Subject: Employee Identification Cards

Purpose
The purpose of this Administrative Order is to establish and define a Citywide consistent approach to assigning City staff and emergency worker identification to City of Pittsburg employees, volunteers, and other staff.

Policy Statement
A City of Pittsburg employee identification (ID) card shall be issued to every person performing work for the City of Pittsburg 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 Police Department shall retain the responsibility of issuing ID cards to their assigned staff. Sworn Law Enforcement personnel are exempt from the requirement to have the ID card visible at all times.

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

Background
The City of Pittsburg 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.

Roles & Responsibilities
All Departments – Ensure all staff are familiar with and follow this Administrative Order.

Human Resources - Generate the physical ID card and review and revise this Administrative Order on an as needed basis.

Police – Generate the physical ID card for Police Department staff in accordance with this Administrative Order.

Card Classifications
Employee Identification
1. Full-Time and Part-Time Regular Employees and Elected Officials – White background
2. Limited Service, Seasonal, and Intern Employees – Yellow background
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.

Card Holder's Responsibilities

The person to whom the card is issued (whose picture and name appears on 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 card.

Cards are not to be shared among people for any reason.

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

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

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. Sworn Law Enforcement personnel are exempt from this requirement.

When operating machinery, the 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.

Issuance of ID Cards

An ID card shall be issued to any person performing work on behalf of the City of Pittsburg 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 ID cards will expire six months after issuance. Elected official and commissioner staff ID cards will expire at the end of the election or appointment term.

Human Resources shall verify with the responsible Department Director that the person requesting a City ID card is authorized to perform work on behalf of the City.
Replacement of ID Card
City staff 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.

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