



## 1304 - IDENTIFICATION BADGES

### I. PURPOSE

To assist in providing a safe working environment in all City-operated facilities, and to aid in the rapid identification of all active City employees working in City facilities and on City property.

### II. REQUIREMENTS

All City employees shall be issued a City of Newport News identification badge (ID) at the start of their employment with the City and upon receipt, are required to have their ID badge on their person whenever reporting to work and/or conducting City business. Failure to follow this policy could subject an employee to further action as described in the Standards of Conduct Policy.

A. All City employees must have their ID badge visibly displayed during their assigned work schedule, while operating a City vehicle, or conducting City business on City property. ID badges must be worn and visible in plain view at all times unless otherwise authorized by the department director.

a. Should the Department Director determine that wearing the ID badge may present a workplace hazard, the employee must have their ID badge on their person or in a designated area at all times.

B. Employees of the Police, Fire, and Waterworks Departments, as well as the Newport News Sheriff's Office, will be issued ID badges directly through those departments.

C. All other requests for ID badges will be authorized by the employee's department director or designee and issued by the Security Services Division.

### III. GENERAL GUIDELINES

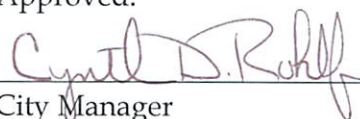
A. All ID badges are the property of the City of Newport News and must be presented or surrendered to a City official or representative upon request and upon termination of employment.

B. City ID badges are non-transferable and may only be used by the individual to whom they are assigned.

C. Any employee who has lost their ID badge must report the loss to their supervisor and to Security Services immediately upon discovering it as lost. Badges reported as lost will be promptly deactivated. Employees will be required to obtain a replacement ID badge in a reasonable amount of time. Employees who repeatedly lose or damage their ID badges may be charged a replacement fee and are subject to further appropriate action.

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Approved:

  
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City Manager