

Purpose:

- 1 To establish guidelines for the issuance of employee identification (ID) cards and its use while at work or when representing The City in any official capacity in an effort to provide a safe and secure workplace for all employees.

Policy Statement(s):

- 2 The City will issue one employee identification card to all newly hired employees. The Employee ID card grants access to applicable work areas.
 - (1) The ID card will be one-sided and at minimum will show the employee's name, photograph, and City Logo.
 - (2) Employee transferring to a new position in another department that requires an ID card may be issued a new one.
 - (3) A replacement card may also be granted to an employee who has changed their name.
 - 3 Employees are required to wear their ID cards when on duty. They are to be prominently worn so they are visible to others.
 - (1) The requirement to wear the ID card may be waived at the Department Head's discretion if it presents a safety issue or an alternative solution is provided to ensure employees can be directly identified (e.g. City issued uniform). Employees who are not required to wear their ID card must carry it at all times during work hours or when acting in an official capacity.
 - 4 Employees must not let individuals without a visible ID into unauthorized areas without verifying that they are a City employee.
 - 5 Employees are responsible for safeguarding their ID. Any lost or damaged ID are to be reported immediately to the employee's supervisor. The supervisor must submit a service ticket to deactivate the lost or damaged ID card.
 - 6 Employee ID cards are a property of The City and must be returned to The City upon termination, leave, or retirement.
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References/Links:

- 1 EL-A-2.2 Treatment of Employees
- 2 2201-CA Hazard Assessment, Elimination, and Control
- 3 2212-CA Corporate Security

Scope/Application:

- 1 This policy applies to all City employees who require a City issued ID card to access appropriate work spaces.

Authority/Responsibility to Implement:

- 1 Corporate Security is responsible for monitoring and updating this policy as required.
- 2 Supervisors and Department Managers are responsible for ensuring employees are in compliance with this policy.

Inquiries/Contact Person:

- 1 Emergency Management Coordinator
- 2 Corporate Security Specialist

Policy Monitoring and Evaluation:

- 1 This policy will be reviewed every three years and revised as necessary.

Document History:

Date:	Approved/Reviewed By:	Title:
Approved: March 14, 2001		
Revised: May 24, 2007	“Craig Curtis”	City Manager
Revised: May 20, 2021	“Allan Seabrooke”	City Manager