

# ROCK COUNTY, WISCONSIN



## COUNTY BOARD STAFF COMMITTEE TUESDAY – MAY 22, 2018 – 4:00 P.M. CONFERENCE ROOM N-1 – FIFTH FLOOR ROCK COUNTY COURTHOUSE-EAST

### Agenda

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – May 8, 2018
5. Transfers
6. Resolution
  - A. Recognizing Correctional Officer Mary K. Vukovich
  - B. To Recognize Elizabeth Austin
7. Update
  - A. Discussion and Possible Action on Town of Beloit Incorporation Proposal
  - B. Discussion on Livestreaming of Committee Meetings
  - C. Review and Possible Action on Policy 5.08, Employee Identification Badges
8. Adjournment

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT D. SPODEN  
INITIATED BY



CHIEF DEPUTY  
BARBARA J. TILLMAN

PUBLIC SAFETY & JUSTICE  
SUBMITTED BY

DRAFTED BY

MAY 3, 2018  
DATE DRAFTED

**RECOGNIZING CORRECTIONAL OFFICER MARY K. VUKOVICH**

1 **WHEREAS**, Mary K. Vukovich began her employment with Rock County on December 18, 2000, as a  
2 Psychiatric Technician at Rock County Human Services. She then moved to the Juvenile Detention  
3 Center, first as a Relief Juvenile Detention Officer on April 9, 2001, then as a full-time Juvenile  
4 Detention Officer on June 10, 2001. She worked as a Community Juvenile Officer at the Juvenile  
5 Detention Center starting on April 13, 2009. Mary K. Vukovich was hired as a Correctional Officer at  
6 the Rock County Sheriff's Office on January 31, 2011; and,  
7

8 **WHEREAS**, Correctional Officer Vukovich has worked exclusively in the Correctional Services  
9 Division; and,  
10

11 **WHEREAS**, throughout her tenure with the Sheriff's Office, Correctional Officer Vukovich has served  
12 under two Sheriffs over the course of her career: Sheriffs Eric Runaas, and Robert Spoden; and,  
13

14 **WHEREAS**, Correctional Officer Vukovich has received numerous commendations and letters of  
15 appreciation; and,  
16

17 **WHEREAS**, Correctional Officer Vukovich will retire from public service on June 2, 2018.  
18

19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
20 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2018, does hereby recognize Correctional Officer  
21 Mary K. Vukovich for her over 17 years of faithful service and recommends that a sincere expression of  
22 appreciation be given to Correctional Officer Mary K. Vukovich along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Mary Beaver, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Kara Hawes

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Brian Knudson

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Phillip Owens

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Bob Yeomans

\_\_\_\_\_  
Richard Bostwick

18-5B-021

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster  
INITIATED BY

Jennifer Thompson  
DRAFTED BY

Human Service Board  
SUBMITTED BY

May 10, 2018  
DATE DRAFTED



**TO RECOGNIZE ELIZABETH AUSTIN**

1 **WHEREAS**, Elizabeth Austin has served the citizens of Rock County for over thirty-eight (38) years  
2 as a dedicated and valued employee of Rock County; and,  
3

4 **WHEREAS**, Ms. Austin began her career on January 21, 1980 in the Economic Support (ES) Division  
5 of the Human Services Department. As an Income Maintenance Worker, Ms. Austin worked with  
6 individuals in need of Medical Assistance and/or "foodstamps." She also assisted families with  
7 children in the "Aide for Families with Dependent Children" program, also known as AFDC. In this  
8 role she interviewed families and submitted eligibility paperwork for entry; and,  
9

10 **WHEREAS**, Ms. Austin later transitioned into the "Community Work Experience Program" helping  
11 AFDC recipients obtain work experience so that they might be able to become gainfully employed.  
12 While working in this capacity, Ms. Austin received referrals from Job Service who she would find an  
13 employer willing to provide on-site training and work experience. Ms. Austin followed each  
14 individual for 3-4 months, with the goal of the participant receiving enough work experience they  
15 could become employed; and,  
16

17 **WHEREAS**, two years later, Ms. Austin returned to assisting individuals in obtaining Medical  
18 Assistance and "foodshare" specifically in the Elderly, Blind and Disabled Adult (EBD) unit; and,  
19

