

IDENTIFICATION CARD GUIDELINES AND BEST PRACTICES

As a vital part of our safety and security, the Department of Financial Services issues an identification (ID) badge with an employee's name and photo. The ID badge is also the employee's electronic key to access the building entrances, and other secured areas within the building.

ENTRANCE ACCESS REMINDERS

- 1) DO NOT hold doors open or allow anyone without a properly displayed ID badge into the building or secured area within the building. Direct anyone without a properly displayed ID badge to the Receptionist Desk for screening. Do not allow unauthorized visitors to walk through the building without an escort.
- 2) Do not use the handicapped button to open a door, in lieu of manually opening the door. Unnecessary use of the handicap button, to open, or purposefully hold the door open for anyone approaching/exiting the building is strictly prohibited.

IDENTIFICATION (ID) CARD HOLDER RESPONSIBILITIES

- 1) The ID card/badge must be worn in plain view, and always visible when inside the building.
- 2) The ID card/badge must be scanned every time you enter the building, or another secured area within the building.
- 3) Do not lend your ID badge to anyone.
- 4) Do not leave your ID badge unattended.
- 5) Immediately notify your supervisor if your ID badge is no longer in your possession.
- 6) Upon suspension or separation from employment, return the ID badge to your supervisor prior to leaving the premises.

UNAUTHORIZED VISITORS

If an employee encounters someone that fails to identify themselves or provide a valid ID badge, the employee should immediately report the unauthorized person to the Emergency Management/Safety Office and the Front Desk Receptionist Team at 850-413-3100.

ID BADGE MALFUNCTIONS

If your ID badge is malfunctioning, or not allowing access to a specific area within the building, please contact the Larson Receptionist Team for assistance.

ID BADGE REPLACEMENT

If your ID badge is lost or stolen, you must obtain a replacement. If you forgot your ID badge, you may obtain a "one-day" temporary badge from the Larson Receptionist Team. Lost, found, or stolen badges should be reported to the Larson Receptionist Team as soon as possible. A fee of \$6.00 will be assessed to replace all lost, stolen or damaged ID badges. ID badges that are replaced due to normal wear and tear will not be assessed a charge. Check or money orders made payable to "Department of Financial Services" are the only acceptable methods of payment.