

 <p style="text-align: center;">County of Sacramento Department of Health Services Division of Primary Health Policy and Procedure</p>	Policy Issuer (Unit/Program)	JCH
	Policy Number	B04-1321a
	Effective Date	05-18
	Revision Date	08-19
Title: C Cure Badges		Functional Area: Safety
Pamela Gandy-Rosemond, MSN RN CCHP Health Administrator Scarlett Ong, BSN RN Clinic Manager		

Policy:

Juvenile Correctional Health (JCH) staffs wear badges while in the facility. These badges are approved by and distributed by the Probation Department. Upon separation from JCH the employer is to surrender their badge to their supervisor.

Procedures:

A. Employees

1. The employee’s supervisor requests a badge for each new employee as part of his/her personnel orientation. This request is made via email to probation. The email should include the employee’s full name, and classification.
2. The Health Program Coordinator (HPC) request badge from Probation and gives it to the staff member’s supervisor.
3. Each employee is accountable for maintaining the security of his/her badge.
4. Each employee is responsible for keeping his/her badge on their persons at all times while on duty.
5. When off duty, each employee is responsible for ensuring that his/her badge is secured to minimize the risk of theft or loss. **Badges are not to be left in vehicles unattended.**
6. In the event of loss or theft of one’s badge, the employee immediately notifies his/her supervisor and completes an Incident Report. The Probation Department will deactivate the lost badge. The supervisor is responsible for requesting a new badge from The Probation department. There is a replacement fee the employee will be responsible for paying.
7. Supervisors notify Probation when a staff member has changed job classification, and an updated badge is issued.
8. Badges must be worn while on duty and be clearly visible. Stickers or pins may not be used to cover the employee’s name or picture. Breakaway lanyards are used.
 - a. All staff is required to have the following information displayed on their badge.
 1. Full first name and full last name
 2. Job title
 3. Department

B. Visitors

1. Visitors are defined as follows: Anyone not employed by JCH or Probation Department.

References:

Probation Policy

Title 15, Article 3, 1321

Attachments:

N/A

Contact:

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