

**Policy No. 2.02**            **Personnel Identification**  
**Date of Issuance:**        **May 17, 2012**  
**Revision Date:**

To properly identify themselves to the public, all Town employees are required to carry picture identification cards when on Town business. The card shall specify the employee's name, position and the signatures of the employee and the Town Administrator as of date of issue.

1.        Entry Into Private Residences

If circumstances require any Town employee to enter into a private residence, the employee shall ring the doorbell or knock on the door and wait for a resident within to answer the door. The employee shall show her/his employee identification card and explain the reason entry into the home is necessary. No Town employee shall enter into a premise unless an adult residing at that premise, or an appointed designee, 18 years of age or older is present.

2.        Exceptions

- A.        The above does not apply in emergency situations where the safety of the public or their property is jeopardized.
- B.        As may be allowed by law.

3.        Surrender Upon Termination

Identification cards shall be surrendered to the Immediate Supervisor upon termination as a Town employee along with any other Town property such as keys, uniforms and equipment.