



CITY OF SAN RAFAEL POLICIES AND PROCEDURES

Subject:	Employee Identification Cards
Resolution No.	
Issue Date:	September 10, 2009
Revision Date:	
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Approved By:	Ken Nordhoff, City Manager

EMPLOYEE IDENTIFICATION CARDS POLICY

PURPOSE:

The purpose of this policy is to provide direction to City department representatives and new employees on how to obtain a City of San Rafael employee identification card. This procedure is established in concert with the City of San Rafael's Workplace Security and Violence Policy statement, which outlines the City's interest in providing a safety and secure work environment for its employees.

RESPONSIBILITY:

All regular, probationary, temporary/seasonal, fixed-term City Employees and volunteers

REFERENCES:

Workplace Security and Violence Policy

DEFINITIONS:

An employee Identification Card is issued by the San Rafael Police Department which includes the employees name and picture printed on the card.

POLICY:

The City of San Rafael has recognized the need to maintain a safe and secure work environment for its employees. Personal identification cards are to be worn by City employees and volunteers during working hours for identification and safety purposes.

PROCEDURES:

The Police Department Business Office will provide identification cards for all City Employees and volunteers. This will be done on an appointment basis so that the identification card process does not interfere with the work responsibilities of the Business Office.

All new employees in regularly budgeted positions shall receive an identification card. During the City benefit enrollment meeting, Human Resources staff will provide the employee with the contact information for the Police Business Office. The new employee or volunteer or their supervisor shall

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arrange for an appointment with the Police Business Office for photographing and preparation of the employee's identification card.

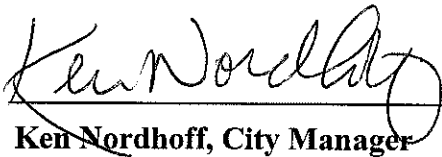
The Police Department will provide each Department with temporary identification cards for visitors and contractors. Departments should ensure that while visitors and contractors are in designated employee work areas they wear the visitor identification card.

Employees and volunteers shall wear their personal identification card while on City property. The identification card must be visibly worn above the waist, either on a lanyard or clip.

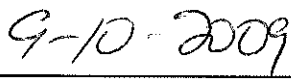
Identification cards should be kept readily available at all times in case of emergency or disaster. As City employees are disaster service workers, staff may be called back to work to support disaster operations and should have their ID card available to show at traffic control points and other security points when requested.

Identification cards are the sole property of the City of San Rafael. Respective City departments shall be responsible for ensuring this policy is followed and that at the end of the employment/working relationship with the City the employee/volunteer returns the identification card to the designated department representative.

APPROVED BY:



Ken Nordhoff, City Manager



Date