20 **WHEREAS**, in December 1995, Ms. Austin became an Economic Support Specialist in the Long  
21 Term Care unit assisting individuals entering a Nursing Home with Medical Assistance eligibility. In  
22 addition, Ms. Austin worked closely with the Developmental Disabilities Board and the Long Term  
23 Support division with Medical Assistance eligibility for the Waiver programs; and,  
24

25 **WHEREAS**, in March 2013, Ms. Austin began working in the Aging and Disability Resource Center  
26 (ADRC) as an Information & Assistance Specialist. While in the ADRC, Ms. Austin provided elderly  
27 and disabled adults with service options available to help keep them independent in the community.  
28 She also played an essential role in the transition to the Family Care program; providing enrollment  
29 counseling to hundreds of people; and,  
30

31 **WHEREAS**, Ms. Austin has decided to retire from Rock County after 38 years of dedicated service on  
32 June 1, 2018; and,  
33

34 **WHEREAS**, Ms. Austin has shown a variety of skill and knowledge for the clients she has served in  
35 Rock County. She has especially demonstrated her proficiency when assisting individuals with  
36 Medical Assistance eligibility. Ms. Austin also shared her wisdom with fellow co-workers-always  
37 willing to review a case and provide her input. Her time and talent will be missed; and,  
38

39 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes  
40 to recognize Elizabeth Austin for her achievements and significant contributions to the citizens of Rock  
41 County and her many dedicated years of service.  
42

43 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly  
44 assembled this                    day of                    does hereby recognize Elizabeth Austin for her 38 years of  
45 service and extend best wishes to her in her future endeavors.

18-5B-023

**Resolution to Recognize Beth Austin**  
Page 2

Rock County Human Services Board

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

\_\_\_\_\_  
Stephanie Aegerter

\_\_\_\_\_  
Vicki Brown

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Kathy Schulz

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Shirley Williams

**COUNTY BOARD STAFF COMMITTEE**

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Rich Bostwick

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Bob Yeomans

\_\_\_\_\_  
Louis Peer


\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

**ROCK COUNTY, WISCONSIN**

**County Administrator**  
51 South Main Street  
Janesville, WI 53545  
(608)757-5510  
Fax (608)757-5511



DATE: May 16, 2018  
TO: Members, County Board Staff Committee  
FROM: Josh Smith, County Administrator   
RE: Background Materials from the Town of Beloit Regarding Incorporation

Attached are materials created by the Town of Beloit that are intended to provide information regarding incorporation. After our last meeting with the Town, we agreed that providing these to the County Board would be helpful in ensuring the Board more fully understands the Town's perspective.

I am providing them to you at this point so the County Board Staff Committee can take them into consideration at its meeting on May 22 during the discussion of Town incorporation that is on the agenda.

I will be happy to answer any questions you have at that time.

# WHY IS THE TOWN OF BELOIT SEEKING INCORPORATION?

## 1. Preserve the Community's Identity and Character....

The Town of Beloit is a unified community of over 7,500 residents between the Greater Janesville and Beloit Metropolitan Areas with a strong sense of community that wants to preserve its civic identity and character, comparatively low tax rate, high level and diversity of services, and tax base. There is strong support within the Town for the proposed incorporation to preserve the community's identity and character of the area.



## 2. Make Decisions Without Intervention and Improve Ability to Attract and Retain Businesses....

While the Town is proud of its cooperative relationships with and within Rock County, the residents of the proposed incorporation area want to gain more local control over the zoning and development approval process. With incorporation, the new Village would be able to more quickly respond to the needs of existing property and business owners, as well as respond quickly to the complex task of promoting development and re-development and approving proposals, which would level the playing field between the Town and easier-to-develop sites outside of the Town. The process for many such projects in the Town are subject to extraterritorial review by Rock County, the City of Beloit and the City of Janesville (to a lesser extent). This substantially increases the costs and timeline for many projects.



## 3. Preserve our Communities Borders and Protect the Future of Our Community....

Incorporation would provide control over annexation and tax base erosion in the form of lost territory to the adjoining City of Beloit and the possibility of such in the future from the City of Janesville. The Town Board is concerned about the continuing threat of losing tax base to these municipalities. Annexation negatively impacts the Town by forcing the Town Board to raise taxes to maintain a consistent level of services, and by preventing long-range planning and re-development of commercial lands that are of critical local and regional significance.



