



Town of Hubbardston Policies

Town Identification Badges

The Hubbardston Board of Selectmen shall identify individuals eligible for town identification badges. The purpose of this policy is to describe the badge process and name the personnel deemed eligible by the Board of Selectmen for badges. It is not necessary for every town employee or elected official to have a badge, only those who serve in an emergency capacity, who might have cause to enter private property or those who serve in an emergency/safety capacity.

The Chief of Police shall control all issuances of ID badges. All persons receiving a badge shall sign an agreement stating that upon leaving any designated position, they shall return the badge. All lost or stolen badges shall be reported to the Chief of Police. All badges will only be used in concert with the badge holder's official responsibilities. The Chief of Police shall have the right to demand the immediate return of any ID badge if an allegation of misuse is reported. The Chief shall investigate the allegation and report results to the Town Administrator. Exceptions to this policy will be brought before the Board of Selectmen.

The following is a list of eligible persons:

Animal Control Officers and Inspectors
Assessing Personnel (recommended by the Board of Assessors)
Board of Health Inspectors
Building Department Inspectors (Building, Plumbing, Wire)
Conservation Commission Members (official capacity only)
Constables
Council on Aging Staff (recommended by the COA)
DPW workers (recommended by the Director)
Public Safety Personnel (as deemed necessary by the Police and Fire Chiefs)
Emergency Planning Director and CERT members
Town Administrator
Town Clerk
Tree Warden

Additional badges may be issued as requested through the Town Administrator.

Adopted: May 19, 2014

Revised: December 9, 2019