



ID BADGES

I. PURPOSE

To identify city employees and provide verification of employment.

II. SCOPE

This policy applies to all City employees.

III. POLICY

All City employees will have ID badges made at time of employment. The badges are City property, which must be returned when separated from City employment.

IV. PROCEDURE

- A. The employee will be responsible for reporting lost or destroyed badges and the department will arrange to have the badge replaced for a fee as set by the Records Administrator.
- B. All employees shall either wear the ID badge in a visible and readable fashion, or carry the badge on their person, while on duty in City offices facilities or carrying out job duties in the community.
- C. The City Manager, and respective Division Directors shall have the options to choose for their departments whether or not their employees shall be required to visibly wear the badge or carry it while on duty.
- D. An employee who permanently changes Division or position must be issued a new ID badge immediately.
- E. When an employee leaves City employment, the employee will return the badge to their supervisor.