



Policy: 2019023

Date in Effect: 11/18/2019

Latest Revision: 11/18/2019

EMPLOYEE IDENTIFICATION CARD POLICY

POLICY STATEMENT

It is the policy of the City of Findlay to issue a photo identification card to all employees. These cards must be worn or carried by each employee for identification purposes as needed for interacting with the general public. Photo I.D. cards are also used to gain access to the City Gym. Uniformed employees must carry their photo identification cards at all times when on duty, and wear their badges (if applicable).

OBTAINING AN IDENTIFICATION CARD

- A. Photo Identification Cards are provided by the Dispatch Center
- B. The Human Resources Director is responsible for arranging with the Dispatch Center to have ID cards made
- C. Photo I.D. cards can be replaced due to age or normal wear upon approval of the department head. There is no charge for this replacement.

LOST/BROKEN/PROPER USAGE OF EMPLOYEE I.D. OR BADGE

- A. Lost or broken cards shall be replaced at a cost of \$5.00
- B. Photo I.D cards and badges shall be returned to the department head or supervisor upon termination of employment with the City, including retirement. Department heads or supervisors shall return the photo I.D. card or badge to the Dispatch Center.
- C. Photo I. D. cards and badges shall be only for official City business. Improper use shall be handled through the discipline policy

Director of Law Review

Human Resources Director

Mayor

Three handwritten signatures in blue ink are present. The first signature is over the line for the Director of Law Review. The second signature is over the line for the Human Resources Director. The third signature is over the line for the Mayor and includes the name 'Christina M. Meyer' written in blue ink.