





Administrative Policy

Title: Photo ID Badge Policy				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.011	10-21-10 (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)
 Issued: 10-21-10
 Revised: N/A

PHOTO ID BADGE POLICY

SUBJECT: CITY OF CORONA PHOTO ID BADGES

SECTION

POLICY NO

ISSUE DATE

October 21, 2010

REVISION DATE

DEPARTMENT HEAD

APPROVAL

CITY MANAGER

APPROVAL

PURPOSE

The purpose of this policy is to establish a procedure for the use, assignment, replacement and retrieval of City of Corona photo ID badges in order to control access to City facilities by unauthorized persons.

The City of Corona strives to maintain professional, customer-friendly work environments; therefore, it is important that those issued a badge carry it on their person at all times while inside all City facilities.

PROCEDURE

1. Complete the Security Access Authorization Form. Any employee that has never been issued a City of Corona ID badge, visitors working on City premises for an extended period of time (i.e. auditors, contractors, consultants) and volunteers are required to complete the Security Access Authorization Form. Visitors will require authorization from the Department to which they are assigned.
2. Obtain the appropriate signatures from Supervisors/Managers.
3. Bring the completed and signed Signature Access Authorization Form to Human Resources to receive an ID badge. Those attempting to obtain an ID badge without the completed and signed Authorization Form will not be granted a badge.

ASSIGNMENTS

Supervisor/Manager approval is also necessary when attempting to change access assignments to an existing badge. Please forward, via email, Supervisor/Manager approval and access changes to Human Resources. It is not necessary to come into Human Resources to change access assignments.

REPLACEMENT

PLEASE REPORT ANY LOST OR STOLEN ID BADGE TO HUMAN RESOURCES IMMEDIATELY. After reporting a lost or stolen badge, please visit Human Resources to obtain a new badge. If the badge is simply worn and no longer legible please bring the badge to Human Resources in exchange for a new badge. Those replacing a lost, stolen or worn badge do not need to complete a Security Access Authorization Form.

City Hall / Corporation Yard Security Access Authorization

Please bring completed and signed authorization form to HR to receive badge

EMPLOYEE NAME: _____

TIMES: (Please check a box)

TITLE: _____

M-Thu (6 am to 7 pm)

Employee

DEPARTMENT: _____

7 Days (6 am to 7 pm)

Visitor

EMPLOYEE ID: _____

24 Hours / 7 days a week

Volunteer

CITY HALL ACCESS (Please check all that apply):

- | | | | |
|--|---|--|---------------------------------|
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Public Works | <input type="checkbox"/> Police |
| <input type="checkbox"/> Council Chambers | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Redevelopment | <input type="checkbox"/> Fire |
| <input type="checkbox"/> Council Offices | <input type="checkbox"/> Management Services | <input type="checkbox"/> Roof Access | |
| <input type="checkbox"/> Finance 1st Floor | <input type="checkbox"/> Master Access | <input type="checkbox"/> Vault (Water Billing) | |
| <input type="checkbox"/> Finance 3rd Floor | <input type="checkbox"/> Parks & Comm. Services | <input type="checkbox"/> Vault (Finance) | |

CORP YARD ACCESS (Please check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> 755 DWP Admin | <input type="checkbox"/> Shop - DWP | <input type="checkbox"/> Shops - Public Works A, B, C |
| <input type="checkbox"/> 735 Public Works | <input type="checkbox"/> Shop - Meter Shop | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Shops - All | <input type="checkbox"/> Shop - Parks A, B, C, D, F | <input type="checkbox"/> Corp - Gates |

POLICE YARD ACCESS (Please check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> HQ Common | <input type="checkbox"/> Armory | <input type="checkbox"/> Shooting Range |
| <input type="checkbox"/> TEM-PD (Zone 5) | <input type="checkbox"/> Cadets | <input type="checkbox"/> Detective Bureau |
| <input type="checkbox"/> Dispatch | <input type="checkbox"/> Jail | <input type="checkbox"/> 730 Fire/PD Gates |
| <input type="checkbox"/> Main Gates | <input type="checkbox"/> HQ Sworn Staff | <input type="checkbox"/> Evidence & Receiving |

PARKING PERMIT:

Vehicle #1 Permit No.: _____
 Make: _____ Year: _____
 Model: _____ Color of Vehicle: _____

Vehicle #2 Permit No.: _____
 Make: _____ Year: _____
 Model: _____ Color of Vehicle: _____

POLICE DEPARTMENT ONLY:

Badge Number: _____
 Height: _____
 Date of Birth: _____
 Weight: _____

Hire Date: _____
 Eye Color: _____
 Hair Color: _____
 Blood Type: _____

Department Director or Designee Date

Human Resources Approval Date

Celia Chandler, Assistant Human Resources Director

Print Name & Title

Print Name & Title

****FOR OFFICE USE ONLY****

Date issued: _____ Badge Number Issued: _____ Issued by: _____

Wed. proof of ID: Yes/No

Old badge returned: Yes/No