



Policies and Procedures Manual

CCS Identification Policy

Purpose:

This policy provides guidelines regarding the identification required for all CCS staff, volunteers, and student/program placements when conducting official CCS business.

Policy:

CCS staff, volunteers, and student/program placements are required to wear their CCS identification badge (ID) during all contact with clients and when on CCS business.

Procedures:

CCS Staff: All CCS staff will be issued an official Caledon Community Services ID badge at the time of hire. CCS staff will be required to sign a Photo ID Consent Form upon hire granting CCS permission to take a digital photo for the purpose of creating a CCS ID badge.

The CCS I.D. badge for staff will have:

- The Caledon Community Services logo
- Designation of Staff
- Headshot photo of the employee
- Employee's first name

Volunteers/Student Placements: All volunteers and student placements will be issued an official Caledon Community Services identification badge. Volunteers are not to divulge their personal contact information to clients/families.

The CCS ID badge for volunteer/student placements will have:

- The Caledon Community Services logo
- Designation of Volunteer

Program Placements: All program placements will be issued an official Caledon Community Services identification badge.

The CCS ID badge for program placements will have:

- The Caledon Community Services logo
- Designation of Participant

Return of CCS ID Badges:

Official CCS staff ID badges are the property of Caledon Community Services and must be returned at the end of the employment relationship.

Official CCS volunteer and student/program placement badges are the property of Caledon Community Services and must be returned at the end of each shift.

References:

Photo ID Consent Form
Receipt and Return of CCS Property Policy

Date Developed: December 11, 2015

Date Approved: March 2016