

Volunteer Photo Identification Policy

City of Fort Worth

PURPOSE:

To establish an identification procedure that provides assurance that a volunteer is qualified and authorized to provide public service.

GUIDING PRINCIPLES:

1. A photo identification provides special designation for credentialed and authorized volunteers and should instill pride among volunteers who wear a photo ID badge.
2. A photo identification is a key component of a risk management practice that reflects comprehensive public safety procedures.
3. A photo identification serves the dual purpose of identifying volunteers as qualified and authorized and builds public awareness for quality volunteer management practices.

OBJECTIVES:

1. To conduct a volunteer photo identification program based on the National Recreation and Park Association's recommended guidelines for volunteer photo identification.

PROCEDURES:

I. PROGRAM INFORMATION

- A. An identification badge will be presented to all volunteers upon assignment.
 1. Volunteers who do not require a comprehensive background screening based on the Volunteer Background Screening Policy will have a generic volunteer identification badge to be worn at all times during their service.
 2. Volunteers who are background screened in accordance with the Volunteer Background Screening Policy are considered a qualified volunteer and will be issued a photo identification badge to be worn at all times during their service.

II. PROGRAM PROCEDURES

- A. All credentialed volunteers are required to wear a photo identification badge.
- B. Photo identification badges are to be displayed at all times when on official assignment and are not to be worn or used for any purpose other than an official assignment.

- C. No pins, stickers or markings are allowed to be displayed on the ID badge. The photo identification badge must be clearly visible to the public and should be worn between the shoulders and waist with the photo clearly visible.
- D. If a photo identification badge is lost or stolen, it is the responsibility of the volunteer to notify a supervisor as soon as possible to obtain a replacement badge.
- E. A photo identification badge will be issued to each volunteer after the completion and passing of a comprehensive background check and will expire one year from the date of passing.
- F. The photo identification badge is the property of the issuing organization and the volunteer must return it upon service completion or termination.
- G. It is the duty of every qualified volunteer to properly display their photo identification to their supervisor.