



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 603: IDENTIFICATION CARDS

A. General Provisions

1. All regular full-time and regular part-time employees will receive a printed photo-identification card (ID) upon entering employment with the City.
2. While on duty, this card should be available to be presented to any citizen or official of the City, upon their request, for verification of the employee's name, title or employment with the City.
3. Department Directors may require certain employees to carry their ID cards at all times.
4. Department Directors may require part-time/temporary, intermittent, seasonal and special employees to obtain and carry City ID cards.
5. City ID cards are the property of the City of Kettering. As such, employees may be required to return these cards to authorize City representatives upon request. Normally, such cards are returned to the Human Resource Department at the time of separation.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/29/2022
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11.30.22
Date

Jenny Smith
Jenny Smith
Human Resource Director