

	<i>Administrative Regulation</i>	
	Policy#	2.2
	Eff. Date:	03/01/2017
	Rev. Date:	09/17/2024
City Identification Badge		Owner: Human Resources

Note: Terms in **bold** and *italics* throughout this policy are defined below.

PURPOSE:

To establish guidelines for the issuance, use, and management of employee identification badges to ensure a secure workplace environment.

SCOPE:

The regulation applies to all employees, elected officials, volunteers, interns, and contracted service providers who have the authority to act on City business or require access to City facilities.

POLICY:

All employees and elected officials of the City will be issued a City Identification Badge on their start date. Badges must be visibly worn at all times while on City premises. Individual work units may exempt employees from wearing their ID badge if those individuals are required to wear a uniform that clearly identifies them as a representative of the City.

Badges will be programmed to allow access only to areas necessary for the Employee's job function. These badges will also provide access to most City Hall areas during normal business hours. Employees must use their badges to enter and exit through access-controlled doors. Employees are strictly prohibited from loaning their badge to others or allowing unaccompanied entry into secure areas by non-City employees.

Badges should not be duplicated or altered in any way. Employees must report lost, stolen, or damaged badges immediately to Human Resources (HR). A replacement fee may be charged as outlined in the procedure section of this policy.

PROCEDURE:

1. Issuance of City Badge

- 1.1. HR will facilitate the issuance of City badges. The badge must include a photo of the individual, their full name, and the department to which the individual is assigned.

- 1.2. Department leadership is responsible for ensuring that correct keyless entry access is enabled. For individuals requiring CJIS access, requests must be submitted to the Police Records Supervisor or designee and follow established protocol.

2. **Badge Visibility**

- 2.1. The badge must be worn in a manner that is easily visible to others. It should not be covered by clothing, accessories, or any other items.
- 2.2. The badge must be affixed to the front of the employee's clothing or body in a clear visible manner. Acceptable locations include:
 - 2.2.1. Around the neck on a lanyard.
 - 2.2.2. Clipped to the front of a shirt, blouse, jacket, or blazer.
 - 2.2.3. Attached to a belt or waistband if it remains clearly visible at all times.
- 2.3. Employees in specific roles or departments with safety or operational concerns may have additional guidelines on how to wear their badges, but these must still ensure that the badge is easily visible.

3. **Lanyards**

- 3.1. Lanyards and other badge accessories must comply with safety standards (for example: lanyards must be designed to break-away under strain).

4. **Temporary Access/Forgot Badge**

- 4.1. Employees who arrive at City facilities without their badge or are temporarily unable to locate their badge shall communicate directly with their supervisor for guidance.
- 4.2. Employees should not allow others to enter a City facility without approval from a department supervisor.

5. **Replacement Badges**

- 5.1. Employees may request a new City badge when there is either a transfer to another department, a name change, or to replace a lost or damaged badge. Replacement badge requests should be submitted to HR.
- 5.2. A badge judged to be defective or to have exceeded its five (5)-year service life will be replaced at no cost to the cardholder.
- 5.3. In the event a badge that has not exceeded its five (5)-year service life is lost, stolen, or damaged due to non-work-related activity, a replacement badge will be issued

upon receipt of a completed and authorized request form and with a cash or check payment of the following fees:

5.3.1. A fee of ten dollars (\$10.00) will be charged to the employee to replace the first and second lost/stolen badge; and

5.3.2. A fee of twenty-five dollars (\$25.00) will be charged to the employee to replace the third lost or stolen badge.

5.4. Damaged badges resulting from work-related activities will not incur a fee, provided the **department director** approves the damage as work-related and an account string is provided for HR to charge the cost of replacement.

6. Terminations

6.1. Individuals terminating service with the City or contractors must return the issued badges upon termination or completion of work.

6.2. Departments must notify HR of the employee termination as soon as possible by submitting a completed Personnel Action Form (PAF) and requesting the deactivation of keyless entry for that badge before the employee terminates. The badge must be returned to HR.

DEFINITIONS:

1. **"Identification (ID) Badge"** is a City issued identification badge. May include circuitry that enables access city facilities.
2. **"Department Director"** the individual responsible for overseeing a specific department, including approving badge replacements, reporting terminations, and authorizing department-level access.
3. **"Criminal Justice Information Services (CJIS)"** is a set of standards developed by the FBI for managing and securing criminal justice information. Certain roles at the City may require CJIS-compliant access control and handling.

RESOURCES:

Forms:

1. [City Identification Badge Policy Acknowledgement form](#)
2. [City Identification Card Replacement Request Form](#)
3. [Personnel Action Form \(PAF\)](#)