I. POLICY STATEMENT

All City employees and designated individuals are required to wear or carry 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 - Individuals are eligible to receive a City identification card for the categories as provided below:

1. Non-sworn Employees – Non-sworn employees including elected and non-sworn appointed City officials shall receive a City identification card with their photograph identifying them as non-sworn employees; employees who perform field inspections during emergencies and disasters will have an additional red stripe on their card identifying them as an “Inspector”.

2. Sworn Employees - Sworn employees including sworn appointed City Officials in the Police and Fire Departments shall receive a City identification card with their photograph and an emblem of a badge identifying them as sworn employees;

3. Volunteers - Individuals providing volunteer services for the City and who are designated by their department head, shall receive a City identification card with their photograph only and identifying them as a “Volunteer”;

4. Vendor/Contractor/Temporary - Individuals providing vendor or contract services for the City and who are designated by their department head, may receive a City identification card with their photograph only and identifying them as “Temporary”;

5. Retired Police - Honorably retired Police Department sworn

employees designated by the Police Department to receive a City identification card with their photograph and identifying them as "Retired Police" in accordance with the Law Enforcement Officers Safety Act (HR 218);

6. FRAC - Individuals from other agencies with First Responder Access Credentials (FRAC) that respond to an emergency event and designated by the Incident Commander or designee when an Incident Command System is utilized, will receive a City identification card without their photograph and identifying them as "First Responder Credential".

B. Disclaimer – This policy and procedure is not intended to create a contract of employment nor any other type of contract.

C. Displaying City Identification Cards

1. All employees and other 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, and/or accessing City facilities, except as provided below.

2. Exceptions to requirement of wearing City identification card:

(a) City employees 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) 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 that identifies who they are and for whom they are employed;

(c) 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) Retired Police Department sworn employees who are issued a City identification card identifying them as "Retired Police" are not required to wear the City identification card.

D. Maintenance and Control

1. Only one City identification card shall be issued to each eligible person, except as noted above, and it shall 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 individuals for a limited time period and must be returned to the issuing department at the end of the authorized period.

4. 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

1. City identification cards may contain RFID (Radio Frequency Identification) for the appropriate programmed security access, as authorized, to secured areas in City facilities. Temporary and Volunteer City identification cards will not contain any RFID for programmed security access.

2. City identification cards for persons with First Responder Access Credentials (FRAC) will be maintained by the Police Department and may have limited RFID as authorized by the Incident Commander or his/her designee.

3. Once a City Identification Card Request Form is processed, the Police Department will authorize the issued card with the appropriate programmed security access.

4. Departmental requests for changes or additions to a card's programmed security access should be submitted via e-mail to the Police Department and must be followed up with a memorandum from the appropriate departmental representative.

5. 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 Sections I and III, of the "City Identification Card and Oath Request" form, and to direct individuals in accordance with the following:

   (a) Individuals who will be employees, elected or appointed officials will first take the form to the City Clerk Department for their Oath of Allegiance then, all individuals will take the form to the Police Department for identification card processing.

2. Upon receipt of a completed "City Identification Card and Oath Request form", the Police Department will process the request and complete the applicable section of the form. They will send the completed form, with the City identification card, for the following categories to the Human Resources Department and all other City identification cards directly to the requesting department:

   (a) Non-sworn Employees and Elected or Appointed Officials.

   (b) Sworn Employees and Appointed Officials in the Police and Fire Departments.

   (c) Volunteers and Temporary (with pictures).

3. City identification cards for newly hired employees will not be released to the requesting department until the applicant has been cleared to hire by the Human Resources Department after reviewing the applicant's LiveScan results.

4. Departments are responsible for supplying their personnel with cardholders.

G. Replacement of City Identification Cards

1. A replacement City identification card is required for a name change, transfer to a different department, change to a different 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.

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.

6. Any replacement City identification card issued more than ten years after the original being replaced shall have a new photograph.

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

C. Law Enforcement Officers Safety Act (HR 218)

IV. APPENDICES/FORMS

City Identification Card and Oath Request Form