

SOP #1

Salem Public Works Department
Standard Operating Procedures

IDENTIFICATION BADGES

EFFECTIVE DATE:

September 11, 2000

REVISION DATE:

March 1, 2004

Identification (ID) Badges are to be produced by an employee upon request by Town administrative personnel at all times.

ID Badges are to worn in a prominent location while at work. Accessory attachments are available. If the wearing of the ID Badge presents a safety concern due to the job assignment, the ID Badge may be placed in a secure location which is readily accessible to the employee.

ID Badges are to be utilized as your identification while at work. Your ID Badge must be made available to anyone who requests to see it or asks for identification while you are performing your job assignment.