



The Human Development Center, Inc. Policy & Procedure	Policy #203	
<input checked="" type="checkbox"/> Milw County <input checked="" type="checkbox"/> T19	Effective Date: 01/01/2009	Subject: IDENTIFICATION BADGES

I. POLICY

It is the policy of The Human Development Center to provide an Identification badge for Crisis providers, Trackers, Mentors, PNCC providers, agency Supervisors, and staff to assist them with accessing client records at Children’s Court Center.

The Human Development Center I.D. Badge is not transferable or to be used by others, is not to be altered or reproduced, is the sole property of Human Development Center, and shall be returned upon termination or resignation of the Crisis providers, Trackers, Mentors, PNCC providers, agency Supervisors, or staff, upon termination of the Agency contract or upon request by HDC Inc.

II. PROCEDURE

To obtain a HDC Inc. Identification Badge:

1. Contact the Human Development Center Human Resources Office at (414) 871-0759.
2. The Human Resource Staff will type up the ID Card and schedule a time for you to have your picture taken.
3. At the time of your appointment, you will report to the Human Development Center main office at 4011 W. Capital Dr, Milwaukee, WI (You may ask the Receptionist at the Information Desk)

In the event you cannot keep your scheduled appointment, please call the Human Resource Department to reschedule.

4. The Human Resources Department will take your picture, assemble it and notify your immediate supervisor when it is ready for pick up.

Please allow at least one week for badges to be completed.

5. **Upon resignation/termination, I.D. Badges are to be returned to your supervisor. The Supervisor is responsible for returning the I.D. Badge to the Human Resource Department.**

Note: *A second copy of your I.D. photo and pertinent information will be kept on file in the Human Development Center Human Resource Office.*