

LIVINGSTON COUNTY
IDENTIFICATION BADGE POLICY

RESOLUTION #603-196

APPROVED: 6.16.03
LIVINGSTON COUNTY, MICHIGAN

EFFECTIVE: 7.14.03

POLICY

All County employees, contracted employees and State employees working in County facilities will be required to wear their photo identification badges while at work with the exception of County Emergency Services employees and deputized uniformed Officers.

OVERVIEW

The ability to quickly identify those persons who are authorized to use the County's computer systems is an important component of our computer security procedures. As such, the issuance and required wearing of photo identification badges are needed to promote a more secure physical environment for the safeguarding of Livingston County computer systems and data.

PURPOSE






The purpose of this policy is to provide a means to further safeguard the County's computer systems and data, to provide procedures to see that only authorized persons have access to the County's computer system / data, and to establish a standard for creation and usage of photo identification badges for use in Livingston County Offices.

SCOPE

The scope of this policy includes all Livingston County personnel, contracted employees and State employees while working in a county office and/or facilities as well as designees of the IT - CIS Department who are authorized to work on computer equipment.

ENFORCEMENT

Elected Officials / Department Heads will be responsible for enforcement of this policy.

-  The photo identification badges (ID) will be issued by the Personnel Department. All new employees must report to Personnel to have their photo ID badges created prior to being given access to a County computer.
-  Any request to replace an employee's ID badge must be made through the employee's supervisor or Department Head to the Personnel Department.
-  The photo ID badges are the property of Livingston County. Any unauthorized use or abuse of the County's ID badges is prohibited.
-  CIS personnel will be separately identified by a yellow lanyard attached to their ID badges. CIS vendors will wear a visitor's badge with a yellow lanyard.
-  The photo ID badges will also serve as identification to the public of County field and office personnel.

RESOLUTION #603-196

APPROVED: JUNE 16, 2003

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RESOLUTION

NO: Substitute 603-196

LIVINGSTON COUNTY

DATE: June 16, 2003

RESOLUTION TO APPROVE THE LIVINGSTON COUNTY IDENTIFICATION BADGE POLICY - CIS

WHEREAS, the Information Technology Department - Computer Information System Funding unit has had a security evaluation of the County's computer systems completed as part of a requirement for continued access to certain criminal justice information systems; and

WHEREAS, that security evaluation resulted in certain recommendations being made to improve the security of the County's computer systems; and

WHEREAS, one recommendation was to have an identification badge that would quickly and specifically distinguish County employees and visitors who were authorized to work in any area where there was access to internal County computer systems; and

WHEREAS, the Personnel Sub-Committee has reviewed the attached Livingston County Identification Badge Policy and recommends that the Board of Commissioners approve its adoption.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the attached Livingston County Identification Badge Policy to provide improved security for the County's internal computer systems.

BE IT FURTHER RESOLVED that notice of this Policy shall be sent to all employees and union representatives and that this Policy shall be effective July 14, 2003.

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MOVED: COMMISSIONER CHRYSLER
SECONDED: COMMISSIONER ANDERSEN
CARRIED: 8-0-1 ABSENT