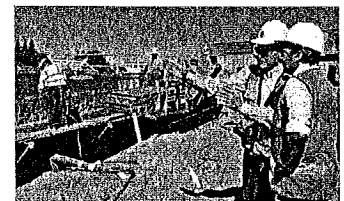
## 4. Negotiate Agreements with Neighbors as Equals....

The Town is a party to dozens of intergovernmental agreements that improve the interests and quality of life of our community and those of the region, it would be beneficial to the Town to sit on more equal footing with its neighbors. Becoming a Village would simplify very many issues when dealing with neighboring communities as the many threats that are in place for the Town form of governance would become non-issues. An equal footing in negotiations of future intergovernmental agreements would also improve relationships with neighboring communities as major threats and anxiety towards the future would be immediately erased through incorporation.



## 5. Attract and Retain Businesses to the Region and Promote Infrastructure Improvement....

Incorporation would offer greater potential for the use of Tax Increment Financing (TIF) as a tool to foster re-development along the Inman Parkway, Riverside Drive, Townline Road, and Philhower Road corridors to name a few. This will not only be a benefit to the Town, but to the region as a whole. The future Village would also make use of the powers granted to villages and cities to create re-development districts. The Town and region would be better served if the Town were allowed to become a Village and have access to the full suite of Village powers, including the ability to create Tax Increment Districts, at its disposal.



## 6. Have the Ability to Be More Fiscally Sound and Finance Projects More Efficiently and Effectively....

Financing large capital and infrastructure items has become increasingly difficult for all municipalities. While the Town has done well in spite of adversity thus far, there is a severe disadvantage to Town's in the state of Wisconsin when it comes to ethically and effectively administering the finance of large projects with a high longevity. Currently, Towns are not allowed to initially issue debt for a period longer than ten (10) years. This means that larger infrastructure and facility borrowing must be financed initially and refinanced to match the longevity of the project. This can lead to many thousands of dollars in unnecessary loan and interest fees. With Village Powers comes the ability to initially issue debt and use the full suite of finance instruments. This would significantly benefit the tax payers and region.



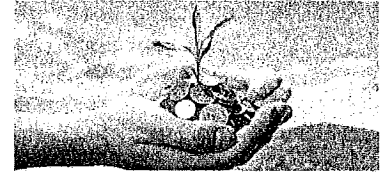
#### **7. Ability to Receive an Effective Bond Rating....**

As a Town, our community is subject to tax base erosion (annexation). This is an automatic detractor to bond rating agencies as it means the Town can lose tax base in the form of annexation to a neighboring City at any time. Having the ability to obtain and maintain a good bond rating can significantly reduce the interest rates of bonds issued for the improvement of public infrastructure and facilities. Incorporation into a Village would stop the threat of tax base erosion and allow the community to complete projects more affordably and efficiently.



#### **8. Increased Shared Revenue Payments from Businesses Located in The Town that Utilize Town Services....**

The Town is home to the Alliant Energy Riverside Energy Production Facility. This facility is included in the proposed area to be incorporated. Currently, the Town receives a 1/3 and Rock County receives a 2/3 payment of shared revenues from the operation of the existing energy production facility (power plant) with one more energy production facility currently scheduled to be on-line in early to mid-2019. If incorporated, the Village would receive a 2/3 and Rock County would receive a 1/3 payment of shared revenue from the current facility. However, due to the 2<sup>nd</sup> energy production facility coming online, both the County and the Town/Village would receive an increase from current shared revenue payment levels regardless of incorporation. The Town has also agreed to make Rock County whole if there should be a period of incorporation prior to the 2<sup>nd</sup> production facility becoming operational. This insures that the County would, at no time, see a decrease in shared revenues.



#### **9. Villages and Cities Have More Access to State and Federal Aids, Grants and Shared Revenues than Towns....**

Incorporation would enable the new Village to receive some state-aids, grants and shared revenues that are not currently available to unincorporated municipalities.

The Wisconsin State Legislature, realizing that there are different challenges facing developed areas, has, by and large, reserved the designation of "village" or "city" for urbanized communities. Though the Town has adopted Village powers, there are still many things, such as those items outlined herein, that cannot be undertaken or enjoyed as a Town. The fully-developed Town of Beloit would like to be able to utilize the tools created by the legislature to more fully manage the issues that come with urban development. The Town feels that urbanized communities should be incorporated so that they may better manage urban development in a manner provided for by the Wisconsin State Legislature.

