

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 95.10	Issue 9	Page 1 of 3
IDENTIFICATION OF CITY EMPLOYEES	Effective Date June 22, 2018		

1. PURPOSE

- 1.1. To establish a policy and procedure for the issuance and display of *Official City Picture Identification Cards* and *Name Badges* for City employees.

2. SCOPE

- 2.1. This regulation applies to all non-safety employees (safety employees are uniformed or sworn members of the Police Department and the Fire-Rescue Department).

3. DEFINITIONS

- 3.1. *Official City Picture Identification Card* – Employee picture identification card issued by the Personnel Department with the City of San Diego logo on it.
- 3.2. *Name Badge* – Employee identification tag issued by the department.

4. POLICY

4.1. *Official City Picture Identification Cards*

- 4.1.1. Identification of City employees shall be by *Official City Picture Identification Cards* which will include the employee's photograph. (See Section 5.2)
- 4.1.2. *Official City Picture Identification Cards* are not to be used for personal use.
- 4.1.3. *Official City Picture Identification Cards* will be issued to all paid City employees when requested by department head or designee.
- 4.1.4. City employees must have their *Official City Picture Identification Cards* available during working hours.
- 4.1.5. Departments are responsible for developing policies on wearing or displaying *Official City Picture Identification Cards*.

(Supersedes Administrative Regulation 95.10, Issue 8, effective September 1, 2006)

Authorized

Signature on File

CHIEF OPERATING OFFICER

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 95.10	Issue 9	Page 2 of 3
IDENTIFICATION OF CITY EMPLOYEES	Effective Date June 22, 2018		

4.1.6. Each department shall maintain a record of the issuance of *Official City Picture Identification Cards*. When an employee leaves the City, the department shall ensure that the card is returned to the Personnel Department and that such action is appropriately recorded.

4.2 Employee Name Badges

4.2.1. 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.

4.2.2. In extraordinary circumstances the department head or designee may exempt employees from displaying *Name Badges* when necessary for safety or security reasons.

5. RESPONSIBILITY

5.1. Department Head or Designee

5.1.1. Authorizing the issuance of *Official City Picture Identification Cards* and *Name Badges* in his/her department.

5.1.2. Establishing and maintaining procedures for ensuring that *Official City Picture Identification Cards* are properly issued to new employees and collected when an employee leaves.

5.1.3. Proper use and display of *Official City Picture Identification Cards* and *Name Badges*.

- a. Departments are responsible for ensuring that employees who deal with the public are properly identified.
- b. Means of identification should be appropriate to the employee's job.
- c. Proper means of identification includes:
 - i. *Name Badges* that are clipped or pinned to the employee's clothing;
 - ii. embroidered name tags sewn to the work shirts or uniforms;
 - iii. name plates on desks or work stations for employees whose public contact is always at the same work location; or
 - iv. any other reasonable means that effectively identifies the employee.

5.1.4. Identification may be by first, last, or full name at the discretion of the department. Departments should take into consideration the nature of the employee's work when deciding the means of identification.

5.1.5. Appropriate, progressive disciplinary action for lack or improper use and display of *Official City Picture Identification Cards* and *Name Badges*.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT IDENTIFICATION OF CITY EMPLOYEES	Number 95.10	Issue 9	Page 3 of 3
	Effective Date June 22, 2018		

- 5.1.6. Return of *Official City Picture Identification Cards* and *Name Badges* when the employee leaves City service.

- 5.2. Personnel Department
 - 5.2.1. *Official City Picture Identification Card* pictures are taken at the Personnel Department during the pre-employment process.
 - 5.2.2. For security purposes, the *Official City Picture Identification Card* will not be given directly to the employee. *Official City Picture Identification Cards* will be sent via interoffice mail to the employee's payroll specialist.

- 5.3. Payroll Specialists
 - 5.3.1. The payroll specialist will be responsible for confirming that the employee is in fact employed by the City and authorized to receive an *Official City Picture Identification Card*.

APPENDIX

Legal References

Not Applicable.

Forms

Not Applicable.

Subject Index

Official City Picture Identification Cards
Employee Identification

Administering Department

Personnel Department