



City Manager's Approval: _____

THE CITY OF POMONA

ADMINISTRATIVE POLICIES AND PROCEDURES

CITY IDENTIFICATION & SECURITY ACCESS CARD

I. PURPOSE

To: 1) provide proof of City employment upon request by management, police, or security personnel; 2) increase building security; 3) obtain access to City buildings; 4) prevent unauthorized access to City buildings; and 5) for any other type of identification purposes related to City business.

II. APPLICABILITY

This Policy applies to all full-time, and hourly/part-time City employees, visitors, and temporary City and Agency employees and authorized Police Department employees.

III. POLICY

A. Employee Identification Cards:

1. The Human Resources Department issues identification cards to all employees and visitors on their hire date or date of visit. Upon notification by the employee and/or department of a status change (e.g. promotion, and/or department change), the Human Resources Department will issue a replacement card to the employee.
2. All employees and visitors (unless for safety reasons) are required to wear their official City identification cards in plain view (at waist level or above) during working hours and during any visit to City property during non working hours (weekends, holidays, etc.) and maintain them free of decorations (e.g. service pins, etc.).
3. If an identification card is lost, stolen, or destroyed, the employee will be allowed one (1) free replacement within any 36 month period. Thereafter, the employee will be charged \$3.00 for a replacement identification card and clip or \$5.00 for an identification

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card and lanyard within any 36 month period. There will be no charge for name changes.

B. Security Access Cards:

1. In addition, the Human Resources Department will issue all security access cards to authorized employees. Employees are not permitted to loan their cards to other employees nor shall they attempt to use an access card not assigned to them. Employees must surrender their cards upon separation.
 - a. Authorized Employees will be designated by each Department Director based on need, such as access to the building during non scheduled business hours or parking in the west lot.
2. If a security access card is lost or stolen, the employee must immediately notify the Human Resources Department, who will ensure that the lost access card is immediately de-activated. The replacement cost for each security access card is \$8.00.

C. Police Department:

The Police Chief will establish a Police Department employee identification and security access system that is in consonance with Police Department security regulations/policies. Those police personnel requiring access to City Hall will be designated and issued a City Hall access card.

IV. DEFINITION OF TERMS

“*Visitor*” means any person that requires access to a department, division, and/or conference room including maintenance repair persons, auditors, trainers, and contractors.

V. PROCEDURE

A. Employee Identification Cards:

1. The Human Resources Department shall issue employees a City identification card. All identification cards must reflect current employee name, department, and employee number.

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- a. The Human Resources Department will issue a temporary identification card to a temporary City and/or Agency employee at the beginning of the temporary assignment.
 2. Employees shall call the Human Resources Department to schedule an appointment to have their identification card replaced within one (1) week of any status change.
 3. Employees shall report lost, stolen, or destroyed identification cards to the Human Resources Department and to their Department Director or designee as soon as the employee becomes aware of the loss and obtain a replacement card.
- B. Identification/Security Access Cards:
1. The Human Resources Department shall issue authorized employees an Identification/Security Access card and will maintain a master list of all employees with Identification/Security Access cards.
 - a. The Department must submit to the Human Resources Department a "Security Card Key Authorization" form requesting that a new employee receive an Identification/Security Access card with the new-hire packet or immediately upon need.
 2. Employees shall report lost, stolen, or destroyed security access cards to the Human Resources Department and to their Department Director or designee as soon as the employee becomes aware of the loss and obtain a replacement Identification/Access Card.
- C. Visitor Identification Cards: The Human Resources Department will issue visitor identification cards to every department. All departments will be responsible for issuing visitor identification cards to non-employees who are conducting City business and/or who may need access to City equipment and facilities.
1. The issuing department will be responsible for maintaining a log containing the visitor's name, destination, time in, time out, and identification card number.
 2. The issuing department will be responsible for collecting these non-

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employee visitor identification cards which they have issued and for reporting lost visitor's identification cards and obtaining a replacement.

- D. Supervisors are responsible for collecting identification cards, security access cards, and clips/lanyards from all employees separating from City service, and immediately forwarding them to the Human Resources Department.

VI. ACTION

This Policy is effective this date.