


Department of Public Works and Engineering

Subject: IDENTIFICATION BADGES	Departmental Policy 1-17	
	Effective Date: Upon Approval	
<p>I. Purpose</p> <p>To create a uniform visual medium for the identification of any employee of the Department of Public Works and Engineering while on city related business.</p> <p>II. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Department policy, procedure or directive.</p> <p>III. Policy</p> <p>A. All Department of Public Works and Engineering personnel will be required to wear their identification badges in plain sight at all times while on duty at any location.</p> <p>B. Although the identification badge, when authorized, should reflect the employee's correct job classification, it is not intended to represent the employee's official job classification, job assignment, or job duties. The employee's official job classification, in accordance with the Department of Public Works and Engineering Personnel Ordinance, is documented on the employee's latest PD-201.</p> <p>C. The use of identification badges for gaining fraudulent entry, misrepresentation of job classification, or any other illegal purpose, is strictly prohibited.</p> <p>D. The use of the term "Acting" is strictly prohibited on badges, unless authorized by the Director or appropriate Deputy Director, Department of Public Works and Engineering.</p> <p>E. An employee who is requested to show his or her identification badge by security personnel, police personnel or supervisory personnel while on City property, in the course of City-connected duties, or in possession of City-owned equipment, must do so.</p>		
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- F. Apparel normally worn during the work day will be worn for the identification photograph.
- G. The Loss Prevention Division Security Section will be responsible for the photographing process and the records retention of employee files.
- H. Each employee will be responsible for the retention of his/her badge. Lost badges will be issued after the employee signs an affidavit stating same and pays a replacement fee of \$5.00.
- I. Each employee will be required to return his/her identification badge before their final payroll check is released. Verification of this action will be the responsibility of the Loss Prevention Division, Security Section.

V. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.

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