

CITY OF SPOKANE ADMINISTRATIVE POLICY	ADMIN 0070-07-02 LGL 2007-11
TITLE: SECURITY / IDENTIFICATION BADGES EFFECTIVE DATE: June 3, 1998 REVISION EFFECTIVE DATE: April 6, 2007	

1.0 GENERAL

1.1 The City of Spokane is dedicated to the safety and well-being of its employees. Because of this dedication, the City requires all employees who work within City Hall and field office employees conducting business in City Hall, to wear a photo identification badge when at City Hall. By doing so, individuals can be easily recognized as being a City employee helping to keep City Hall a secure and safe place to work.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City employees, except employees in the Police, Fire, Municipal Court, Probation and Library departments.

3.0 REFERENCES

None

4.0 DEFINITIONS

None

5.0 POLICY

- 5.1 It is the policy of the City of Spokane that all employees who work within City Hall and field office employees conducting business in City Hall wear a photo identification badge when at City Hall.

6.0 PROCEDURE

6.1 Badges - New Employees

- 6.1.1 New employees and their respective supervisor must complete and sign the "City of Spokane Employee Security ID Badge Agreement" and submit it to the Human Resources Department along with other completed employment documents.
- 6.1.2 If access to multiple floors of City Hall is being requested for before and after-hours, the Director of Administrative Services shall approve the agreement.
- 6.1.3 The agreement states that the badge will be returned by the requesting employee upon termination from City employment. If the agreement is not signed, the employee will not be given an identification badge.
- 6.1.4 For regular employees, the Human Resources Department shall forward the signed copies of the agreement to the Civil Service Department for placement in their personnel file. For temporary seasonal, Library, outside agency and outside vendor/contractors, the Human Resources shall maintain the signed copies of the agreements.
- 6.1.5 New employees shall make arrangements with the Human Resources Department for their photos.

6.2 Badges – Outside Vendors / Contractors

- 6.2.1 Outside vendors / contractors needing before and after-hours access to City Hall shall obtain a photo identification badge from the Human Resources Department. The Administrative Services Director shall approve all before and after-hour access for vendors / contractors.

6.3 Badges - Employees Who Are Terminating Employment

6.3.1 Once the Personal Action Authorization (PAA) and photo identification badge have been received by the Human Resources Department, the employee's information in the security database will be deleted by the Human Resources Department.

6.3.2 Photo identification badges not returned upon termination, per the signed agreement, will be reported to the employee's department payroll clerk for appropriate action to recover City property (identification badge).

6.4 Badges - Employees Who Have Changes

6.4.1 If an employee changes positions or needs access to other floors, the employee shall complete the "City of Spokane Employee Security ID Badge Agreement" form.

6.4.2 The supervisor and department head need to complete the bottom portion of the agreement, sign, and return the form to the Human Resources Department.

6.4.3 For lost or stolen badges, departments are responsible for authorizing replacement of the badge. The employee shall complete and sign the "Employee Security ID Badge Replacement Request", have his/her supervisor approval and bring the form to the Human Resources Department for issuance of a new badge.

6.4.4 The Human Resources Department will enter the information in the security database.

6.4.5 If access to multiple floors of City Hall is being requested for before and after-hours, the Director of Administrative Services shall approve the form.

6.5 Photos

6.5.1 Employees are encouraged to periodically update their photo on their photo identification badge.

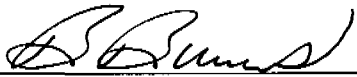
7.0 RESPONSIBILITIES

The General Administration Division, in cooperation with the Human Resources and Management Information Services Departments, shall administer this policy.

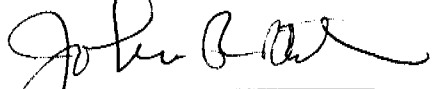
8.0 APPENDICES

City of Spokane Employee Security ID Badge Agreement
Employee Security ID Badge Replacement Request

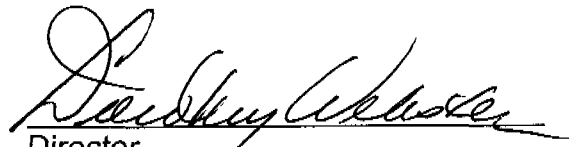
APPROVED BY:



City Attorney (ASST)



Chief Operating Officer



Director

3-22-07

Date

CITY OF SPOKANE EMPLOYEE SECURITY ID BADGE AGREEMENT

Initial Request

Revised Request:

Date: _____

Badge Issued? Y/N _____

Employee Name: _____ SSN: _____
First MI Last

Job Class: _____ Work Phone: _____

Dept. Name: _____ Is your office located in City Hall? Y/N _____

If not, where is it located? _____

Is After Hours Access Needed? Y/N _____ WHY? _____

PLEASE CIRCLE THE FLOOR YOU ARE REQUESTING ACCESS TO:

