




LOS ANGELES UNIFIED SCHOOL DISTRICT INFORMATION TECHNOLOGY DIVISION POLICY

TITLE: LAUSD BADGE ID POLICY & PROCEDURE

NUMBER: ITD POLICY HR-2.7.3

ISSUER: DAPHNE CONGDON CASTILLO 
DIRECTOR, IT FINANCE AND ADMINISTRATION

DATE: MARCH 1, 2018

POLICY: This document covers the requirements and responsibility of each ITD employee's use of the District-issued ID badge. This encompasses obtaining, carrying, displaying, using, and returning the ID badge.

GUIDELINES: The following guidelines apply:

I. PURPOSE

This policy and procedure is for all LAUSD Information Technology Division (ITD) employees, including permanent and temporary employees. As a part of ITD's commitment to ensuring the safety, security, and improving our services to students and staff at all locations, all ITD employees are required to carry a District-issued photo identification (ID) badge. Employees may be asked to show their ID badge to safety officers or other District officials to verify their affiliation and purpose for being at a school or office.

II. RESPONSIBILITIES

LAUSD ITD employees shall adhere to this document for compliance with the District's badge ID requirements. Enforcement of this policy is the responsibility of the employee's site administrator or immediate supervisor. Supervising personnel must require that all employees be informed of this policy and provide an acknowledgement of receipt of this notice that shall be filed in the employee's personnel folder.

III. PROCEDURE

1. All ITD employees are required to obtain and carry a District-issued photo identification (ID) badge and visibly display their ID badge in plain view while on District property. Failure to wear your ID badge can lead to disciplinary action.
2. Employees assigned to the LAUSD Headquarters and visitors to the Beaudry building who do not park in the building (B-1) must badge in upon arrival to the building at either the first floor or second floor badge card reader and also upon departure from the building daily from the badge card reader near the exits.
3. If an employee carpools with other employees and parks in B-1, for safety and security purposes, it is critical for ALL employees who did not drive themselves to badge into the

Beaudry building. Each passenger must badge into and out of the building at the first floor carpool card reader, located in the lobby on the high-rise side of the elevator bank.

4. Any employee who is leaving the Beaudry building for any reason during the work day must also badge out upon departure and badge back in upon their return to the building.
5. Failure to badge in and out of the building daily may give the false perception you are arriving late to work or leaving work early.
6. If there are no building scans in or out of the Beaudry building, this may give the appearance that you did not come to work at all and you may not be accounted for during emergencies. For your own safety and to help avoid any confusion, misunderstandings, or false perceptions, please ensure that you badge in and out of the building every day.
7. For those working primarily at a non-HQ District office or school, or while visiting schools and other offices, please ensure your ID badge is visible and worn at all times.
8. In the near future a badge ID reader will be implemented and must be used daily at ITD's Soto facility.
9. If an employee's ID badge is lost or stolen, it should be reported immediately to ITD Human Resources, and a replacement obtained. The cost of replacement badges will be the employee's responsibility.
10. Upon separation from employment, employees are required to return ID badges to ITD Human Resources. It is the supervisor's responsibility to ensure the employee's ID badge is returned for destruction before leaving the District.
11. The LAUSD ID badge is the property of the District and may be revoked at any inappropriate use. The ID badge may be used only by the individual to whom it was issued. Employees may not "loan" their ID badge to anyone for any reason.

IV. ASSISTANCE

For assistance regarding Badge IDs, you may contact ITD Human Resources at (213) 241-2687.

I have received, read, and understood the Information Technology Division's LAUSD Badge ID Policy and Procedure.

NAME _____ EMPLOYEE # _____
(PRINT)

CLASSIFICATION _____ LOCATION _____

SIGNATURE _____ DATE _____

MARCH 1, 2018

INFORMATION TECHNOLOGY DIVISION
LAUSD BADGE ID POLICY AND PROCEDURE
PAGE 2