

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:

EMPLOYEE IDENTIFICATION CARDS

Regulation No:

2.26

Effective Date:

July 6, 2001

Supersedes: March 14, 1994

I. PURPOSE

A. This Administrative Regulation sets forth the Town's policy in the issuance and use of the employee identification cards.

II. EMPLOYEES INVOLVED

All permanent, full or part-time employees are required to have a Town Identification (ID) Card.

A. Police officers shall have the proper Police Department ID cards.

B. Temporary employees will be issued ID cards on an as-needed basis.

III. IDENTIFICATION AND DESCRIPTION

A. An ID card shall display the following:

1. Photograph
2. Name
3. Position with Town
4. Department in which employee works
5. Administrative Services signature authorization

IV. ADMINISTRATION OF PROGRAM

A. All ID cards shall be issued through the Administrative Services Office.

B. The Police Department will, at the request of the Administrative Services Office, take the appropriate photograph and laminate the cards. Once these steps are complete, cards shall be returned to the Administrative Services Office for issuance.

V. PROCEDURE FOR USE AND CARE OF ID CARDS

A. Cards lost or stolen shall be reported at once to the Administrative Services Office which, in turn, shall notify the Police Department.

1. Employees shall be responsible for the replacement cost of \$3.00 for each card lost.

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B. ID cards must be carried when entering a Town facility to perform official business during the employee's normal workday.

C. Employee ID cards shall be presented at any time there is a question of an employee's identity.

D. The employee ID card shall be returned to the Administrative Services Office upon termination of an employee's Town employment.

1. An employee's final check may not be issued until the ID card is accounted for or returned.

VI. APPLICABLE DOCUMENTS

None

<i>Signature of Town Manager:</i>	<i>Date:</i>
	