



## CITY OF PROVIDENCE

### 3.9 EMPLOYEE IDENTIFICATION BADGE POLICY

#### Purpose

The purpose of this policy is to ensure the safety and security of City of Providence employees and constituents, and to maintain the integrity of all sites in which the City of Providence conducts operations.

#### Scope

This policy applies to board members, commissioners, employees, and volunteers associated with the City of Providence.

Public Safety departments, such as the Police, and Fire, which by law and necessity have employee ID badge requirements that are more stringent than that contained within this policy and shall not have their policies superseded by any provision(s) contained within this policy.

#### Definitions

**Employee:** For the purpose of the Identification Badge Policy, this refers to any City Employee listed above who would utilize the Identification Badge during their duration of City service.

**Employee Identification Badge:** The official City of Providence ID for employees. Identification Badges identify employees by name and grant access to City of Providence operations sites.

**Official Capacity:** Refers to any duration an employee is conducting business and working during which the individual represents the City of Providence. This includes operating any City equipment and/or vehicles owned or leased by the City of Providence.

#### Policy

All employees of the City of Providence will be assigned an Identification Badge during the initial onboarding process. All employees are required to always have these badges visibly on their person while operating in their official capacity for the City of Providence.

#### **1. Badge Request Forms**

- A. Employees of the City of Providence will utilize the Badge Request Form to initiate any action requiring a new or replacement Badge. For new employees, this form will be filled out during the initial onboarding period with your supervisor or the Department of People and Culture.
- B. For existing employees requesting a replacement ID card, this form can be found in [Asana](#) and submitted via the Asana request task.
- C. If building access is required for employment duties, the appropriate timeframe will need to be entered on the Badge Request Form.

#### **2. Badge Assignments**

- A. Employees can either send a professional picture or have their photo taken by the DPC - Employee Experience team, located on the fourth floor of City Hall.
- B. If an employee has not received an Identification Badge during the duration of the onboarding process, please contact the DPC via phone, email, or in-person to schedule the Identification Badge issuance process.
- C. Badges should be requested, picked up and issued to the employee within the first week of employment.



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### **3. Badge Replacements**

- A. If a badge is lost or stolen, employees are required to contact the DPC – Employee Experience team via phone, email, or in-person to inform DPC of the lost badge and request a replacement.
- B. Replacement badges will require completion of the applicable [Asana](#) task for processing.
- C. Lost or stolen badges will be deactivated upon notification to DPC.

### **4. Transferring Positions**

- A. Employees transferring to a position and/or department that will require a different set up of access (locations, timeframes, etc.) should have this information submitted through the badge request task via [Asana](#) prior to the effective date of their transition.
- B. Supervisors are required to indicate/submit this information in a timely manner.

### **5. Badge Requirements**

- A. All City of Providence Employees are required to have their Identification Badge on their person while conducting official City business.
- B. Employees are strictly prohibited from utilizing their Identification Badge for any other purpose other than that for which the ID was issued which is to access authorized locations and to properly identify as a representative of the City of Providence in their official capacity.
- C. Employees are prohibited from granting others access to buildings which require badge access, as well as buildings outside of normal operating and/or public access hours, if the other individual(s) do(es) not properly identify as an employee of the City of Providence with an appropriate Identification Badge.

### **6. Employee Responsibilities**

- A. Do not lend your Identification Badge to anyone for any reason.
- B. Do not allow unauthorized personnel into any secure area within the City of Providence operation sites.
- C. Improper use of an Identification Badge is strictly prohibited.
- D. Immediately notify a supervisor or contact the Department of People and Culture for any lost, damaged, stolen Identification Badges, as well as any issues with Identification Badges.
- E. All employees, upon separation from the City, are required to return their City issued employee ID badge to their supervisor or the Department of People and Culture by no later than their final date of employment.
- F. Supervisors that retrieve IDs subsequent to an individual(s) concluded employment are required to return IDs to the Department of People and Culture to be disposed of securely.

### **7. Compliance**

- A. Any employee that is found to be in violation of the Identification Badge Policy may be subject to progressive disciplinary action, up to and including termination.
- B. Egregious violations of this policy, whereby ethical and/or legal violations take place, can be subject to more severe discipline including immediate termination.

#### **Related Forms:**

[Badge Request Form](#)



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### Related Policies:

Discipline Policy

Theft and Misappropriation Policy

Code of Conduct

Ethics Guide

Hiring Policy