

**YAKIMA COUNTY
IDENTIFICATION BADGES AND COUNTY COURTHOUSE ACCESS
POLICY NO. HR-030**

1. Statement of Policy:

To establish guidelines for the issuance and processing of identification badges while at work or when representing Yakima County in any official capacity to provide a safe and secure workplace for all employees and the general public.

2. Scope:

This policy applies to all Yakima County employees, Yakima Health District employees, contractors, contracted staff, vendors, visitors, volunteers, and other area agencies who are issued ID Badges. The Yakima Health District is a separate agency from Yakima County. However, the Health District uses the same badge system.

3. Responsibilities:

- A. The Board of Yakima County Commissioners is responsible for overall compliance with this policy.
- B. The Human Resources Department is responsible for advising Elected Officials, Department Heads, Managers, Supervisors, and employees of this policy. The Human Resources Department will provide identification badges with appropriate access levels as determined by departmental requests.
- C. Elected Officials, Department Heads, Managers, and Supervisors are responsible for ensuring their staff are aware of and adhere to this policy.
- D. Yakima County Departments and other area agencies are responsible for ensuring that contractors, contracted staff, vendors, visitors, or volunteers are aware of and adhere to this policy.
- E. All Yakima County employees, Yakima Health District Employees, contractors, contracted staff, vendors, visitors, volunteers, and other area agencies are responsible for following this policy.

4. ID Badges:

A. ID Badge Types:

1) County Employees

- a) Human Resources Department will issue photo identification badges to all new Yakima County employees during orientation on their first day of employment or within a reasonable amount of time after the start of their employment.

2) Health District Employees

- a) Human Resources will issue photo identification badges to Yakima County Health District employees when requested by the Health District.

- 3) Contractors, vendors, visitors, volunteers, or other area agencies:
 - a) County departments may request ID badges be issued for contractors, vendors, visitors, volunteers, or other area agencies.
- B. Replacement ID badges will be issued if damaged, lost, stolen or misplaced; for a \$10.00 fee paid by the requesting Department. If a replacement badge is issued due to a change in information or the appearance of the employee changes to the degree that the photograph is not a recognizable resemblance of the employee, an overlay to affix to the existing badge will be issued at no cost.
- C. ID badges are the property of Yakima County and must be returned to the Human Resources Department upon termination of employment. Badges issued to individuals who are not County employees must be turned in to either a Supervisor within the sponsoring department or agency and they must then return to the Yakima County Human Resources Department.
- D. Lost or Damaged ID Badges:
 - 1) It is the responsibility of the badge holder to immediately report a lost, stolen, or misplaced identification badge to his/her supervisor. The department must in turn immediately notify Human Resources or Technology Services so the ID badge can be deactivated in the system.
 - 2) Notify Yakima County Human Resources Department at (509) 574-2210; Monday through Friday, 9:00 a.m. – 4:00 p.m.
 - 3) Notify Yakima County Technology Services at (509) 574-2000 (leave a call back number); Monday through Friday, before 9:00 a.m. or after 4:00 p.m., weekends or holidays. Please select option “1” when contacting Technology Services after hours to ensure that your call is treated with high priority and receives immediate attention by our staff.

5. Courthouse Access:

- A. The Employee Only access to the Courthouse is located on the south side of the County Courthouse building. This is a secured entrance/exit which is restricted to use by current County employees under all circumstances except emergency building evacuations or as deemed necessary by public safety personnel. Security features at this entrance/exit include security fence and locked gate with a proximity card reader, video camera(s) which record and provide live feed to monitors in the building, and a locked door with a proximity card reader.
- B. To gain entry to or exit from the County Courthouse through this entrance, a valid Yakima County issued ID Badge/proximity card must be used at both the security gate and Courthouse door.

- 1) Elected Officials and Department Heads may request approval from the Chair of the Board of County Commissioners to allow outside consultants escort through the employee entrance if access is needed prior to Courthouse hours for BOCC approved projects.
 - Elected Officials and Department Heads will notify Human Resources of an exception.

- C. All individuals that are issued County ID badges are prohibited from using their own badge/proximity card to allow other County employees or non-employees entry to or exit from the County Courthouse through this access point without prior authorization from the Board of Yakima County Commissioners.
 - 1) Non-employees include, but are not limited to:
 - a) Friends or family members of the employee
 - b) District employees
 - c) Contractors
 - d) Vendors
 - e) Visitors
 - f) Volunteers
 - g) Members of the general public
 - h) Non-County public officials
 - i) Delivery personnel
 - j) Other law enforcement officials
(NOTE: Law enforcement officials from other agencies must be escorted through the employee only entrance by an employee of the Yakima County Sheriff's Office, Yakima County Department of Security, Yakima County Department of Corrections, or Yakima County Prosecuting Attorney's Office.)

- D. Employees must not loan their ID badges/proximity cards to anyone, including other employees.

6. Policy Violations:

- A. Access to the County Courthouse through the employee only entrance is considered a privilege, which will be revoked by the Board of Yakima County Commissioners or its designee at any time because of a breach in security protocols or for other safety related reasons.
 - 1) Revocation of employee only entrance privileges due to an employee's failure to follow these security protocols will be as follows:
 - a) First (1st) offense: 2-week revocation
 - b) Second (2nd) offense: 1-month revocation
 - c) Third (3rd) offense: indefinite revocation (*requires BOCC approval for reinstatement*)

- 2) Employees whose access privileges have been revoked will be required to enter and/or exit the County Courthouse using the 2nd Street public access until the employee only entrance/exit privileges are reinstated.
- B. Failure to observe these safety regulations could endanger the safety and security of all other employees. In addition to privileges being revoked, such behavior may result in discipline corrective action up to and including termination.

**Signed Copy Available at
Yakima County Human Resources
128 N. 2nd Street, Room B27
Yakima, WA 98901**