



Administrative Regulations

Number AR8-24
Issue 1

Subject: Policy Relating to City Identification Cards.

I. PURPOSE:

The purpose of this Administrative Regulation is to provide a security system that requires identification cards to be displayed to identify City employees and designated individuals who have authorized access to City facilities, work sites, and residential or commercial properties served by the City.

II. SCOPE:

This regulation is applicable to all City departments and offices directly responsible to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply

III. AMENDMENT:

The City Manager may amend the procedures and content set forth in this regulation as required.

IV. POLICY:

It is the policy of the City of Long Beach to require all City employees and designated individuals to display appropriate identification in accordance with the procedures referenced below.

V. PROCEDURES:

The procedures for implementing this Administrative Regulation are found in the Personnel Policies and Procedures" manual under policy number 5 1.3, City Identification Cards. Additional procedures related to authorized access to secured City facilities are covered under Administrative Regulation 8.1. Coordination will be provided by the Department of Human Resources and Affirmative Action.