



# ADMINISTRATIVE ORDER

BREVARD COUNTY

Title: Employee Identification

**Number:** AO-01

**Cancel:** 10/09/2009

**Approved:** 12/06/2012

**Originator:** Human Resources

**Review:** 12/06/2015

## I. PURPOSE AND SCOPE

To establish a system for the identification of employees and agents.

## II. DEFINITIONS AND REFERENCES

- A. Identification (ID) Cards - Cards which contain personal information identifying a person's association with the Board of County Commissioners.
- B. Identifying Logo – A County authorized logo.
- C. Agent - A person other than an employee authorized to serve or represent the Board.
- D. Employee - A person occupying an established position in the County service or performing temporary services who receives wages, salary or compensation.
- E. Volunteer - A person providing volunteer or unpaid intern services in a Board of County Commissioners organization.
- F. Brevard County Merit System Policies and Administrative Orders.
- G. BRAVE - Brevardians Responding as Volunteer Employees.

## III. METHODS OF IDENTIFICATION

- A. Employees are expected to wear identification as a Brevard County employee during the performance of their official duties. This identification will be an ID Card and/or a shirt with identifying logo. Appointing authorities will determine, on a department-by-department basis, what type of identification is appropriate based on operational needs.

- B. Employees are obligated to give a citizen their supervisor's name and phone number to call for verification of the identification, if asked.

#### IV. ISSUANCE of ID CARDS

##### A. PROCESSING

1. The primary responsibility for preparation and issuance of ID cards shall rest with the Office of Human Resources. The Human Resources Director may authorize departments/offices to issue special ID cards to meet specific needs.
2. An agreement stipulating requirements shall be executed for every person issued an ID card.

##### B. AUTHORIZATION

1. New employees shall receive I D cards at the time of employment processing.
2. Agent ID cards may be issued upon approval of the County Manager. The authority or supervisor requesting an ID card for an individual must submit written justification to the County Manager for approval.
3. Volunteer ID cards may be issued by the BRAVE Coordinator or the organization receiving the volunteer/intern services.

#### V. USE AND MAINTENANCE OF ID CARDS

- A. ID cards are the sole property of the Board and are to be used only for conducting official duties or as identification for cashing a County issued check.
- B. The individual issued a card is responsible for the safekeeping of the ID card.

#### VI. ACCOUNTABILITY FOR ID CARDS

##### A. LOST OR STOLEN CARDS

ID cards which have been lost or stolen must be reported to the issuing agency immediately upon discovery. Such a report must be in the form of a joint memorandum signed by the employee and the employee's supervisor and provided to the Human Resources Office. The report will contain, to the extent known, the date, time, place, and circumstances of the loss and a request for issuance of a duplicate ID card.

##### B. DAMAGED OR OBSOLETE ID CARDS

When an ID card has been damaged or there is a change in the employee's department or other information on the card needs to be changed, a new ID card will be issued upon receipt of the damaged or obsolete card.

C. CARD SURRENDER REQUIREMENTS

1. Identification cards will remain valid for as long as the person remains employed or the agent continues in the capacity of an agent not to exceed three (3) years from the date of issue. Upon termination of employment/agent status, all ID cards shall be return to the Office of Human Resources.
2. The supervisor of a terminating employee shall obtain the employee's ID card and transmit the card to the issuer at the time of termination.
3. The authority or liaison supervisor of an agent or volunteer is responsible for obtaining the agent/volunteer's ID card upon termination of the agent/volunteer's status and transmitting the card to the issuer.

VII. VIOLATIONS

Any improper or unauthorized use will be cause for disciplinary action as provided in the Merit System Policies and Administrative Orders.

VIII. RESERVATION OF AUTHORITY

The authority to issue and/or revise this Administrative Order is reserved to the County Manager.

  
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Howard N. Tipton  
County Manger


  
\_\_\_\_\_  
Date



**BREVARD COUNTY**  
BOARD OF COUNTY COMMISSIONERS

**INTER-OFFICE  
MEMORANDUM**

TO: Howard Tipton, County Manager

FROM: Frank B. Abbate, Human Resources Director 

SUBJ: Revision to Administrative Order AO-01, Employee Identification

DATE: November 30, 2012

The proposed revision of Administrative Order 01, *Employee Identification*, is a clarification to section VI, *Accountability* to help expedite the replacement of ID cards. We are proposing that the section be retitled to *Accountability For ID Cards* and clarification be added to the procedures for issuing a duplicate of a lost or stolen card and issuing a new card when it has been damaged or the information is obsolete.

Please find attached the modified AO-01, *Employee Identification*, with the revisions marked for your review and a final version for your approval.

Please call me if you have any questions.

Thank you.

attachment

