

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT  IDENTIFICATION OF CITY EMPLOYEES	Number 95.10	Issue 8	Page 1 of 4
	Effective Date September 1, 2006		

1. PURPOSE

1.1 To establish a policy and procedure for the issuance and display of official picture identification cards and name badges for City employees.

2. SCOPE

2.1 This regulation applies to all City employees other than those in the Police Department.

3. POLICY

3.1 Official Picture Identification cards

3.1.1 Identification of City employees shall be by official identification cards which will include the employee's first and last name and photograph.  
(See section 5)

3.1.2 Official City Identification cards are not to be used for personal use.

3.1.3 Identification cards will be issued to all permanent employees. Issuance of cards to hourly employees will be at the discretion of the department head or designee. Cards will only be issued after completion of the Personnel Department employee background investigation.

3.1.4 City employees must have their ID cards available during working hours.

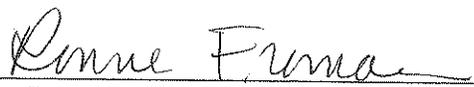
3.1.5 Departments are responsible for developing policies on wearing or displaying ID cards.

3.1.6 Each department shall maintain a record of the issuance and return of official City identification cards. When an employee terminates City employment, the department shall ensure that the card is returned to the Personnel Department and that such action is appropriately recorded.

(Supersedes Administrative Regulation 95.10, Issue 7, effective May 7, 1996.)

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Authorized

  
CHIEF OPERATING OFFICER  
CITY OF SAN DIEGO

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SUBJECT  IDENTIFICATION OF CITY EMPLOYEES	Number 95.10	Issue 8	Page 2 of 4
	Effective Date September 1, 2006		

3.2 Employee Name Badges

3.2.1 All employees whose primary responsibility involves public contact shall display name badges while on duty. In addition, all employees shall identify themselves by name when answering telephones.

3.2.2 In extraordinary circumstances the department head or designee may exempt employees from displaying name badges when necessary for safety or security reasons.

4. RESPONSIBILITY

4.1 Each department head or designee is responsible for: 1) authorizing the issuance of official City picture identification cards and name badges in his/her department; 2) proper use and display of cards and name badges; 3) appropriate, progressive disciplinary action for lack or improper use and display of cards and name badges; and 4) return of cards and name badges when the employee leaves the position for which the cards were issued.

5. PROCEDURE

5.1. OFFICIAL PICTURE IDENTIFICATION CARDS

5.1.1 Each department is responsible for providing identification cards to its employees. This includes establishing and maintaining procedures for assuring that cards are properly issued to new employees and collected when an employee leaves.

5.1.2 Official ID card photographs are captured only during Personnel Department background investigation. ID Cards will be generated for employees on request from departmental payroll specialists. These are smart cards with unique electronic serial numbers.

5.1.3 For departments housed in buildings utilizing compatible card access systems, the payroll specialist or departmental designee will advise and update the Personnel Department on which secured card access readers the employee is authorized to access. The Personnel Department will maintain the central card access system database.



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ADMINISTRATIVE REGULATION

SUBJECT  IDENTIFICATION OF CITY EMPLOYEES	Number 95.10	Issue 8	Page 4 of 4
	Effective Date September 1, 2006		

APPENDIX  
Subject Index  
Identification Cards  
Employee Identification