

Employee Identification and Access Cards

I. Purpose

The purpose of this Administrative Policy is to establish a consistent Citywide approach to providing City employees with identification and access cards.

II. Policy Statement

A City of Pinole employee identification (ID) card shall be issued to every person performing work for the City of Pinole whether full-time or part-time, elected or appointed, limited-service, contract, consultant, volunteer, etc. The ID card shall be visible at all times. Notwithstanding the previous statement, when operating equipment or machinery, staff safety shall supersede the requirement to keep the ID card visible at all times. The Fire and Police Departments shall retain the responsibility of issuing ID cards to their assigned staff. Safety (Fire/Police) personnel are exempt from the requirement to have the ID card visible at all times.

The City of Pinole ID card shall function as the emergency worker identification card for designated City staff.

The City of Pinole access card shall function as the electronic access card enabling staff to enter designated City facilities in the course of conducting their assigned duties and responsibilities.

This Administrative Policy does not apply to ID cards issued by the Fire or Police Departments for their facilities and staff.

III. Background

The City of Pinole desires to create a safe working environment for all staff, regardless of classification or type of staff. The City recognizes that part of creating a safe environment is having a simple and quick way to differentiate staff from visitors, particularly in areas frequented by the public and City staff together.

Maintaining a secure working environment easily accessible to City staff is also a component of creating a safe work environment.

IV. Roles & Responsibilities

- A. All Departments – Ensure all staff are familiar with and follow this Administrative Policy.
- B. Human Resources – Generate the physical ID and access cards, assign access control, and review and revise this Administrative Policy on an as needed basis.

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- C. Fire & Police – Generate the physical ID for Fire and Police Department staff in accordance with their departmental policy.

V. ID Card Classifications

A. Employee Identification

1. Full-Time and Part-Time Regular Employees – Yellow background
2. Elected Officials – Blue background
3. Limited Service, Seasonal, and Intern Employees – Red background
4. Contractor Staff – Orange background
5. Commissioners, Committee Members, and Volunteer Staff – Gray background

B. Emergency Worker Designation and Identification

1. Designated Emergency Workers shall have the Emergency Pass information printed on the back of the ID card. All other cards shall remain blank on the back.

VI. Access Card Control

All doors controlled by an access card shall employ a limited access method in determining staff access privileges. City staff shall have only the least access required to discharge their assigned duties.

Any additional access shall require the Department Director's authorization prior to granting access privileges. For areas in the employee's same department, this access requires the authorization of the Department Director. For areas under the direct control of a different department, this access requires authorization of the Department Director responsible for that department.

VII. Card Holder's Responsibilities

The person to whom the ID and access cards are issued (whose picture and name appears on or associated with the card) is solely responsible for any and all activities resulting from the use of the card and/or the actions of others entering City facilities by use of their access card.

ID and access cards are not to be shared among people for any reason.

Immediately notify the Human Resources Department when the ID or access card might be lost, stolen, misplaced, or otherwise unavailable to the named holder. A replacement ID and/or access card will be issued promptly and the lost, stolen, misplaced, or otherwise unavailable access card will be deactivated.

Upon separation from service to the City for any reason, surrender the ID and access card to either the direct supervisor or the Human Resources Department.

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ID cards shall be visible on the outermost layer of clothing at all times either at the belt line or at chest level. Lanyards and belt clips are provided with each card or the individual may choose to provide their own method of attachment. Safety (Fire/Police) personnel are exempt from this requirement.

When operating machinery, the ID card may be placed in a pocket, purse, or other convenient location that is reasonably secure from damage, theft, or loss of the card. Safety is the paramount consideration.

Personnel designated as Emergency Workers shall fulfill their assigned duties and responsibilities as defined by State Law, Local Municipal Code, the City's Emergency Response Plan, and the lawful directions of the Emergency Operations Center Team.

VIII. Issuance of ID and Access Cards

An ID card shall be issued to any person performing work on behalf of the City of Pinole at any City facility. This shall include full-time, part-time, elected officials, seasonal, limited-service, contract, intern, or volunteer staff, etc.

Seasonal, limited-service, contract, intern, and volunteer staff access cards will expire six months after issuance. Elected official, commissioner, committee member cards will expire at the end of their election or appointment term.

Human Resources shall verify with the responsible Department Director that the person requesting an ID and/or access card is authorized to perform work on behalf of the City.

IX. Replacement of ID Card

Any individual possessing a City-issued ID card shall immediately notify the Human Resources Department as soon as they suspect their ID card has been misplaced for any reason.

A replacement ID card shall be promptly issued to the individual with valid state-issued proof of identity and confirmation from the Department for which they work.

X. Separation from Service

Any individual possessing a City-Issued ID/access card, shall surrender the card(s) to either the Human Resources Department or their direct Supervisor at the time of separation.