



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	AR-123
Sections	1-7
Effective Date	July 2016
Responsible Department	Administration
Review Date	July 2021

SUBJECT: Identification Badges at City Facilities

1. Purpose:

To provide guidance and set forth policies and responsibilities for all City employees, contractors, consultants, and volunteers to wear identification badges (ID Badge) at City facilities.

2. Authority:

Section 401 of the City Charter.

3. Application:

All employees of the City (full-time, part-time, seasonal, contract), consultants, interns, volunteers, and other persons not visiting a City facility to access and conduct public business, are required to wear, in a visible manner, an identification badge while present at a City facility unless otherwise exempted through this regulation or by action of the City Manager.

4. Definitions:

- 4.1. Consultant/Contractor – A person under contract to the City to perform a defined role/task/project.
- 4.2. Employee – A person employed by the City of Huntington Beach in either a full-time or part-time position.
- 4.3. Other Persons/Non-visitors – A person not otherwise employed by the City or defined herein, to include vendors, not visiting a City facility to access and conduct public business.
- 4.4. Volunteer – A person not otherwise employed by the City who volunteers their time within a department to include unpaid interns.
- 4.5. Identification Badge (ID Badge) – A City approved employee identification badge that contains, at a minimum, a photo, first and last name, department, color coded reference, and other information as determined by the City Manager. An ID Badge without a photo and appropriately labeled shall be issued to consultants/contractors, other persons/non-visitors, and volunteers.

5. Policy:

- 5.1.** To ensure a safe and secure work place, it shall be City policy that all employees (full-time, part-time, seasonal, and contract), consultants, interns, volunteers, and other persons not visiting a City facility to access and conduct public business, are required to wear an identification badge (ID Badge) in a visible manner at all times while at a City facility.
- 5.2.** ID Badges are the property of the City. The ID Badge may be revoked at any time and must be surrendered upon demand by a Department Director.
 - 5.2.1. ID Badges are void upon termination or interruption of employment and all facility access shall be suspended accordingly.
 - 5.2.2. Lost or stolen ID Badges must be reported immediately to Human Resources for replacement.
 - 5.2.3. ID Badges issued to consultants and volunteers must be returned to the Department of issuance upon termination of contract and/or service.
 - 5.2.4. Police Department employees must report lost or stolen ID Badges immediately to a Police Department supervisor.
- 5.3.** ID Badges are to be used to gain entry to controlled access points as determined by the City Manager or designee. Access control shall be determined by a reasonable need to have access to an employee-only area or other area so determined by the City Manager or designee to have controlled access.
- 5.4.** ID Badges shall be worn in a visible manner by lanyard, clip, retractable reel clip, or other approved means on the front of said person's body.

6. Responsibilities:

- 6.1.** The City Manager shall be responsible for:
 - 6.1.1. Establishing guidelines for the implementation of this Administrative Regulation (AR) and updating the AR on a regular basis.
 - 6.1.2. Ensuring Department Head review of quarterly reports to confirm employee access level and eligibility.
 - 6.1.3. Providing, establishing, and maintaining ID Badges and appropriate access control for City Council members.
- 6.2.** Human Resources Department shall be responsible for:
 - 6.2.1. Taking initial and updated photos of employees (excluding Police Department) for identification purposes, no less than once every five (5) years.
 - 6.2.2. Processing photo Identification Badge based on notification through the ID Badge Information Sheet.

6.2.3. Processing Consultant/Contractor, Other Persons/Non-visitors, and Volunteer Identification Badges (with or without photo as applicable). HR shall work with Departments on non-photo badges used for this purpose to include tracking badges provided to Departments.

6.2.4. Issuance of temporary and replacement of lost ID Badges upon notification.

6.3. Information Services Department shall be responsible for:

6.3.1. Design of Identification Badges in coordination with Human Resources and City Manager's office.

6.3.2. Implementing approved access rights based on information from Police Department or Human Resources.

6.3.3. Software/Hardware related to Identification Badges.

6.3.4. Providing quarterly reports to Department Heads to review employee access level and eligibility, as well as verification of eligible Consultant/Contractor, Other Persons/Non-visitors, and Volunteer ID Badges.

6.4. Police Department shall be responsible for:

6.4.1. Working with City Manager's Office and Departments on reviewing access levels and eligibility of employees as warranted.

