

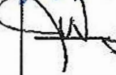


## AR386 – Identification Badges

	<b>Responsible Department:</b> Municipal Security	<b>Effective Date:</b> 3/01/2016
	<b>Approvals:</b>  Brian K. Blesemeyer, Acting City Manager  Alan G. Rodbell, Chief of Police <i>FOR CHIEF RODBELL</i>	<b>Date Approved:</b> 2/23/2016 2/23/2016

### 1.0 PURPOSE

- 1.1. The purpose of this Administrative Regulation ("AR") is to establish standard policies and procedures regarding City identification badges (badges).
- 1.2. To establish guidelines and procedures for the positive identification of City of Scottsdale employees, contract workers, volunteers, contractors, board and commission members, and others authorized to work or who are present on City property. This will help increase the safety of employees and citizens, protect City property, improve security of City facilities and enhance customer service.

### 2.0 APPLICABILITY

- 2.1. This AR applies to all City of Scottsdale employees, contract workers, volunteers, contractors, board and commission members, and others authorized to work or conduct business on City property.
- 2.2. This does not apply to contractors and others authorized to work or conduct business on City property who are:
  - 2.2.1. Working in open areas in a maintenance or construction capacity.
  - 2.2.2. Working or volunteering for the McDowell Sonoran Conservancy, or for another non-profit organization with whom the City has a contractual relationship which includes use of City facilities (for example, the Scottsdale Cultural Council, Scottsdale's Museum of the West, or the Scottsdale Charros, among others).
  - 2.2.3. Working in buildings under construction which have not yet been turned over to the City (non-commissioned buildings).
  - 2.2.4. Working City-sponsored special events as volunteers.

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### 3.0 POLICY

#### 3.1. City of Scottsdale Employees

3.1.1. City of Scottsdale employees, contract workers, contractors, volunteers, board and commission members and visitors will receive a City ID badge based on the chart below.

Badge Type	Front of City ID Badge						Back of Badge	
	City Symbol	Dept. Logo	Function	Badge/Lanyard Color	Name	Position/Rank	Full Name	Date Issued
City	X	N/A	Employee (Blank)	Blue	First Name	X	X	X
Police	X	X	Police	Blue	First Initial. Last Name	X	X	X
Fire	X	X	Fire	Blue	First Initial. Last Name	X	X	X
Non-City Employee	X	N/A	Contractor	Green	First Name	N/A	X	X
Volunteer	X	N/A	Volunteer	Red	First Name	N/A	X	X
Board/Commission Member	X	N/A	Board/Commission Name	Orange	First Name	N/A	X	X
Visitor	X	X	Visitor	White	Blank	N/A	N/A	X

3.1.2. Any non-City employee working in a critical facility or infrastructure will be vetted via the Arizona Criminal Justice Information System (ACJIS) Interstate Identification Index (Ill Criminal History) prior to issuance of an identification badge (AR 387).

3.2. Individuals who have been issued a badge must wear it at all times in a conspicuous location with their picture and name visible when they are at work and on City property, or performing City business (does not include off site training, conferences or seminars).

3.2.1. If wearing a badge creates a safety issue, a City employee or non-City worker may be authorized to not wear it. Authorization may only be given by that employees or worker's Supervisor or Sponsor in advance of the work.

3.2.2. Uniformed fire and police personnel are not required to wear their City ID badge while in uniform.

3.2.3. Any person not wearing their badge because of exemptions listed above must be able to immediately produce the badge upon request.

3.3. A City ID badge shall remain in the exclusive possession and/or control of the individual to whom it was issued. It shall not be given or lent to any other individual for any purpose.

3.4. Do not affix stickers, emblems, tapes, pins, or other items to the badge in any manner.

3.5. The badge will be worn attached to either the official City of Scottsdale breakaway color coded lanyard or clip provided.

3.5.1. City of Scottsdale employees may, with supervisor approval, wear an appropriate non-City of Scottsdale lanyard.

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- 3.6. The badge is the property of the City of Scottsdale and the employee or non-employee must surrender it as requested or upon completion of service to the City.
- 3.7. Supervisors or sponsors will retrieve the badges of all employees or non-City of Scottsdale employees upon completion of their service to the City.
- 3.8. As necessary and applicable, to ensure a secure work environment and/or provide quality customer service, individual divisions may utilize generic, non-picture badges for identifying visitors.
  - 3.8.1. Any such generic visitor badges will be issued to the division by the Municipal Security Division.
  - 3.8.2. Visitor badges should be kept in a secure location.
  - 3.8.3. Each division is responsible for creating a sign in/out procedure for visitor badges.
  - 3.8.4. Each visitor badge shall be accounted for at the end of each business day.
- 3.9. Identification badges and their photo will be legible at all times. Any badge that is faded or otherwise damaged will be replaced.
- 3.10. Badge photos will be released in response to a public records request.

