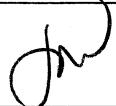




ADMINISTRATIVE MEMORANDUM

SUBJECT				1 OF 5
IDENTIFICATION OF CITY EMPLOYEES				
SECTION NO.	INDEX NO.	ISSUE DATE	REVISION DATE	CITY MANAGER APPROVAL
200	70	03/02/2020		

I. POLICY

All City employees and designated individuals are issued and required to wear or carry an appropriate City identification card in accordance with the following procedures. City identification cards improve customer service and help maintain security by quickly identifying authorized personnel at City work sites and residential or commercial properties served by the City. This policy is not intended to create an employment contract nor any other type of contract.

II. PURPOSE AND SCOPE


To establish a policy and procedure for the issuance and display of City Identification Cards and Name Badges for City employees. This policy and procedure applies to all employees. However, Departments that have employee ID badge requirements that are more stringent than what is contained in this policy shall not have their policies superseded by any provision(s) contained within this policy.

III. DEFINITIONS

1. City Identification Card – Employee picture identification card issued by the Human Resources Department.
2. Name Badge – Employee or Commissioner identification tag issued by the department.



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IV. ELIGIBILITY FOR CITY IDENTIFICATION


1. Employees – Full-time, Part-time, and Temporary employees, including elected City officials shall receive a City identification card with their photograph identifying them as City employees.
2. Volunteers – Individuals providing volunteer services for the City and who are designated by their department head shall receive an identification card without their photograph identifying them as a “Volunteer”.
3. Vendors/Contractors – Individuals providing vendor or contractor services for the City for a duration of more than ten (10) business days and who are designated by their department head may receive a City identification card with their photograph identifying them as “Temporary”.
4. Visitors – Individuals who have business in City facilities that would require access beyond the public areas may receive a City identification card without their photograph identifying them as “Visitor”.
5. Name Badge – Appointed City Commissioners shall receive a name badge and should wear their badge at all commission meetings and events. Department Heads are responsible for developing policies for employees required to wear or display Department issued name badges.

V. DISPLAYING CITY IDENTIFICATION CARDS

1. All employees and other designated individuals must wear City identification cards in a conspicuous location with the front of the cards visible on the outside of their clothing while on duty, providing services, and/or accessing City Facilities, except as provided in this policy.
2. Exceptions to this requirement of wearing a City identification card:



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- a. City employees in uniform with their name and City identification (e.g. City seal/logo) 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 when conducting official City business;
- b. When vendors or contractors perform services in City facilities, the department which has retained their services must ensure that they prominently display either a temporary City identification card or a company name badge that identifies who they are and for whom they are employed;
- c. Each Department Head can make determinations as to the type of identification that should be worn during certain circumstances, special assignments, or events.

VI. USE OF CITY ISSUED IDENTIFICATION

1. Employees are responsible for the safekeeping of their issued City identification card and/or name badge.
2. Employees will only use it in their official capacity as an employee of the City.
3. Improper use of City identification may result in disciplinary action, up to and including termination.



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VII. ISSUANCE/REPLACEMENT/RETURNING OF CITY IDENTIFICATION

1. All employees are issued an identification card, lanyard, and card holder during their New Employee Orientation by the Human Resources Department. Departments may request Volunteer or Vendor/Contractor identification cards when necessary. Departments may issue Visitor identification cards as needed.
2. Department Heads are responsible for determining issuance of Name Badges.
 - a. Orders for Name Badges are requested through the Purchasing Division at the Department's expense.
3. Replacement of City Identification Cards and Name Badges.
 - a. A replacement City Identification card is required for a name change, transfer to a different department, job classification change, or for a lost, missing, stolen or damaged card.
 - b. Employees/individuals must immediately notify the Human Resources Department if their City identification card is lost, missing, stolen or damaged.
 - c. Employees must immediately notify their department head or designee if their Name Badge is lost, missing, stolen or damaged.
 - d. Old or damaged City identification cards must be returned to the Human Resources Department before a replacement card is issued.
 - e. Annually, the City will schedule a "Picture Day" to ensure employee pictures and identification cards are current.

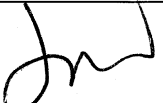


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IDENTIFICATION OF CITY EMPLOYEES

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- f. Replacement identification cards, cardholders, and name badges may be replaced one time at no charge to the employee if their card was lost, missing, stolen, or damaged. After the first replacement, employees shall reimburse the City for the cost of replacement thereafter.

4. Returning City Identification Cards and Name Badges.

- a. Identification cards and name badges shall be returned to the Human Resources Department at the end of assignment or upon separation of employment with the City.
- b. Final Paychecks shall not be released until the City is in possession of all forms of City identification and City property.