<u>FLOOR</u>	<u>DOOR #</u>	<u>DOOR DESCRIPTION</u>	<u>ACCESS LEVEL</u>
		No Access Required	NONE
		Skywalk/Loading Dock Only	ENTRY
1 st Floor	150	1 st Auditor's Office Door	ACL 100
2 nd Floor	250	2 nd Engineering Services	ACL 200
3 rd Floor	304	3 rd Planning East Side	ACL 300
3 rd Floor	350	3 rd Building Services West Side	ACL 350
4 th Floor	450	4 th Civil Service West Side	ACL 400
5 th Floor	500	5 th Mayor's Office East Side	ACL 500
5 th Floor	550	5 th City Attorney West Side	ACL 550
6 th Floor	600	6 th City Council East Side	ACL 600
7 th Floor	750	7 th Parks & Recreation West Side	ACL 700

ACL-100-700 INCLUDES SKYWALK, LOADING DOCK, POST STREET & MAILROOM STORAGE ACCESS

ID Badge Issued? Y/N _____ Access Level Assigned? _____ Issued By: _____

Is Multi-Floor After-Hours Access Needed? Y/N _____ WHY? _____

PLEASE PLACE A CHECK NEXT TO THE DOORS YOU ARE REQUESTING MULTIPLE ACCESSSES TO:

<u>FLOOR</u>	<u>DOOR #</u>	<u>DOOR DESCRIPTION</u>	<u>CHECK ✓</u>	<u>EXPLANATION FOR ACCESS</u>
Basement	B51	Mail Room Storage	_____	_____
Basement	B52	Mail Room Entry	_____	_____
Basement	B13	Mail Room Exit	_____	_____
Basement	B53	Basement Computer Room	_____	_____
Basement	B12	Basement MIS Storage	_____	_____
Basement	B14	Basement Training Room	_____	_____
Basement	B75	Basement Electrical Room SW	_____	_____
Basement	B03	Basement Electrical Room NE	_____	_____
1 st Floor	198	Loading Dock	_____	_____
1 st Floor	150	Auditor's Office	_____	_____
1 st Floor	103	Electrical Closet East Side	_____	_____
1 st Floor	175	Electrical Closet West Side	_____	_____
2 nd Floor	250	Public Works & Utilities	_____	_____
2 nd Floor	203	Electrical Closet East Side	_____	_____
2 nd Floor	204	Engineering Services	_____	_____

2 nd Floor	206	Computer Room		_____	_____
2 nd Floor	275	Electrical Closet	West Side	_____	_____
3 rd Floor	304	Economic Develop.	East Side	_____	_____
3 rd Floor	309	Skywalk		_____	_____
3 rd Floor	350	Building Services	West Side	_____	_____
3 rd Floor	375	Electrical Closet	West Side	_____	_____
3 rd Floor	303	Electrical Closet	East Side	_____	_____
4 th Floor	475	Electrical Closet	West Side	_____	_____
4 th Floor	450	Civil Service	West Side	_____	_____
4 th Floor	403	Electrical Closet	East Side	_____	_____
5 th Floor	575	Electrical Closet	West Side	_____	_____
5 th Floor	550	City Attorney	West Side	_____	_____
5 th Floor	503	Electrical Closet	East Side	_____	_____
5 th Floor	500	Mayor's Office	East Side	_____	_____
6 th Floor	615	Computer Room		_____	_____
6 th Floor	675	Electrical Closet	West Side	_____	_____
6 th Floor	600	City Council	East Side	_____	_____
6 th Floor	603	Electrical Closet	East Side	_____	_____
7 th Floor	775	Electrical Closet	West Side	_____	_____
7 th Floor	750	Parks & Recreation	West Side	_____	_____
7 th Floor	703	Electrical Closet	East Side	_____	_____

MIS USE ONLY: Final Access Level Assigned? _____ **By:** _____

STREET OPS AND NORTH STORAGE BUILDING

OPS	119B	Administration – S. Side Entry		_____	_____
OPS	145A	Lunch – E. Side Entry		_____	_____
OPS	101C	Signs – N. Side Entry		_____	_____
OPS	107A	Communications Room		_____	_____
OPS	108A	Electrical Shop		_____	_____
OPS	128A	Traffic Lab		_____	_____
NSB	301A	NSB – E. Side Entry		_____	_____

MIS USE ONLY: Final Access Level Assigned? _____ **By:** _____

I hereby acknowledge receipt of my security badge.

I understand that this badge is considered the property of the City of Spokane..

I agree to return the badge to my department payroll clerk at the time of my termination from City employment.

If my security badge is not returned prior to my last working day, the City of Spokane may take appropriate action to recover my badge.

Employee Signature: _____

Supervisor Signature: _____

Department Head Signature: _____

IF MULTI-FLOOR AFTER HOURS ACCESS IS REQUIRED OR ACCESS OF A VENDOR OR CONTRACTOR:

Administrative Services Signature: _____

**CITY OF SPOKANE
EMPLOYEE SECURITY ID BADGE
REPLACEMENT REQUEST**

I hereby acknowledge that I have misplaced or lost my City of Spokane Employee Security ID Badge.

This is my _____ badge that I have needed to replace.

I am requesting that a replacement badge be approved and issued to me as soon as possible.

Department Name: _____

Employee Name: *(Please Print)* _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____