

CITY OF PORTSMOUTH
ADMINISTRATIVE POLICY

#39

FEBRUARY 2002

SUBJECT: Identification Badges

I. PURPOSE

The purpose of this policy is to establish guidelines and regulations concerning the issuance and control of identification badges. For reasons relating to both institutional identity and promotion of safety for all staff members of the City of Portsmouth, employees are to display their badges to identify themselves and their association with the City. The wearing of badges will enhance security in the workplace.

II. SCOPE

This policy applies to all employees, full-time, part-time, grant and seasonal, and volunteers, interns, Constitutional Officers and their employees. Public safety employees shall wear their required badges only. This policy supercedes any current identification badges being used other than for public safety employees.

III. POLICY

Identification badges are to be worn at all times while working or on the premises of City of Portsmouth and worn in full view on the upper front portion of the body by neck chain or clip. The only exception is public safety employees who are in uniform. Badges may not have any pins or other items affixed to them.

Upon termination of employment, employees are to return their identification badges to their Department Head prior to leaving employment. Department Heads are responsible for retrieving badges from all employees leaving employment.

IV. ISSUANCE

The Police Department or its designee will issue all badges with the following information:

- ◆ Full name
- ◆ Job title
- ◆ Assigned department
- ◆ Employee photograph
- ◆ City of Portsmouth logo

V. VISITORS

From time to time, visitors who wish to enter a City facility may be required to be identified upon entry and exit. The Department of General Services and the Police Department will develop procedures no later than April 1, 2002 for identifying and recording the entry and exit of non-employees based on specific security needs so that such procedures will be available for use as needed.

VI. REPLACEMENTS

If an identification badge needs to be replaced, employees or other persons should immediately report it in writing to their supervisor or contact person and obtain a replacement badge within 5 working days. There will be a \$5.00 fee for all replacements of badges misplaced or lost by employees for Department Heads to collect prior to providing written authorization. Once the Police Department receives the written authorization, a replacement badge will be issued.

If there are any changes to the information on the badge, such as a name change, new department or different job classification, then a new badge needs to be issued. Employees or other persons should turn in their old badge to the department represented on the badge. Written authorizations for a new badge need to be obtained from the current or new Department Head or contact person, whichever is applicable. Written authorizations should be taken to the Police Department for issuance of a new badge.

VII. COMPLIANCE

Department Heads are responsible for compliance with this policy. Employees who do not comply may be required to retrieve their badge and/or be subject to disciplinary action. The time spent for an employee to come into compliance with this policy will not be compensated. Issuance of badges will take place during working hours.

Misuse or fraudulent acts pertaining to identification badges will result in disciplinary action, up to and including termination.