

Oklahoma Department of Agriculture, Food, & Forestry

Policies and Procedures
Identification Badges

POLICY NUMBER:	ODAFF 06.B
EFFECTIVE DATE:	11/19/2019
REVISION DATE:	5/14/2020
APPROVAL DATE:	5/14/2020

The Oklahoma Department of Agriculture, Food and Forestry building utilizes identification badges, which also serve as electronic keys, to enter the building and other secured areas as needed. The purpose of this identification badge policy and procedure is to promote a safe and secure work site for all employees and guests.

- A. ODAFF building employees will be issued an identification badge on their first day of employment.
- B. All ODAFF building employees are required to have their badge available at all times while at work.
- C. If an employee forgets their ID badge they will need to go to the front desk, sign in, and contact their supervisor who will need to come to the front lobby and let them in to the secure area of the building.
- D. Temporary badges will be not be issued.
- E. All outside meeting attendees/guests to the ODAFF building are required to sign in, notify the front office security personnel the reason for their visit and the name of the ODAFF building employee they are here to see. The front office security personnel will then notify the appropriate ODAFF building contact employee who will need to come to the front lobby and escort their guests to the necessary location. Outside meeting attendees/guests will wait in the lobby outside the secure area until their employee escort comes to get them.

- F. All meeting attendees/guests must have an employee escort at all times while in the building. At the conclusion of their meeting/visit these guests will be escorted back to the front lobby where they will sign out and exit the building.
- G. When reserving an ODAFF building conference room online for a meeting that will have outside attendees, please note the following on the Outlook conference room meeting request:
 - a. Name of meeting
 - b. Names of all attendees, if available.
 - c. Employee contact and secondary contact names
 - d. Employee contact and secondary contact phone numbers
- H. Federal Express, United Parcel Service, Pre-Sort, inter-agency mail courier, and the US Postal Service are the only couriers we will allow access to the mailroom without an escort. This exception is allowed due to daily deliveries.
- I. Amazon or any other delivery courier will not be granted access to any secure area. These couriers will need to have the front office security personnel call the name of person listed on the package and have them come to the front office to claim their package. If no name is listed the front office security personnel should call the Mail Room at 405 522-6394.
- J. Personal mail and package deliveries to work are not allowed.
- K. If your identification badge is lost or stolen, you must obtain a replacement. Lost or stolen cards should be reported to your supervisor immediately.
- L. If arrangements need to be made to obtain identification badges for employees that work hours outside normal work hours, please contact Dan Ridings at 405 521-6479 or email daniel.ridings@ag.ok.gov.
- M. Terminating ODAFF building employees will be required to return their badges to their supervisor as part of their checkout procedures.
- N. Employees who violate this policy are subject to discipline, up to and including termination.