The Town has not previously applied for incorporation but has been discussing this option for several decades. For many positive reasons the Town continues to grow in size, development, services and character which has led to it being somewhat chafed by restrictions inherent in the Town form of governance. Essentially, the Town feels that it has "outgrown" the Town form of government. With the wide array and diverse nature of the services provided operating at high levels within the community, the interest in development shown over the years, and the growing sense of community and civic character being solidified and celebrated in ever-increasing community events, the Town only wishes for that which already exists to be acknowledged as fact.

The future Village is committed to providing services to the Town and Village in the form of joint departments to be shared between the two (2) municipalities. This will allow for a smooth transition in incorporation and the maintenance of 1 community. These departments and all current staff will operate in a substantially similar way that they do now as joint and shared between both municipalities to ensure the most effective and efficient services continue to be provided to the entire community without interruption. This will be funded as services are now with revenues from permits, user fees and citations as well as shared revenue payments being utilized to subsidize the costs of services. Property taxes will be calculated and assessed based on the percentage of assessed value each community has in relation to the whole. This percentage would be recalculated each year based on the assessed values as determined and distributed by the Wisconsin Department of Revenue (WDOR). This agreement is different than those of the past in that it is binding upon the Village for a term not less than ninety-nine (99) years and it will be requested that the Rock County Circuit Court make the ratification of this agreement by the Village Board a condition of incorporation. Such a request has never been made before (to our knowledge) in any incorporation process and further solidifies the commitment the community has to its residents and identity.

## TOWN OF BELOIT AFTER INCORPORATION.....WHAT HAPPENS?

Because of the way in which State Law is written regarding incorporation, the entire Town of Beloit as we know it today does not qualify to become incorporated. According to State Statutes, only the portion of the Town East of Afton Road would qualify to become the new "Village of Riverside". However, this is not the end of the process for this community. Immediately following the incorporation of the lands east of Afton Rd., our 2<sup>nd</sup> challenge begins, which is to bring those portions of the Town west of Afton Rd. into the newly created Village.

Now, there has been quite a bit of information, misinformation, skepticism, fear, etc. related to this topic. Hopefully the information contained herein will help to clear up misconceptions and put our community at ease.

### 1. AT NO POINT IN TIME WILL ANYONE IN THE CURRENT TOWN BE WITHOUT SERVICES...

Services **WILL NOT** be interrupted in any way due to the incorporation process. The departments, staff, facilities and equipment that service the Town today will continue to service the Town and Village during and after incorporation.

There is currently a Citizen's Advisory Committee comprised of west side residents, east side residents, board members and staff that are putting the finishing touches on a service agreement between the Town and Village that would last for 99 years. This type of agreement has been utilized in other incorporation processes elsewhere in the State of Wisconsin over the years, but we are doing something in our process that has never been done before. The agreement and process contain the following:

- Agreement lasts for **99 Years**;
- **We are asking that the Rock County Circuit Court make the Village's ratification of this agreement a mandatory condition of incorporation (i.e., if the Village fails to ratify, there would be no Village).**
- There is no mechanism in this agreement that would allow the Village to back-out. The Remaining Town of Beloit would be able to exit the agreement with 18 months' notice.
- **ALL** current Town Staff would continue to serve as Joint Staff for both communities.
- **ALL** current Town Facilities and Equipment would continue to be owned jointly by both communities.
- Town and Village residents and businesses would have full access of use to **ALL** facilities as they do now. \*Reference Section 66.0235 Wis. Stats. for a description of asset divisions.
- **ALL** shared revenues collected would be shared between both the Town and Village (This includes any payments from Alliant Energy). Revenues would be used to pay debt service and subsidize operational costs for all.
- **TAXES WILL NOT INCREASE** due to incorporation. If taxes increase, it would be due to future decisions made by governing bodies regarding operations and would not be, in any way, a result of incorporation. In fact, the sharing of revenues and joint operations may lead to a decrease in municipal tax rates.
- Incorporation has **NO EFFECT** on the school districts of Turner or Beloit.
- After incorporation, committees will be formed from residents of both the Town and Village to ensure that both communities retain a voice in operations. These committees would include a Public Works Commission, Police and Fire Commission, Finance Committee, etc. Also, the Town and Village Boards would be able to hold joint meetings at such times these bodies felt it necessary to discuss any issue.

The Citizens Advisory Committee has not yet completed its work with the agreement, but it is thought that this work will be completed and provided to the current Town Board for their review soon.

