



## PERSONNEL POLICIES AND PROCEDURES

Subject: CITY IDENTIFICATION CARDS

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### I. POLICY STATEMENT

All City employees and designated individuals are required to wear an appropriate City identification card in accordance with the following procedures. City identification cards help maintain security by identifying authorized personnel at City work sites and residential or commercial properties served by the City and may provide programmed access, as authorized, to secured areas in City facilities.

### II. PROCEDURES

A. Eligibility - The following individuals are eligible to receive a City identification card:

1. Elected and appointed City officials;
2. Employees officially employed by the City and currently carried on the City payroll;
3. Individuals designated as a Contractor-Special Status and currently carried on the City payroll;
4. Individuals providing volunteer or special services who are designated by their department head to receive a temporary City identification card.

B. Distinguishing Color Codes

1. Blue Stripe - Photo identification card for all City employees, elected and appointed City officials, and all other individuals eligible for an identification card not otherwise listed in this section.
2. Red Stripe - Photo identification card for safety employees in the Police and Fire Departments, and employees in the Planning and Building Department who perform field inspections during emergencies and disasters;
3. Purple Stripe - Identification card for City employees who need temporary identification and individuals providing volunteer or special

services, if designated by their department head.

C. Displaying City Identification Cards

1. All employees and designated individuals must wear City identification cards with the front of the cards visible on the outside of their clothing when on duty, providing services, or accessing City facilities, except as indicated below.
2. Exceptions to requirement of wearing City identification card:
  - (a) City personnel in uniform with some form of their name and City identification (e.g., City seal) visible on their uniform are not required to wear a City Identification card. However, they must carry a City identification card and display it upon request.
  - (b) Eligible persons who frequently deal with hostile or difficult customers/clients may be authorized by their department head/designee to wear a City name badge that displays only their first name, last initial, and department. However, they must carry their City identification card and display it upon request and must wear their City Identification card at all times other than when providing direct customer services.

D. Maintenance and Control

1. Only one City identification card shall be issued to each eligible person and it must not be transferred or loaned to any other individual.
2. Upon termination of employment, contract, or volunteer services, all City identification cards must be returned to the issuing department.
3. Temporary City identification cards may be issued by a department to eligible persons for a limited time period (e.g., when an individual provides volunteer or special services) and must be returned to the issuing department by the end of the authorized period.
4. When vendors or contractors perform services in City facilities, the department which has retained their services must ensure that they display either a temporary City identification card or a company name badge which identifies who they are and for whom they are employed.
5. When City employees encounter individuals in restricted areas of City

facilities or work sites, without appropriate identification and without authorized escorts, they should inquire whether the individual needs assistance. Any suspicious or unusual behavior should be immediately reported to security and/or management personnel.

- E. Authorized Access to Secured City Facilities - City identification cards may provide programmed access, as authorized, to secured areas in City facilities. Additional procedures related to authorized access to secured City facilities are covered under Administrative Regulation 8.1.
- F. Processing Requests for Identification Cards
  - 1. The departmental Payroll/Personnel Assistant or designee is responsible for completing the top section of the "City Identification Card Processing Request" form and sending it to the City Clerk Microfilm Center for processing.
  - 2. Initial requests for identification cards and photos are processed at the City Clerk Microfilm Center in City Hall, on the lower level, every Monday (except on City Holidays) from 7:30 a.m. - 11:30 a.m., without an appointment. Contact the City Clerk Microfilm Center to schedule an appointment for any special needs.
  - 3. Upon receipt of a completed "City Identification Card Processing Request form", the City Clerk Microfilm Center will process the request, complete the lower section of the form, and return the form to the requesting department.
  - 4. Departments are responsible for supplying their personnel with card holders.
- G. Replacement of City Identification Cards
  - 1. A replacement identification card is required for a name change, transfer to a different department, change to a different distinguishing color code and/or eligibility type, or for a lost, missing, stolen, or damaged card.
  - 2. Employees/individuals must immediately notify their departmental Payroll/Personnel Assistant or designee if their City identification card is lost, missing, stolen, or damaged.
  - 3. An old or damaged City identification card must be returned to the departmental Payroll/Personnel Assistant or designee before a replacement card is issued.

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4. The departmental Payroll/Personnel Assistant or designee is responsible for charging employees/individuals a fee of \$3.00 for a replacement identification card if their card was lost, missing, stolen, or damaged.
5. New photographs and signatures (except for a name change) are not needed when replacing City identification cards since all original photographs and signatures are retained on a computer data base.

**III. REFERENCES**

- A. Payroll-Personnel System Procedures Manual: Vol. II - Section 22.3 and Section 40.39
- B. Administrative Regulations 8-24 and 8-1

**IV. APPENDICES/FORMS**

- A. "City Identification Card Processing Request" form