained from the school security office.
- The security office will comply and distribute to all departments a book with the pictures of all staff by the second week of school.
- The ID badges are to be worn in a manner so that it is visible to others.
- Supervisors are responsible to ensure that their staff and volunteers have and are wearing current identification.
- Supervisors will inform staff and volunteers how to identify all supervisors and who the onsite supervisor is on any given day. Organizational charts will be distributed to staff and volunteers to aid in this process.

### ***Pagers***

- Employees who have been issued a pager are to carry them at all times while on campus or off campus on school business.
- It is the employees' responsibility to ensure that the pager is turned on during working hours and that the batteries are functioning.
- Pagers are to be used primarily for emergency purposes with limited business purposes only. Personal use is strictly prohibited.
- The Supply Officer will conduct monthly tests during the school year to ensure that the pagers are working. Staff **are** required to respond.
- Supervisors are responsible to ensure that their staff have and are wearing the pagers.

**Violations of this policy by staff or the failure of supervisors to enforce this policy may result in disciplinary action in accordance with Personnel Policy 650.007 and in a manner consistent with Merit System rules.**

**Adoption Date: 01/10/03**

**Updated: 12/09/04**