### 2. COMING TOGETHER AS ONE MUNICIPALITY AFTER INCORPORATION...

The Town Board, Staff and many of the residents contacted have a very keen interest in not only remaining one community but becoming one municipality again after incorporation. There are several avenues that can be investigated and taken after incorporation to ensure that this happens. These are listed below:

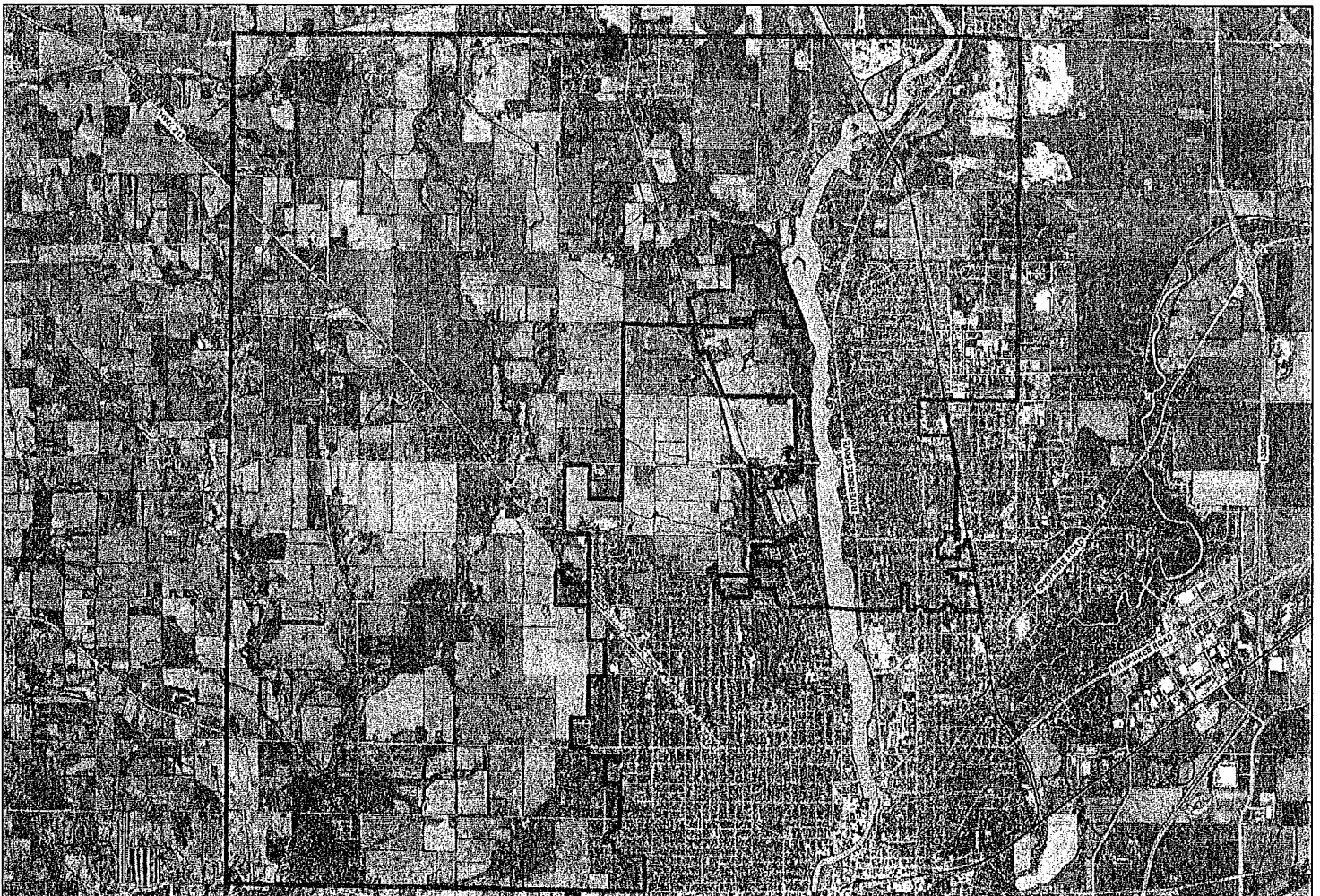
#### i. Consolidation Through Boundary Agreement with the City of Beloit...

