

# Alpena County Parks Commission

## ID BADGE POLICY

The Alpena County Parks Commission will require that all Managers, Co-Managers, Assistant Managers, and Camp Hosts wear a County ID Badge while on duty and working for the County of Alpena. All Parks Board members may be issued a County ID upon request.

The Park Managers are responsible for ensuring that all staff are aware of and adhere to this policy.

All above listed persons must have their picture taken and the Managers will email a jpeg to the Parks Secretary for the start of season. Pictures must be a head shot of the individual with good lighting. The Parks Secretary will process obtaining the badges and notify the Managers when they are ready to be picked up. Managers will check out to other staff by signing them out and will gather all id badges when the season is finished.

When a Manager leaves employment with the Alpena County Parks Commission, the badge must be surrendered at that time to their Point Person. When a Parks Commission board member is no longer serving on the board, the Parks Secretary will request the ID be returned.

I acknowledge that I have read, understand, and adhere to the above ID Badge Policy.

\_\_\_\_\_  
Name  
Name of Park \_\_\_\_\_ Park Camp Host

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name  
Name of Park \_\_\_\_\_ Park Camp Host

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Catherine Hannah  
County Administrator

\_\_\_\_\_  
Date