



POLICIES AND PROCEDURES MANUAL

SUBJECT Identification Cards	DEPARTMENT Communications		DEPARTMENT IDENTIFICATION 200	
	SECTION 205	PAGES 1-2	EFFECTIVE DATE 1/1/82	REVISION DATE 10/16/18

1.0 PURPOSE

To describe the policies of the Communications Department in regard to identification cards (ID Card).

2.0 ORGANIZATIONS AND PERSONS AFFECTED

This policy applies to all City of West Allis departments, boards, commissions, employees and elected officials except Police and Fire Department employees unless otherwise included by City Ordinance or Departmental Policy and Procedure, and employees not under regular tenure [e.g., provisional, temporary, special, part-time less than 0.5 budgeted FTE] unless otherwise requested by the respective Department Head.

3.0 POLICY

It is the policy of the City of West Allis to provide employee ID Cards for official identification purposes while at work or when representing the City of West Allis in any official capacity. Some ID Cards may have other purposes including, but not limited to, computer log-in and timekeeping systems and location access to areas/facilities through keyless entry. The ID card is not transferable and is valid as long as the ID Card holder remains actively employed with the City of West Allis. Any misuse, alteration, or fabrication of the card will subject the holder to disciplinary action.

4.0 REFERENCES

City of West Allis Revised Municipal Code Section 2.76 (4)(c).

5.0 PROCEDURES

5.1 RESPONSIBILITY

The Communications Department shall be responsible for the processing of identification cards, including obtaining a photograph of the employee for use on such cards.

5.2 GENERAL POLICIES

5.2.1 Identification Card Format. The format for the identification cards shall be prescribed by the Communications Department in consultation with the City Administrator and other City staff as deemed appropriate by the Communications Director and/or City Administrator. There shall be provision on the ID Card for the name, position title, department, employee number, main department telephone number, card issuance date, and photograph.

5.2.2 Issuance and Use.

- 1.) The Communications Department shall be responsible for the issuance of identification cards to all employees and elected officials except Police and Fire Department employees unless otherwise included by City Ordinance or Departmental Policy and Procedure, and employees not under regular tenure [e.g., provisional, temporary, special, part-time less than 0.5 budgeted FTE] unless otherwise requested by the respective Department Head, during the onboarding/new employee orientation or upon promotion, transfer, or other change in title or department, coordinating said issuance with the Human Resources Department.
- 2.) The Department Head, taking into consideration the nature of their employees' positions, shall determine when each employee shall have their ID Card in their immediate possession. Employees issued an ID Card shall be able to produce it accordingly, upon request. Periodic inspection of ID Cards shall be conducted by the Department Head. The ID Card is for official identification purposes and shall not be used as a means of personal identification unrelated to an employee's official capacity.
- 3.) The Department Head shall determine whether it is appropriate and/or necessary for an employee to wear their ID Card; the Department shall be responsible for providing a clip, chain or lanyard for such purposes.
- 4.) Employees are responsible for safeguarding their own ID Card. Any lost or damaged ID Card shall be reported immediately to the employee's supervisor, who is responsible for reporting the lost or damaged ID Card to the Communications Department (refer to Section 5.2.4).
- 5.) The ID Card shall not be folded, pried open or mutilated, defaced or altered in any manner, or lent to anyone.
- 6.) Upon suspension, an employee must turn in their ID Card to their supervisor pending return to work.

5.2.3 Expiration. Elected officers and appointed officials of the City issued an ID Card shall be responsible for surrendering their card to the Communications Department upon the expiration of their respective term of office. Each Department Head shall be responsible for the surrender of the ID Cards of those employees within their respective Department upon termination of such employee's employment with the City and shall deliver such cards to the Communications Department. The Communications Department shall be responsible for the destruction of all expired ID Cards.

5.2.4 Reissuance. All employees issued an ID Card shall have their card reissued upon promotion, transfer, or other change in position title or department, or at the request of the Department Head. The Mayor or a Department Head, within a Department, may, when necessary, request the retaking of any photograph utilized in connection with the ID Card when an employee's physical appearance substantially changes. Any personnel whose ID Card is lost or stolen shall immediately inform their supervisor. The supervisor shall contact the Communications Department, who shall issue a replacement card.