

Employee Identification Badge

Section 1.5

PURPOSE

In an effort to improve customer service and security, the City has developed an employee photo identification (ID) badge program. The goal of this program is to provide an extra level of customer service and security by requiring employees to display and/or carry their photo ID badges while they are on duty. These badges will allow the individuals to be quickly identified as City employees.

POLICY

The City issued photo ID badge will contain the employee's photo, name, job classification, and employee ID number.

All on-duty employees will be required to have their City issued photo ID badge on their person at all times. This ID badge will be worn face forward in full view, on or over the outermost garment, at or above the waist. Employees who are off-duty, but who are entering into an area within a City building or facility in which the public doesn't normally have access, must wear their ID badge in accordance with this policy. Each department will be responsible for ensuring that ID badges are worn or carried, as required. Upon approval by the Department Director or his/her designee, individual departments may exempt their employees from wearing their ID badge if those employees are required to wear a uniform that clearly identifies them as a City employee and/or if wearing a lanyard, pulley, or clip presents a safety hazard to the employee due to the nature of their job duties. These employees, however, are required to carry their ID badge in order to provide further identification, if necessary. Violations of this policy may result in disciplinary action up to and including termination.

ID badges will be issued to new employees upon hire, at their New Employee Orientation or within a reasonable amount of time after the start of their employment. Lost or stolen ID badges shall be reported immediately to the Human Resources/Risk Management Department (HR/RM). The HR/RM Department will assist employees in obtaining a replacement ID badge. There will be no charge for replacement ID badges.

Departments such as the Police, which by law or necessity are required to 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ID badge requirements that are more stringent than what is contained in this policy, shall not have their policies superseded by any provision(s) contained within this policy.

Optional department or City issued lanyards (around the neck ID badge holders) will be available at no cost for employees through the HR/RM Department. ID badges may also be attached using an ID pulley and/or clip. Employees may opt to wear personal lanyards, pulleys, or clips; however, the style must not depict any offensive materials or slogans. If necessary, the final determination of what may be considered "offensive" to the City shall be at the discretion of the City Manager. All lanyards worn around the neck should have an emergency break-away clasp to help prevent injuries.

Photos taken to be used for ID badges are considered part of the employee's electronic personnel file. Identification photos will not be used for any purpose other than employee photo ID badges or security measures.

All employees, upon separation from the City, are required to return their ID badge to their supervisor or the HR/RM Department.

PROCEDURE FOR OBTAINING A PHOTO ID BADGE

New Employee	New employees will complete an <i>Employee ID Badge Request Form</i> , be photographed, and issued an ID badge at or upon New Employee Orientation at the City – Police Department. (New Employee Orientation typically coincides with the employee’s first day of employment). Promotional employees will complete an <i>Employee ID Badge Request Form</i> with new classification data at the time of promotion.
Current Employee	Current employees who have not been photographed for an ID badge should contact the HR/RM Department at (626)580-2040 to schedule an appointment and complete an <i>Employee ID Badge Request Form</i> with required signatures.
Volunteers, Contractors, etc. (Non-employees)	A department may request that contractors, volunteers, etc. working at a City department site obtain an ID badge. The department HR/RM liaison should contact the HR/RM Department at (626)580-2040 to schedule an appointment for the non-employee to be issued an ID badge.

PROCEDURE TO REQUEST A REPLACEMENT ID BADGE

Employee	Complete an <i>Employee ID Badge Request Form</i> with required signatures. Contact HR/RM for an ID Badge photo appointment. Upon printing, or appointment time, report to the HR/RM Office, submit the <i>Employee ID Badge Request Form</i> , if applicable.
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PROCEDURE UPON SEPARATION

Employee	With Exit Interview, submit ID Badge to HR/RM Representative. (ID Badge may also be collected by immediate Supervisor). In the event supervisor collects the employee’s ID Badge, supervisor will submit ID Badge to the HR/RM Department for final processing
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