



Approved By: Garrett Evans,
City Manager

Subject: Employee Identification and Access Cards

Purpose

The purpose of this Administrative Order is to establish and define a Citywide consistent approach to assigning City staff and emergency worker identification and access cards to City of Pittsburg employees, volunteers, and other staff.

Policy Statement

A City of Pittsburg employee identification (ID)/access card shall be issued to every person performing work for the City of Pittsburg whether full-time or part-time, elected or appointed, limited-service, contract, consultant, volunteer, etc. The ID/access card shall be visible at all times. Notwithstanding the previous statement, when operating equipment or machinery, staff safety shall supersede the requirement to keep the ID/access card visible at all times. The Police Department shall retain the responsibility of issuing ID/access cards to their assigned staff. Sworn Law Enforcement personnel are exempt from the requirement to have the ID/access card visible at all times.

The City of Pittsburg ID/access card shall function as the emergency worker identification card for designated City staff.

The City of Pittsburg ID/access card shall function as the electronic access card enabling staff to enter City facilities in the course of conducting their assigned duties and responsibilities.

This Administrative Order does not apply to ID/access cards issued by the Police Department for their facilities and staff.

Background

The City of Pittsburg desires to create a safe working environment for all staff, regardless of classification or type of staff. The City recognizes that part of creating a safe environment is having a simple and quick way to differentiate staff from visitors, particularly in areas frequented by the public and City staff together.

Maintaining a secure working environment easily accessible to City staff is also a component of creating a safe work environment.

Roles & Responsibilities

All Departments – Ensure all staff are familiar with and follow this Administrative Order.

Human Resources - Generate the physical ID/access card, assign access control, and review and revise this Administrative Order on an as needed basis.

Police – Generate the physical ID/access card for Police Department staff in accordance with their departmental policy.

Card Classifications

Employee Identification

1. Full-Time and Part-Time Regular Employees and Elected Officials – Blue background
2. Limited Service, Seasonal, and Intern Employees – Red background
3. Contractor Staff – Gray background
4. Commissioners and Volunteer Staff – Green background

Emergency Worker Designation and Identification

1. Designated Emergency Workers shall have the Emergency Pass information printed on the back of the ID/access card. All other cards shall remain blank on the back.

Access Control

All doors controlled by an ID/access card shall employ the least access method in determining staff access privileges. City staff shall have only the least access required to discharge their assigned duties.

Any additional access shall require the Department Director’s authorization prior to granting access privileges. For areas in the employee’s same department, this access requires the authorization of the Department Director. For areas under the direct control of a different department, this access requires authorization of the Department Director responsible for that department.

Card Holder’s Responsibilities

The person to whom the ID/access card is issued (whose picture and name appears on the card) is solely responsible for any and all activities resulting from the use of the card and / or the actions of others entering City facilities by use of their card.

ID/Access cards are not to be shared among people for any reason.

Immediately notify the Human Resources Department when the ID/access card might be lost, stolen, misplaced, or otherwise unavailable to the named holder. A replacement ID/access card will be issued promptly.

Upon separation from service to the City for any reason, surrender the ID/access card to either the direct supervisor or the Human Resources Department.

ID/Access cards shall be visible on the outermost layer of clothing at all times either at the belt line or at chest level. Lanyards and belt clips are provided with each card or the individual may choose to provide their own method of attachment. Sworn Law Enforcement personnel are exempt from this requirement.

When operating machinery, the ID/access card may be placed in a pocket, purse, or other convenient location that is reasonably secure from damage, theft, or loss of the card. Safety is the paramount consideration.

Personnel designated as Emergency Workers shall fulfill their assigned duties and responsibilities as defined by State Law, Local Municipal Code, the City’s Emergency Response Plan, and the lawful directions of the Emergency Operations Center Team.

Issuance of ID/Access Cards

An ID/access card shall be issued to any person performing work on behalf of the City of Pittsburgh at any City facility. This shall include full-time, part-time, elected officials, seasonal, limited-service, contract, intern, or volunteer staff, etc. Seasonal, limited-service, contract, intern, and volunteer staff cards will expire six months after issuance. Elected official and commissioner cards will expire at the end of their election or appointment term.

Human Resources shall verify with the responsible Department Director that the person requesting a City ID/access card is authorized to perform work on behalf of the City.

Replacement of ID Card

City staff shall immediately notify the Human Resources Department as soon as they suspect their ID/access card has been misplaced for any reason.

A replacement ID/access card shall be promptly issued to the individual with valid state-issued proof of identity and confirmation from the Department for which they work.

Separation from Service

Any individual possessing a City-Issued ID/access card, shall surrender the card(s) to either the Human Resources Department or their direct Supervisor at the time of separation.