

Identification Badges

I. Purpose, Values and Outcomes

The City of Lynnwood must maintain the safety of its employees and its resources by providing a secure workplace. The use of Identification Badges will help ensure that only authorized individuals can access non-public areas and resources of the City.

II. Policy

- A. The identification badge is an employee's official authorization to access City facilities. The identification badge will help employees identify fellow co-workers and employees, facilitating the protection of the City's employees and its work.
- B. Non-uniformed employees, other than those referenced in D below, are required to wear their identification (ID) badges. Uniformed personnel must carry their badges at all times and display them as required when accessing designated City buildings or other secured City facilities. The ID Badge also acts as a door controller for specified City facilities.
- C. The City of Lynnwood controls access to its space by using traditional key systems, key pads, electronic card reader systems and alarms. Key systems are used predominantly for practical and financial reasons.
- D. Personnel assigned to duties where the possession and/or display of the City of Lynnwood ID badge would jeopardize their safety or their effectiveness may be exempted from the provisions of this policy by their Department Director.

III. Procedures

All City of Lynnwood personnel are required to:

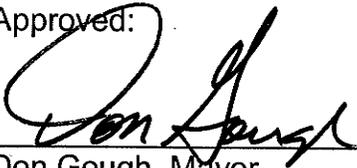
- Sign an approved form documenting record of the issuance of the key, fob and/or identification badge.
- Maintain, secure and be responsible for any access control key(s), fobs, codes or I.D. Cards issued.

- Report loss or theft of access control keys or I.D. Cards to the appropriate Department Director, the Information Services Help Desk and to the Lynnwood Police Department immediately upon discovery of theft or loss.
- Return all access keys, fobs, ID cards/badges to the appropriate Department representative upon termination of employment at the City of Lynnwood.
- Wear or if uniformed, carry a CITY OF LYNNWOOD identification badge while on duty. Except as indicated above, the CITY OF LYNNWOOD ID Badge shall be worn and displayed face-up at all times, and presented and/or surrendered to city officials upon request.

IV. Disciplinary Action

Failure to wear the City ID badge as outlined in this policy or any unauthorized use of the ID Badge may result in confiscation of the badge, barring from City buildings and/or disciplinary action.

Approved:



Don Gough, Mayor

Date 6-10-08