

City of Roswell Employee Identification Badge Policy

Purpose of the Identification Policy:

- To accurately identify City of Roswell employees through a uniformed picture ID system.
- To create a heightened sense of customer service for the citizens of Roswell.
- To promote safety through identification of employees in City facilities.

Who will wear ID badges?

- Full-time civilian employees of the City of Roswell will be issued identification badges. Department Heads will be issued a number of “temporary” non-picture ID badges that may be used for persons working on a temporary basis such as consultants or auditors. Department Heads will be responsible for identifying persons who require temporary identification badges. Department Heads may wish to provide picture ID badges for some key personnel who are not full-time. These ID’s will be issued on an as needed basis at the discretion of the Department Head.

When should my ID badge be worn?

- Your City of Roswell Identification Badge should be worn while on City property or while conducting City business. This includes after-hours and weekends.
- Your badge must be displayed prominently on your person with your photograph showing. This will enable you and other City employees to recognize each other. Your ID Badge is part of the Dress Code Policy for the City of Roswell.
- In certain positions, such as Parks Workers, Sanitation or Transportation workers, it may be permissible for employees to wear badges inside clothing to protect from machinery or to prevent restricted movement.

Can I refuse to show someone my ID Badge?

- No. If you are on City property or conducting City business during business hours or after hours and you are asked for your ID, you must readily show your ID Badge to other City employees, security personnel or members of the public when requested to do so.

How do I receive my ID badge?

- Badges will be issued to new employees through Human Resources.

Can I loan my ID badge to someone else?

- **No.** Under no circumstance may you allow someone else to wear your badge.
- Allowing someone else to use your ID badge under any circumstances is a violation of personnel policy and could result in disciplinary action up to and including discharge.
- No tampering or disfiguring of badges is allowed.

What if I lose or forget my ID badge?

- If you forget your identification badge, you should obtain a temporary ID badge from your supervisor.
- Your initial picture identification badge will be issued at no cost to you. Replacement badges will cost the employee \$5.00.
- New badges may be ordered by completing the attached form.
- If you find a badge, please return it to the Human Resources Office.

Do I return my badge to the City of Roswell upon termination of my employment?

- **Yes.** Your ID Badge is the property of the City of Roswell.
- You must return your ID badge to your supervisor upon termination of your employment with the City of Roswell.
- Supervisors must collect ID badges if at all possible and return to Human Resources along with the necessary discharge papers. If badges cannot be retrieved, please so note on the payroll change notice.