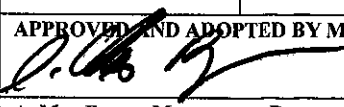
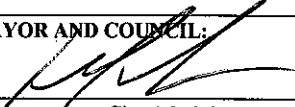
	<b>PERSONNEL POLICIES AND PROCEDURES</b>		<b>SUBJECT:</b> <b>EMPLOYEE IDENTIFICATION BADGE</b>
	<b>NUMBER:</b> <b>EMP 21-0</b>	<b>REVISIONS:</b>	<b>EFFECTIVE DATE:</b> <b>FEBRUARY 1, 2016</b>
	<b>SUPERCEDES:</b>	<b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b>  <b>A. Max Bacon, Mayor</b> <b>Date</b>  <b>City Administrator</b>	

**PURPOSE:** The goal of this program is to provide an extra level of customer service and security by requiring all City employees to wear photo ID badges. These badges will allow customers to quickly identify individuals as City employees. In addition, these badges will be printed on proximity cards to provide keyless entry into particular facilities and controlled areas.

**STATEMENT OF POLICY**

The City seeks to ensure a safe and secure environment for employees, members of the public, and City assets. Many City facilities are equipped with a keyless entry security system controlling building access. Employee photo identification badges serve as an additional layer of security and allow for ready identification of City personnel. Additionally, these badges double as the keyless entry into secured City facilities. True security is only achieved with established procedures for badge issuance, handling, and collection. The following provisions maximize the efficacy of the City’s security protocols.

**Policy Provisions:**

- a. Identification badges will display the employee’s name, title, department, and photo, as well as the City logo.
- b. Human Resources is responsible for the creation and distribution of photo identification badges for all City employees. In addition, Human Resources must maintain a record of all personnel receiving identification badges, track issuance of replacement badges, and collect badges upon employee termination or resignation.
- c. Human Resources is responsible for managing facility access tied to the identification badges. Human Resources must maintain a record of the access provided to personnel and deactivate access upon employee suspension, administrative leave of absence, termination, or resignation.
- d. Supervisors must complete the **Identification Badge Facility Access Request Form** in order for personnel to be provided access to secure facilities. Supervisors must immediately notify Human Resources when badges are lost, damaged, stolen or misplaced. A new **Identification Badge Facility Access Request Form** must be submitted to Human Resources before a badge will be reissued. Further, supervisors must collect badges when an individual is placed on administrative leave or suspension and notify Human Resources.
- e. All City employees must wear the City identification badge while fulfilling work tasks.
- f. When a badge is damaged, lost, stolen or misplaced, the employee must immediately report the incident to their supervisor. A replacement fee of \$10 may be applied.

- g. Upon termination or resignation all City employees must return their badge to Human Resources. Failure to do so will result in a fee of \$10 assessed to the final paycheck.
- h. Departments such as the Fire and Police, which by law or necessity are required to have personnel badge requirements more stringent than other City personnel shall not have their policies superseded by any provision(s) contained within this policy.