



Monterey County Behavioral Health Policy and Procedure

Policy Number	206
Policy Title	Staff Identification Cards
References	
Form	None
Effective	September 25, 2014

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Policy

All Monterey County Behavioral Health staff, contractors, and vendors are to wear staff identification (ID) cards issued by their respective agencies/organizations when in MCBH clinics and facilities.

It is the responsibility of all MCBH staff members to stop and identify unfamiliar, unknown individuals without any form of visible agency/organization staff ID in MCBH clinics and facilities. This should be done as courteously as possible, emphasizing customer service, but also keeping in mind issues of safety, security, and oversight of protected health information within MCBH clinics and facilities.

Follow all safety procedures when contacting unfamiliar, unknown individuals without any form of visible staff ID in MCBH clinics and facilities, including making contact with these individuals only when it appears safe to do so and requesting the assistance of other staff, facility security (if available), or local law enforcement when necessary.