6.4.2. Providing input on security measures as required to ensure a safe workplace environment.

6.4.3. Taking initial and updated (no less than once every five (5) years) photos of Police Department employees for identification purposes.

6.4.4. Processing photo ID Badges, and issuing one lanyard, for all Police Department employees, visitors, and consultants, in accordance with the guidelines established in this regulation.

6.4.5. Issuance of temporary and replacement of lost ID Badges upon notification.

6.5. Library Services shall be responsible for:

6.5.1. Providing all Library Volunteers with department approved, non-access Library Volunteer ID Badges.

6.5.2. Establishing internal procedures for tracking all Library Volunteer ID Badges to ensure that only active volunteers maintain custody of an identification lanyard.

6.6. Community Services shall be responsible for:

6.6.1. Establishing internal procedures and identification protocols for all Community Services volunteers and contract instructors related to proper identification when at a designated City facility at which a service or program is performed.

6.7. Departments in general shall be responsible for:

- 6.7.1. Submitting ID Badge Information Sheets for new employees or Consultant/Contractor, Other Persons/Non-visitors, and Volunteers.
- 6.7.2. Department Heads or their designee shall be responsible for reviewing quarterly employee access level and eligibility, as well as verification of eligible Consultant/Contractor, Other Persons/Non-Visitors, and Volunteer ID Badges.
- 6.7.3. Individual Departments shall work with Human Resources on requesting non-photo Identification Badges to be used for Consultant/Contractor, Other Persons/Non-visitors, and Volunteer Identification Badges (with or without photo).
- 6.7.4. Individual Departments assigned Identification Badges for Consultant/Contractor, Other Persons/Non-visitors, and Volunteers are required to maintain a log of such badges and custody control over all assigned badges.
- 6.7.5. Assignment, distribution, and collection of identification badges based on need for Consultant/Contractor, Other Persons/Non-visitors, and Volunteers.

7. Procedure:

7.1. Request for ID Badges and Facility Access

- 7.1.1. Departments, with the exception of the Police Department, are required to request ID Badges by completing an ID Badge Information Sheet to be submitted to Human Resources.
- 7.1.2. Human Resources will coordinate the photo process and issuance of ID Badge, to include one (1) lanyard.
- 7.1.3. Access beyond the normal 6:30 a.m. – 6:00 p.m. Monday thru Friday, i.e. weekend and 24/7 access, will require Department Head approval.

7.2. Lost or Stolen ID Badges

- 7.2.1. Lost or stolen ID Badges shall be reported immediately to a department or Police supervisor and Human Resources.

7.3. Color Coding of ID Badges

- 7.3.1. The following color codes shall be used:

Light Blue	All full-time and part-time employees, excluding Police/Fire
Dark Blue	All full-time and part-time Police employees w/o Class A/B uniform and metal badge
Red	All full-time and part-time Fire employees w/o uniform and badge
Orange	Huntington Beach City Employees Credit Union employees
Dark Green	Contract employees and HBTv-3
Green/Gray/White	Other persons/Non-Visitors (Vendors, Auditors, and Contractors not requiring escort)
Yellow	Visitors requiring escort
Volunteer Badges will be designed differently from full-time and part-time badges.	

7.3.2. Per subsection 6.3.1, the design and color scheme of ID Badge types will be reviewed and updated accordingly as needed.

7.4. Updating of Employee Photographs

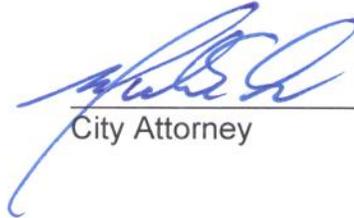
7.4.1. Employees shall have an updated photograph taken not less than once every five (5) years from the date of the last photograph.

7.4.2. Employee photographs shall be displayed on the internal employee directory. Requests for exemptions shall only be granted by the City Manager, or designee.

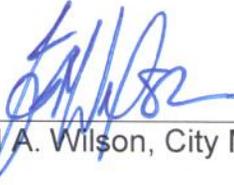
7.4.3. Human Resources Department and Police Department shall organize the updating of photographs in a manner conducive to gaining compliance and acknowledging Staff workload.



Originating Department Head



City Attorney



Fred A. Wilson, City Manager