

**SUBJECT: CITY STAFF IDENTIFICATION**

Purpose: By requiring all City staff to wear some form of visible identification (picture ID, uniform, and/or safety vest), we make City employees more identifiable to the public and first responders. This requirement not only assists in times of need (natural disasters or other major events), but also makes City employees more identifiable to residents and visitors on a daily basis. It also provides an additional level of protection to City employees within and outside City facilities.

Policy: It is required that all City employees, while on paid work time, wear a City picture ID on a lanyard or belt clip. When wearing a picture ID, the ID must be visible at all times. If an employee is utilizing a City-issued safety vest or uniform as their form of identification under this policy, the employee must also carry on their person a City picture ID at all times. Upon request, the employee will provide their City picture ID to a citizen for verification, unless a specific safety issue has been identified. The uniform can be in the form of a shirt, sweatshirt, or jacket that includes the City of Madison Department or Division logo, or an actual uniform. Agencies may develop their own Agency specific ID with approval from the Human Resources Director.

New and replacement City IDs can be obtained by contacting the City Human Resources Department and scheduling a time to have a new ID made. If one of the following five (5) situations apply to your need for a new or replacement ID, the Human Resources Department will provide you with a new ID at no charge when you turn in your old ID:

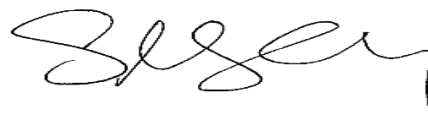
- Your current ID is ten (10) or more years old;
- Your name changes;
- Your Department/Division changes;
- Your ID is damaged;
- The picture on your ID is no longer an accurate depiction of you.

If your identification badge is lost or stolen, you must obtain a replacement. Lost or stolen cards should be reported to your immediate supervisor as soon as possible. If your ID is lost or the reason for needing a new ID does not fall within one of the above categories, the Human Resources Department will charge employees \$10 for a new ID.

Upon termination, employees will be required to return ID badges to their immediate supervisor or the Human Resources Department.

Failure to wear your ID badge or excessive loss or damage to your ID badge may lead to disciplinary action.

Authority: The Human Resources Director shall maintain and interpret this policy.



Satya Rhodes-Conway  
Mayor

APM 2-55  
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