



Administrative Policy Manual

Policy No: A-33

Date: 10/13/2015

Approved: *Dan Martig*

**SUBJECT:** *Employee Identification Badge Policy*

**PURPOSE:** In a continuing effort to improve customer service and to provide a safe and secure environment for our employees, the City has developed the Employee Identification (ID) Badge Policy. All City of Indio employees will be required to display their photo ID badge to allow for anyone to quickly identify individuals as City of Indio employees.

**Policy Statement:**

The City believes strongly in promoting the safety of its employees and their assets in the workplace. Most City facilities are equipped with a card entry security system that limits access to employees who have a business reason to enter. Employee ID badges will grant access to facilities to which the employee has access.

A security system is only effective when all employees handle and protect their ID badges properly and management has established and maintains proper security access for each employee. Following the provisions and guidelines outlined in this policy will maximize the efficacy of the security system.

**Provisions:**

**A. Usage**

1. All on- duty employees will be required to wear their City issued photo ID badge. This badge will be worn face forward in full view, on or over the outermost garment, at or above the waist at all times. City employees who are off-duty, but who are entering an area within a city building or facility in which the public doesn't normally have access must wear their City issued ID Badge in accordance with this policy.
2. Upon approval by the Department Director or his or her designee, individual departments may exempt their employees from wearing their ID badge while out in the field if those employees are required to wear a uniform that clearly identifies them as a City employee. These employees, however, are required to carry their photo ID badge while in the field in order to provide further identification.

## **B. Access**

1. The employee ID badge will grant access to appropriate work areas as assigned and authorized by your Supervisor. Each department director will be responsible for working with the Human Resources Department to establish and set forth the appropriate security access for each employee based on their respective job functions. The possession and proper use of the employee ID badge is the responsibility of the employee and shall be safeguarded at all times.

## **C. Replacement of Employee ID Badge**

1. In the event of a lost employee ID badge, it is the responsibility of the card holder to immediately notify their Supervisor and/or Human Resources. Human Resources will inform IT to create a new card and will coordinate disabling the lost card. If the City has to replace more than two lost ID Badges for the same employee, an administrative fee of \$10.00 will be charged for the cost of the replacement.

2. In the event the ID badge stops working properly, is in disrepair or its condition is no longer a proper representation of the City, the card must be exchanged with a new one at no cost.

## **D. Human Resources / IT Responsibilities**

1. The creation and distribution of pictured ID badges. Additionally, generic, non-pictured ID badges are issued to individual departments for temporary usage, as deemed appropriate by the individual departments.

2. Coordinate the enabling and disabling of building access for the assigned badge with the employees department.

3. Maintain records of all personnel receiving ID cards within the ID Credential System.

4. Ensure the proper disposal of ID cards of terminated employees.

5. Final authorizations on all ID badge requests.

6. All information, including photos, will remain secure within the department and will not be released or copied for reasons other than the production of an ID badge. In special circumstances, such as for workplace security or work related purposes, access to photos may be granted. In such cases, access must be approved by the Human Resources Director.

## **E. Supervisor/Manager Responsibilities**

1. Ensure that lost, stolen, or misplaced ID badges are immediately reported to the Human Resources Department.
2. When an individual terminates employment, or otherwise ends their assignment with the City, collect the individual's ID badge and return it to the Human Resources Department.
3. In cases where an individual is put on administrative leave or suspension, notify the Human Resources Department to disable the individual's ID Badge.
4. Ensure all visitors that are unaccompanied by a city employee receive a proper visitor ID badge (e.g., City Auditors, Contractors, etc.)

## **F. Employee Responsibilities**

1. Do NOT lend your employee ID badge to anyone.
2. Do NOT allow unauthorized individuals into any secure area (e.g., visitors, former employees, etc.).
5. Do NOT fold, bend, or mutilate your employee ID badge.
6. Notify your manager immediately if your employee ID badge is no longer in your possession.
7. Ensure doors are properly secure upon exit.