If a boundary agreement can be reached between the Town and the City of Beloit, the remaining Town could immediately petition to join the newly created Village. \*Reference Section 66.0229, Wis. Stats.



- ii. Consolidation through Consolidation Referendum Between Town and Village Initiated by Town...**  
If a boundary agreement cannot be reached between the Town and the City of Beloit, the remaining Town after incorporation could join the newly created Village as a result of referendum. \*Reference Section 66.0230, Wis. Stats.
- iii. Consolidation through Annexation Referendum Between Town and Village Initiated by Village...**  
If a boundary agreement cannot be reached between the Town and the City of Beloit, the remaining Town after incorporation could join the newly created Village as a result of annexation referendum. \*Reference Section 66.0219, Wis. Stats.
- iv. Consolidation through Annexation Referendum Petition Initiated by Property Owner(s)...**  
If a boundary agreement cannot be reached between the Town and the City of Beloit, the remaining Town after incorporation could join the newly created Village as a result of an annexation referendum initiated by property owners within the Town \*Reference Section 66.0217(7), Wis. Stats.
- v. Consolidation through Annexation(s) Petition Initiated by Property Owners...**  
If a boundary agreement cannot be reached between the Town and the City of Beloit, the remaining Town after incorporation could join the newly created Village as a result of annexations initiated by property owners. \*Reference Section 66.0217, Wis. Stats.

These all have varying timelines to completion, but the applications or petitions mentioned may be filed immediately following incorporation. In most, if not all cases, there are reviews conducted by the Circuit Court and/or the Department of Administration. Town staff and elected officials are happy to follow-up on any questions. The Town will be happy to e-mail links to or print-off the statutes referenced herein free of charge. Please ask questions and research. This is a large topic with many moving parts. We want to be as helpful as possible in providing information.



## ROCK COUNTY AND THE ALLIANT ENERGY SHARED REVENUE PAYMENT...

The Alliant Energy shared revenue payment. As we are all aware, the Town currently receives 1/3<sup>rd</sup> of the shared revenue payment while Rock County receives 2/3<sup>rd</sup>s. The breakout of these figures was collected from a document titled "Town of Beloit (#53004) - - Rock County Estimate of Shared Revenue Utility Aid" dated May 19, 2016. This document is available online through the Town's electronic online archive and by request at any time.

Town of Beloit:	\$1,073,585	Unincorporated 1/3 share. No increase for new plant.
Rock County:	<u>\$1,742,231</u>	Unincorporated 2/3 share. No increase for new plant.
Increase		Current Conditions +/-
Town of Beloit:	\$1,865,379	Increased unincorporated 1/3 share with new plant.
Rock County:	<u>\$2,950,757</u>	Increased unincorporated 2/3 share with new plant.
Increase	\$ 791,794	Increase with new plant alone-not incorporated.
Village of Riverside/Town of Beloit:	\$2,950,757	Increased incorporated 2/3 share with new plant.
Rock County:	<u>\$1,865,379</u>	Decreased incorporated 1/3 share with new plant.
Increase	\$1,877,172	Increase with new plant and incorporation.

The calculations above use the 2016 figure as a baseline and use the estimates provided to extrapolate what the total "Increase" or benefit to the Town/Village would be based on that baseline. According to these estimates, as an incorporated Village after the completion of the new Alliant facility, and based on current State Statute, the Village will receive approx. \$1,877,172 more than the Town receives under current conditions and Rock County will receive approx. \$123,508 more than it receives under current conditions. **BOTH ENTITIES RECEIVE AN INCREASE FROM CURRENT LEVELS.**

At **NO POINT** will Rock County receive less than it does at this time. The Town has offered to make-up any difference in revenues Rock County would face as a result of incorporation prior to the new plant becoming operational.

### What does the Town currently pay for County provided services?...What's the hubbub?

The Town currently has a tax rate of \$6.84 per \$1,000 of property value. This means that the Town receives \$2,921,327 in tax revenue to provide all the services it currently does to the community. Police, Fire, Public Works, Parks, Administration, Elections, etc. are all provided for out of this figure with the help of user fees and shared revenues. This figure breaks down to \$382 per resident.

Rock County currently has a tax rate of \$7.37 per \$1,000 of property value. This means that the County receives \$3,146,883 in tax revenue from the Town to subsidize its County-wide services. This figure breaks down to \$411.57 per resident of the Town.

The Town's total general fund budget for 2018 is \$5,552,514. The current Alliant Energy shared revenue payment amounts to 19.21% of the Town's current operational budget.

