



SECTION: HR
TOPIC: PICTURE ID 01
GENERAL
FEBRUARY, 2007

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: PICTURE IDENTIFICATION
(Specific to Certain Departments)

1. Employees whose normal work routine requires identification as a Dane County employee shall be eligible for an official identification (ID) card if other identification is not available.
2. The department head or his/her designee must approve individual employees for ID cards and will instruct employee as to proper procedure option to follow.
3. No employee is to use the ID card except for official County business.

END OF POLICY