

DISTRIBUTION: All Departments

SUBJECT: Employee Identification: Procedures for Issuance, Replacement, Display and Return of Employee Identification Cards.

PURPOSE: Employees are issued cards which identify them as employees of the City of Muskogee and indicate their name, department, title, and date of hire. The cards are to be used when the employee needs to identify himself or herself as an employee to the public, vendors, and/or public safety officials. In certain cases, the employee identification card will act as a door key granting the employee access to certain buildings and rooms.

This policy defines procedures to be followed for replacement, display and the return of the identification cards.

BACKGROUND: In order to reduce the possibility of someone impersonating a city official or employee, we need to have a way for employees to identify themselves as bona fide employees of the city. Since the identification card system we were using has become obsolete, we have replaced it with a more up-to-date system.

POLICY/PROCEDURES:

- I. Before any employee will be issued an identification or key card, the **Identification/Key Card Request Form** must be received by the HR Department.
- II. The City Manager will designate buildings and/or circumstances in which employee identification must be displayed, or leave it up to the department head.
- III. When required, employee identification will be displayed on the front of the employee above waist level, or clipped to a belt worn around the waist with the front of the identification card showing.
- IV. Employee will be responsible for maintaining the identification card on his or her person at all times while at work or acting in a capacity where he or she represents the City.
- V. Employee is not to loan his or her ID or key card to another employee, family, friends, or anyone else. The ID or key card is to be used solely by the employee represented on the face of the card.
- VI. Lost or stolen identification cards are to be reported immediately to the supervisor, department head or Human Resources. Since some cards also act as keys, it is vital we deactivate the card as soon as possible.
- VII. The employee may be required to pay for the replacement of ID or key cards that are lost, stolen or mutilated. Human Resources will determine if the circumstances warrant a replacement fee. Circumstances requiring a replacement fee may include:
 - a. Loss of card; or
 - b. Mutilation outside of normal wear and tear.

VIII. The employee is required to return the ID or key card immediately upon termination or suspension of employment to his or her supervisor, department head or departmental payroll clerk. The supervisor, department head, or departmental payroll clerk should forward the ID or key card to the Human Resources Department as soon as possible for deactivation and destruction, if necessary.

REFERENCES: None

EFFECTIVE DATE/RESCISION: This policy is in effect from the date of issuance until amended or rescinded.

RESPONSIBLE DEPARTMENT: Human Resources

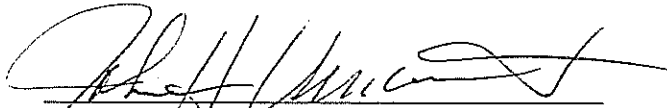
Dated this 20 day of October, 2009.

CITY OF MUSKOGEE



GREG BUCKLEY, CITY MANAGER

Approved as to form and legality this 20th day of October, 2009.



JOHN H. VINCENT, CITY ATTORNEY