

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	434
		Original Date	07/17/1991
	Department: Personnel	Revised Date	01/09/2014
	Employee Identification Tags		

POLICY:

Employees will be identified for residents, visitors, contracted service professionals, emergency personnel, vendors and others by use of the employee identification tag worn while on duty.

PROCEDURE:

1. New employees will be issued an identification tag by the Personnel Assistant when orienting to the facility. The tags will contain the following information:
 - A. Name
 - B. Position title
 - C. Name of institution
 - D. Photograph of employee
2. Employees will report for work with their ID tag prominently displayed on the front of the upper body.
3. No attachments to the ID badge are allowed.