

INTRODUCTION

It is the policy of the City of Taft to provide employee identification cards to all permanent full-time and part-time employees.

All employees' identification cards, except for sworn officers of the Taft Police Department, shall be issued annually by the Personnel Department. The Chief of Police shall issue identification cards to all sworn officers of the Taft Police Department. Identification cards shall be issued in accordance with provisions of this policy and shall be used by municipal employees only in conducting business.

Employees shall be required to immediately report lost or stolen identification cards to the Personnel Officer, Chief of Police, City Manager, or their designated representative(s).

POLICY

1. Sworn Officers of the Taft Police Department shall be issued a Police identification card by the Chief of Police immediately following employment by the City of Taft.
2. Identification cards shall contain the employee's name, title and signature and shall provide a physical description of the employee by age, height, weight, color of hair, color of eyes and other identifying characteristics.
3. Identification cards shall bear a photograph of the employee to whom the card is issued.
4. Identification cards for sworn officers of the Taft Police Department shall be signed by the Chief of Police. All other identification cards shall be signed by the City Manager. All identification cards shall be laminated in plastic or other protective material to prevent tampering therewith.
5. Identification cards for non-sworn employees shall be issued on an annual basis. Employees shall relinquish old identification cards to the Personnel Department Officer or a designated representative upon receipt of a new identification card.
6. Employees shall relinquish identification cards to the Personnel Officer or a designated representative upon termination of employment with the City of Taft and prior to receiving payment of salary due at date of termination.