



Hillsborough County Fire Rescue

POLICIES AND PROCEDURES MANUALS RULES & REGULATIONS



SECTION: Administrative Policies
SUB-SECTION: Administration – General
POLICY TITLE: Identification Cards
POLICY NUMBER 100.12
AUTHORIZATION: William L. Nesmith

EFFECTIVE DATE: 1 March 2010

REVISION DATE:

REVIEW DATE:

Page 1 of 1

William L. Nesmith, Fire Chief

1. COUNTY IDENTIFICATION BADGES

- a. In order to help maintain the security and safety of Hillsborough County employees, the public it services, its physical resources, and emergency response operations; Hillsborough County, via the Department of Human Resources, issues identification badges to ALL employees and volunteers.
- b. Identification badges remain the property of Hillsborough County.
 - i. Lost, damaged, or stolen I.D. badges shall be immediately reported via the Personnel Division to the Human Resources Department.
 - ii. I.D. badges shall be issued directly to the employee/volunteer and shall not at any time be given to another individual, regardless of whether or not that person is a fellow County employee/volunteer.
- c. Upon separation from Hillsborough County employment or volunteer status, all members shall be required to immediately return their County issued I.D. to the Personnel Division for return to the Department of Human Resources.

2. HILLSBOROUGH COUNTY FIRE RESCUE IDENTIFICATIONS

- a. All members of Hillsborough County Fire Rescue shall be issued an identification card.
 - i. If a person has not been issued an identification card upon becoming a member, he/she shall notify the Personnel Division via their supervisor for issuance.
- b. It is the responsibility of the individual to possess and maintain this I.D. card on their person at all times while acting in any capacity associated with Hillsborough County Fire Rescue.
- c. In the event of loss, the individual shall immediately notify the Personnel Division via his/her supervisor.
- d. At such time an individual terminates membership with the Department, he/she shall surrender their identification card to either the Personnel or Volunteer Chief, as appropriate, along with all items issued to him/her.