

ADMINISTRATIVE MANUAL
TOWN OF LOS GATOS

Subject: Employee Identification Cards Page: 1 of 3 Section Number:

Approved:  Effective Date: July 1, 2009 Revised Date:

PURPOSE

The Town of Los Gatos issues photo identification (ID) cards as a means of identifying Town employees and enhancing security. ID cards are also issued to elected and appointed officials, volunteers, visitors and contractors conducting business on behalf of the Town or entering employee-only areas. The ID cards allow customers to identify Town staff and Town staff to quickly recognize authorized visitors and volunteers, thus improving both customer service and security.

SCOPE

For the purpose of this policy:

- Employees are defined as regular full-time, part-time, intermittent, seasonal or other temporary employees and paid or unpaid interns.
- Council Members, Commissioners and Appointed Officials are those elected or appointed to an office, board or commission in accordance with the Town Code.
- Volunteers are those performing unpaid work on behalf of the Town.
- Visitors include non-Town employees such as vendors, contractors, visiting agencies, or members of the public whose business necessitates access to non-public areas of the Town including employee-only areas and offices, meeting rooms, or locations where Town equipment or materials are stored.
- Contractors, Vendors, Consultants include those engaged in business with Town staff or otherwise serving as agents on behalf of the Town.

POLICY

In an effort to assist the public in identifying Town employees carrying out their Town work duties and responsibilities, and to promote workplace security, the following policy has been established regarding employee ID cards:

1. All Town employees will be issued a Town of Los Gatos photo ID card upon hire and all current employees shall be issued a card upon approval of this policy.
 - a) All Town employees shall wear their ID card during working hours in accordance with this policy. Sworn personnel in the Police Department are subject to the written policies of their department.
 - b) Employees may select the manner in which to wear their ID card; however, the card must be worn in a location which is clearly visible. The Town will provide a clip, chain, lanyard or other attachment methods for each employee to wear the ID card.
 - c) Employees are to remove ID cards when it is unsafe due to the nature of the work being performed.
 - d) Employees will surrender their ID card upon separation of employment with the Town. Cards issued to visitors and volunteers will be collected at the conclusion of business or at the end of the assignment.
2. Council Members, Commissioners and Appointed Officials will be issued a Town of Los Gatos ID card upon appointment to office and all current appointees shall be issued a card upon approval of this policy.
 - a) Appointees will wear their ID card while engaged in Town business and will surrender their card upon expiration of their term.
3. Volunteers will be provided ID cards when applicable to identify that they are performing work on behalf of the Town. Exceptions may be granted for large groups of volunteers under direct supervision.
4. Visitors, contractors, vendors and consultants are required to sign in/out and will be provided a "Visitor" ID card while conducting business with the Town.
 - a) It is not necessary to issue a "Visitor" card to delivery persons or contractors if they are otherwise identifiable by their company logo, uniform or badge.

PROCEDURES

Every employee is responsible to wear ID during work hours, to limit access to restricted areas and to ensure that authorized visitors are appropriately identified in accordance with this policy. Employees should report suspicious activity to their supervisor or the Los Gatos/Monte Sereno Police Department

Procedures for Employees:

1. Human Resources will ensure that new employees, elected officials and appointees receive a photo ID card from the Police Department upon hire and that current employees receive a card upon approval of this policy.
2. Supervisors should retrieve ID cards from employees on suspension, administrative leave, or other extended periods of absence, paid or unpaid, associated with discipline.
3. Supervisors will ensure that as part of the employee separation procedure, ID cards will be collected prior to the issuance of a final paycheck.
4. The Town Clerk will ensure that ID cards are collected from elected officials and appointees at the end of their term.

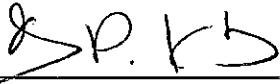
Procedures for Visitors, Contractors, Vendors and Consultants

1. Staff at Town office entry points will be responsible to obtain a visitor's sign-in book and "Visitor" ID cards from Human Resources. Entry points include, but are not limited to, the Clerk Department, Town Manager's Office, Community Development and Finance service counter, Police Department, Parks and Public Works, Community Services and Library.
2. Staff who are receiving visitors, contractors, vendors and consultants are responsible to ensure that their visitor signs in/out, wears a card upon entering and returns the card upon exiting.
3. At a supervisor's discretion, individuals with an ongoing assignment may be issued a picture ID (e.g., a project lasting several weeks) by placing a request to Human Resources. The supervisor is responsible to collect the photo ID at the conclusion of the assignment or Town business.

Procedures for Volunteers

1. The project coordinator will obtain "Volunteer" cards from Human Resources in advance. The project coordinator is responsible to track the cards that are issued and to collect the cards upon the completion of the project.
2. The project coordinator is responsible to advise Human Resources regarding any large volunteer groups if they are exempted from wearing ID cards.

APPROVED AS TO FORM:



Town Attorney