Rock County's total general fund budget for 2018 is \$174,156,681. The current Alliant Energy shared revenue payment amounts to 1.00% of the County's current operational budget.

If Rock County were to receive the total increase in revenue from the new plant as given in the first section above, their budget would increase .07%. If the Town were to incorporate and receive the larger, increased share of this payment, the Town's budget would increase 19.05%.

- The County is not opposed to incorporation, they are opposed to a switch in shared revenue payments triggered by incorporation (they are based in two totally different state laws).

- The Town already subsidizes County services to the tune of \$225,556 more than Town residents pay for their own services. This is not taking into account services utilized by the residents of the Town that are paid for in user and permit fees to the County.
- At no time will the County lose money as a result of incorporation. Not 1 penny less. They will see an increase of \$123,508 at a minimum. The County **DOES NOT** need to cut any staff or services as a result of incorporation.

Rock County is committed to providing a safe and secure environment for the employees of Rock County and for the security of the public utilizing Rock County services. All Rock County employees shall have and display, ~~if required by the employee's Department Head~~ minimal exceptions, for safety reasons, may be approved by Department Heads, an identification badge while conducting official County business.

This policy will outline the responsibility, identification badge information, requirements for wear, replacement of badges, upon leaving County employment and enforcement and monitoring.

#### Responsibility To Issue Cards

Human Resources Department will issue the first identification badge to Rock County employees and temps on the first day of work at no cost.

#### Identification Information Shown on the Badge

~~The front side of the identification badge will contain:~~

- ~~● County Seal~~
- ~~● Rock County~~
- ~~● State of Wisconsin~~
- ~~● Employee Photo~~
- ~~● Legal First Name~~
- ~~● Department~~
- ~~● Job Title~~
- ~~● Employee Number~~
- ~~● Expiration Date~~

~~The backside of the identification badge will contain:~~

- ~~● Full Legal Name~~
- ~~● Bar Code~~

#### Requirements For Wear

All Rock County employees (temp, full-time, part-time) shall be issued an Identification Badge. Identification Badges are to be displayed or carried on the person while at work in County facilities or on County business. ~~Although display of the badges is highly recommended for security purposes, each Department Head will determine whether the employees of their department need to visibly wear or only carry the badge on their person. If required to wear the Badge, the Badges are to be displayed on the front of their person in plain view above the waist, so it is observable under normal conditions.~~

The Badge shall be worn attached to a clip or lanyard in plain view about the waist. Employees that are required to carry the badge with them must be able to produce the badge immediately for identity verification upon request. Stickers, decals, pins, etc shall not be used to deface or alter the Identification Badge.

An employee encountering an unknown person without proper identification in a nonpublic area should offer assistance. If the employee has any doubt as to the person's response or demeanor, security or 911 should be notified.

#### Badge Replacement

Rock County will provide the first badge and badge holder at no cost to the employee. Replacement of lost cards and cardholders will be the employee's responsibility. The cost for a replacement card is \$5.00. Employees should notify their supervisor immediately if their identification badge is lost or stolen. If an employee has a name change, change in department or job title, the employee must contact the Human Resources Department for a new identification badge at no cost to the employee. Broken or worn identification badges will be replaced at no cost to the employee provided the damage was not a result of the employee's negligence. Replacement badges must be picked up in the Human Resources office in person by the employee.

#### Leaving County Employment

The Badges are the property of the County and are to be returned upon separation or retirement from the County. On a terminating or retiring employee's last workday, the employee's supervisor is responsible for collecting the identification badge from the employee, and shall return the badge to the Human Resources Department. The card will be destroyed. ~~An employee who is on extended leave (30 days or more) will be required to turn in his or her Identification Badge to the supervisor pending return to work.~~

#### Enforcement and Monitoring

Identification Badges are to be worn at all times unless otherwise determined by the Department Head. If an employee reports to work without his or her Identification Badge, the employee will need to purchase a new ID badge at the Human Resources Department. Continued failure by the employee to wear their ID badge will be subject to the disciplinary process.

#### Expiration Date

The Identification Badge will expire four (4) years from the employee's date of hire and each four (4) years thereafter. The employee will need to contact the Human Resources Department to make an appointment to have a new Identification Badge made. It is also the supervisor's responsibility to ensure that all of their employees have Identification Badges that are not expired.