



TOWNSHIP FIELD WORKER IDENTIFICATION POLICY AND PROCEDURE

Policy Information

Policy Number: HR - 003
Last Approved: 03/12/2025

Effective Date: 03/13/2025
Next Review: 03/01/2027

Introduction & Purpose

The purpose of this policy is to ensure the safety and security of residents, businesses, and field workers by establishing a standard identification procedure for all Macomb Township employees conducting work at residential homes and businesses. Field workers are defined as employees that leave a Township facility to conduct work at off-site locations such as residences or businesses where work is conducted on behalf of the Township. This policy ensures that Macomb Township field workers are easily identifiable, professional, and accountable, thereby enhancing the trust and safety of the community they serve, and ensures the safety, security, and integrity of field operations while fostering trust and cooperation between field workers and the Township.

This policy applies to all field workers employed by or contracted with the township. It includes guidelines for verification procedures, and responsibilities of field workers and supervisors.

Policy

A. Identification Badge

All field workers must always have their Macomb Township identification badge ID available for viewing upon request when performing duties at residential homes or businesses.

The identification badge must include the following information:

- Employee Name
- Employee Photograph
- Department Name
- Township Logo
- Job Title

B. Uniforms

Field workers must wear a Macomb Township issued shirt, jacket, or other apparel that clearly identifies them as Macomb Township employees.

C. Vehicle Identification

All Township vehicles used for fieldwork must be clearly marked with the Macomb Township logo and department name.

Vehicles should be kept in good condition and easily identifiable.

D. On-site Location Procedure

1. Arrival at the Location:

- Upon arrival, field workers must display their identification badge and introduce themselves, stating their name, department, and the purpose of their visit.
- Field workers must ensure their vehicle is identified with the township logo.

2. During the Visit:

- Field workers must maintain a professional demeanor and always conduct themselves with respect and courtesy.
- If requested by the homeowner, field workers must provide contact information for their department supervisor.

E. Reporting and Accountability

1. Incident Reporting:

- Any incidents or issues encountered during a visit must be reported to the field worker's supervisor immediately. Examples of incidents or issues to be reported include disruptive discussions, physical conflict, harassing or discriminatory comments.
- Residents or businesses with complaints or concerns about field worker conduct can report to the respective departments using the contact information provided.

2. Supervisor Responsibilities:

- Supervisors must ensure all field workers are trained in the identification policy and procedure.
- Supervisors must conduct periodic checks to ensure compliance with the identification policy.

F. Training

All field workers will undergo mandatory training on this policy and procedure during their onboarding process and at regular intervals thereafter.

Training will cover the importance of identification, interaction protocols, and handling of incidents or complaints.

Responsibilities and Compliance

Each department director that has field workers will be responsible for the implementation and enforcement of this policy and procedure along with the Human Resources Department. Failure to comply with this policy may result in disciplinary action, including termination of employment or contract. Field workers are expected to adhere strictly to these procedures to maintain the integrity and safety of township operations.

Glossary

N/A

Appendices

N/A

Township Field Worker Identification
Policy and Procedure

Attorney Reviewed

Signature *Nancy L. O'Neil*

Date March 6, 2025

Board Approval

Yes If yes, date of meeting: 3.12.2025

No Administrative only, not subject to Board approval.

Approvals (Elected Official / Department Head)

<u><i>F. Neub</i></u> Name (Print)	<u>Supervisor</u> Title	<u><i>[Signature]</i></u> Signature	<u>3/11/2025</u> Date
<u>KRISTI</u> Name (Print)	<u>CLERK</u> Title	<u><i>Kristi Pozzi</i></u> Signature	<u>3/11/25</u> Date
<u>Leon Dolet</u> Name (Print)	<u>Treasurer</u> Title	<u><i>Leon e Dolet</i></u> Signature	<u>3-11-2025</u> Date

Policy Last Reviewed (Every 2 Years, Minimum)

Name (Print)	Title	Initials	Date
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