

CITY OF HEALDSBURG ADMINISTRATIVE DIRECTIVE

SUBJECT:
IDENTIFICATION BADGES/CARDS

NUMBER: ADMIN – 101.3

EFFECTIVE DATE: JANUARY 1, 2012

COUNCIL ADOPTION:

AMENDS/SUPERSEDES:

APPROVED: 
MARJIE PETTUS, CITY MANAGER

POLICY ON IDENTIFICATION BADGES/CARDS

Subject: City-issued identification badges

Purpose: To establish guidelines for the identification of City employees through the use of City-issued badges and/or identification cards.

General Policy: The City of Healdsburg believes it is important to maintain a safe and professional work environment. For this reason, all employees shall carry a City-issued badge or identification card while on duty.

Definitions:

“Badge” shall mean a form of identification issued to a City employee that is designed to be worn on the exterior of an employee’s clothing.

“City-issued” shall mean provided by the City of Healdsburg through Human Resources, the Fire Department or the Police Department. This may include metal shields (badges) issued to safety personnel and/or identification cards.

“Identification card” shall mean an identification card that includes a photograph and the name, department, job classification, employment date, any other information as determined by the City and signature of the employee. The identification card shall also depict the City logo or feature unique to the City of Healdsburg.

Provisions:

1. All employees shall be provided with a City-issued badge or identification card. Human Resources shall issue identification cards to employees on or before the first day of employment. Safety employees may be provided badges and/or identification cards by the Police or Fire department.
2. Employees shall have a City issued badge or identification card with them at all times. If part of a uniform, badges shall be worn in accordance with department policy.
3. Part time, temporary and intern employees may be required to display City identification at all times when on duty.
4. Employees shall be responsible for lost or misplaced badges and identification cards. The employee shall reimburse the City for the cost of replacement.

5. Badges and identification cards shall be returned to the Human Resources upon separation of employment with the City. Final paychecks shall not be released until the City is in possession of all forms of identification.

REVIEW AND REVISION

The City of Healdsburg reserves the right to rescind and/or amend this and all City policies, at any time.