### 4.0 PROCEDURES

- 4.1. A portal has been developed for City ID badge requests (new badges, changes to existing badges, name changes, damaged or faded badges etc.):
  - 4.1.1. The individual department's SP3/sponsor/employee fills out the portal request for a badge.
  - 4.1.2. The following items must be provided;
    - 4.1.2.1. Reason for new request.
    - 4.1.2.2. Type of employee (full time, part time, temporary, etc.).
    - 4.1.2.3. Applicant field is the employee's legal name (Last, First)
    - 4.1.2.4. Preferred first name if different from legal name.
    - 4.1.2.5. Job title of new employee.
    - 4.1.2.6. Work phone number of new employee.
    - 4.1.2.7. Supervisor/Authorizer's name (Last, First)
    - 4.1.2.8. Department name
- 4.2. City of Scottsdale employees will have their picture taken and a badge issued at New Employee Orientation (NEO).
- 4.3. The exceptions to the above-defined procedures are as follows:
  - 4.3.1. With permission of the Municipal Security Manager, volunteers and temporary workers may be photographed by their respective departments.
    - 4.3.1.1. The photo is to be attached to the badging portal when making the request.
    - 4.3.1.2. All photos taken by non-municipal security personnel must have a solid blue background in the photo and must be of high enough quality to recognize the individual. No articles can be worn

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during the photo process (i.e. hats, sunglasses, bandanas, etc.) that may hinder the identification of the individual

- 4.3.1.3. The employee or the employee's supervisors will pick-up the completed badge from the Municipal Security office.
- 4.4. Non-City of Scottsdale Employees;
  - 4.4.1. Sponsors of non-City of Scottsdale employees must make arrangements for the individual to have a photo taken and a badge issued by Municipal Security.
  - 4.4.2. Who have access to critical facilities or infrastructure will be vetted prior to issuance of a badge.
- 4.5. Lost Badge;
  - 4.5.1. If an individual loses their badge, they must report the loss to their supervisor/sponsor immediately.
  - 4.5.2. The supervisor/sponsor will report the loss to the Municipal Security Division as soon as possible to ensure that electronic access is disabled.
  - 4.5.3. The supervisor/sponsor will request a replacement badge using the Badge Portal.
  - 4.5.4. A replacement badge will be issued by Municipal Security within 4 business days after approval from the supervisor.
  - 4.5.5. If the lost badge is subsequently found, it must be surrendered to Municipal Security immediately.
- 4.6. Name Changes;
  - 4.6.1. Individuals that have a legal name change as a result of a court order (marriage, divorce, etc.) must report it to their supervisor/sponsor within ten (10) working days.
  - 4.6.2. The supervisor/sponsor will then request a replacement badge in the employee's new name.
  - 4.6.3. Name changes will not be processed without legal documentation of the name change approved by Human Resources.
- 4.7. Terminations and Suspensions;
  - 4.7.1. When an individual separates employment, service, or otherwise ends their assignment with the City, it is the responsibility of the individual to return his/her badge and the immediate supervisor/sponsor to collect the individual's badge and return it to Municipal Security.
  - 4.7.2. In cases where an individual is put on administrative leave, non-disciplinary suspension or suspension, it is the responsibility of the individual to return the badge and the supervisor to collect and hold the individual's badge until the disposition of the leave or suspension is determined. The department manager or designee will notify Municipal Security immediately of all administrative leaves or suspensions so all access can be disabled.

## 5.0 RESPONSIBILITIES

- 5.1. All City officials, employees and representatives shall adhere to this AR. Upper level management is responsible to ensure the overall management of this AR within their respective divisions, departments or offices.

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- 5.2. The Municipal Security Division of the Police Department is responsible for management of the identification badge program. This includes the creation and distribution and/or changes of pictured identification badges and visitor's badges to individual divisions.
- 5.3. Individual divisions are responsible for the management and control of visitor badges.
- 5.4. Municipal Security is responsible for reviewing compliance of division visitor badge programs.

### 6.0 OVERSIGHT/REVIEW

- 6.1. All employees shall receive training at new employee orientation concerning this AR and specific division, department or office policies and procedures, appropriate to their assigned duties. Employees who knowingly violate this AR are subject to discipline up to and including termination.
- 6.2. Municipal Security is responsible for the overall administration and enforcement of this AR citywide.

### 7.0 DEFINITIONS

- 7.1. **Board and Commission Member** is any volunteer appointed by the City Council to a City board or commission pursuant to the City Charter and the Scottsdale Revised Code.
- 7.2. **City property** is defined as: City owned, leased or controlled property such as office buildings, parks, mall areas, preserve areas, well sites, pump stations, citizen service centers and other areas in which the employee may be required to conduct work.
- 7.3. **Critical Facilities or Infrastructure** is defined as any City of Scottsdale property that meets the definition found within A.R.S. Section 13-1501 as determined by the Municipal Security Manager and the sponsoring Department
- 7.4. **Badge Portal** is the computer application used to request any badge or modifications to existing badges.
- 7.5. **Sponsor** is defined as: Any person that is responsible for requesting badges for non-City of Scottsdale employees (staff contact or contract administrator).
- 7.6. **Vetting** The process of performing a background/Criminal History check on someone before allowing them access to critical Infrastructure of the City.
- 7.7. **Open areas** is those City Facilities that are outside of city buildings or secure facilities, including City Park Field Areas and City Roadway Rights of Way.

### 8.0 RELATIONSHIPS TO ADOPTED POLICIES AND ORDINANCES

- 8.1. AR 384 Access to City Facilities
- 8.2. AR 385 Work Place Security
- 8.3. A.R.S. Section 13-1501
- 8.4. AR 387 Vetting of Non-City of Scottsdale Employees

### 9.0 LINKS TO SUPPORTING DOCUMENTS

## AR386 – Identification Badges

- 9.1 For new badges, changes to existing badges, name changes etc. click on <http://apps/MunicipalSecurity/Request>

### **10.0 REVIEWED/AMENDED DATE(S) AND NOTES ON SIGNIFICANT CHANGES:**

- 10.1. Original Effective Date was July 01, 2002.
- 10.2. Amended March 01, 2006, March 18, 2010.
- 10.3. Complete review and update February 23, 2016.
  - 10.3.1. Change from badge request forms to using the IT portal.
  - 10.3.2. Color of badge and lanyard modifications.
  - 10.3.3. Addition of non-city employees.
  - 10.3.4. Visitor badge program.