



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	AR 123
Responsible Department	Human Resources
Established/Effective Date	July 2016
Latest Revision Date	12/01/2023
Next Review & Reauthorization Date	12/01/2025

SUBJECT: City Identification Badges

1. **Purpose:**

To provide a security system and authorized access via identification badges to City employees and designated individuals to City facilities, work sites, and other locations served by the City.

2. **Authority:**

Section 401 of the City Charter.

3. **Application:**

This regulation shall apply to the following eligible individuals:

- Elected City officials;
- All full-time and part-time employees officially employed by the City and currently on the City payroll;
- Individuals designated as a contractor and currently on the City payroll;
- Select individuals providing volunteer or special services who are designated by their department head to receive a temporary City identification badge; and
- Credit Union Employees

4. **Definitions:**

- 4.1. Contract Employee – A person under contract to the City to perform a defined role/task/project on an ongoing basis at city facilities.
- 4.2. Employee – A person employed by the City of Huntington Beach in either a full-time or part-time position.
- 4.3. Credit Union Employee – A person that is employed by the Huntington Beach Credit Union.
- 4.4. Volunteer – A person not otherwise employed by the City who volunteers their time within a department.
- 4.5. Identification Badge (ID Badge) – A City-approved employee identification badge includes a photo, first and last name, department, color-coded reference, and other information as determined by the City Manager. An ID Badge may also be issued to eligible individuals who are not employees or City officials, as listed above.

5. **Policy:**



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- 5.1. City employees and designated individuals are required to wear an ID Badge in a visible manner at all times, by lanyard, clip, retractable reel clip, or other approved means on the front of their body, while performing City business, unless otherwise exempted through this regulation or by action of the City Manager.
 - 5.1.1. City personnel in uniform with some form of their name and City identification (i.e., City seal or logo) visible on their uniform are not required to wear an ID Badge. However, they must carry their ID Badge to access City facilities and display it upon request.
 - 5.1.2. When contractors perform services in City facilities, the department that has retained their services must ensure that they display either a temporary City ID Badge or a company name badge that identifies who they are and for whom they are employed.
- 5.2. ID Badges are the property of the City. The ID Badge may be revoked at any time and must be surrendered upon separation of employment, end of contract, or demand by a Department Head.
 - 5.2.1. Only one City identification badge shall be issued to each employee and eligible person and it must not be transferred or loaned to any other individual.
 - 5.2.2. Upon separation of employment, end of contract, or volunteer services, all ID Badges are void and must be collected and returned to Human Resources or the Police Department, where applicable.
 - 5.2.3. Lost or stolen ID Badges must be reported immediately to Human Resources for replacement. Police Department employees must report lost or stolen ID Badges immediately to a Police Department supervisor and a memo should be submitted to request for a new ID badge through the chain of command.
- 5.3. ID Badges are to be used to gain entry to controlled access points as determined by the Department Head or designee.

6. Responsibilities:

- 6.1. Departments in general shall be responsible for:
 - 6.1.1. Submitting ID Badge Information Sheets (**Attachment 1**) for all designated individuals who require authorized access beyond 'General Access', to Human Resources for processing, with the exception of the Police Department. Police Department staff shall report to Police Personnel Unit Staff for all ID Badge processing.
 - 6.1.2. Department Heads or their designee shall be responsible for reviewing annual employee access level and eligibility, as well as verification of eligible Consultant/Contractor, and Volunteer ID Badges.



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- 6.1.3. Individual Departments shall work with Human Resources on requesting non-photo Identification Badges to be used for Consultant/Contractor, and Volunteer Identification Badges (with or without photo).
- 6.1.4. Assignment, distribution, and collection of identification badges based on need for Consultant/Contractor, and Volunteers.
- 6.1.5. Employees shall be responsible for contacting Human Resources and having an updated photograph taken not less than once every five (5) years from the date of the last photograph.
- 6.1.6. Employee photographs shall be displayed on the SurfNet-internal employee directory, with the exception of Police Department staff. Other requests for exemptions shall only be granted by the City Manager, or designee.
- 6.1.7. Human Resources and the Police Department shall organize the updating of photographs in a manner conducive to gaining compliance and acknowledging staff workload.
- 6.2. The City Manager shall be responsible for:
 - 6.2.1. Ensuring Department Head review of annual reports to confirm employee access level and eligibility.
 - 6.2.2. Providing, establishing, and maintaining ID Badges and appropriate access control for City Council members.
- 6.3. Human Resources shall be responsible for:
 - 6.3.1. Creating and issuing ID Badges for all designated individuals, including taking initial and updated photos of employees (excluding Police Department) no less than once every five (5) years.
 - 6.3.2. Processing Consultant/Contractor, and Volunteer Identification Badges (with or without photo as applicable). Human Resources shall work with Departments on non-photo badges used for this purpose to include tracking badges provided to Departments.
 - 6.3.3. Issuance of temporary and replacement of lost ID Badges upon notification.
 - 6.3.4. Collection of returned ID badges from employees as part of the City employee exit process and ensuring they are deactivated and discarded properly.
 - 6.3.5. Working with departments on maintaining a centralized log/database of assigned Identification Badges for Consultant/Contractor, Other Persons, and Volunteers and their custody control over all assigned badges.
- 6.4. Information Services shall be responsible for:



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- 6.4.1. Design of ID Badges in coordination with Human Resources and City Manager's office.
- 6.4.2. Implementing approved access rights based on information provided by the Police Department or Human Resources.
- 6.4.3. Maintaining Software/Hardware related to ID Badges.
- 6.4.4. Providing annual reports to Department Heads to review employee access level and eligibility, as well as verification of eligible Consultant/Contractor and Volunteer ID Badges.
- 6.5. Police Department shall be responsible for:
 - 6.5.1. Working with City Manager's Office and Departments on reviewing access levels and eligibility of employees as warranted.
 - 6.5.2. Providing input on security measures as required to ensure a safe workplace environment.
 - 6.5.3. Taking initial and updated (no less than once every five (5) years) photos of Police Department employees for identification purposes.
 - 6.5.4. Processing photo ID Badges, and issuing one lanyard, for all Police Department employees, visitors, and consultants, in accordance with the guidelines established in this regulation.
 - 6.5.5. Issuance of temporary and replacement of lost ID Badges upon notification.
- 6.6. Community and Library Services shall be responsible for:
 - 6.6.1. Providing Community and Library Services Volunteers with department approved, non-access Volunteer ID Badges. Coordination with Human Resources will be required to obtain a City issued photo identification badge.
 - 6.6.2. Any volunteer who requires access to a City facility in which the access level will be determined by the supervisor and approved by the Department Head or designee.
 - 6.6.3. Establishing internal procedures for tracking all Community and Library Services Volunteer ID Badges to ensure that only active volunteers maintain custody of an identification lanyard.
 - 6.6.4. Establishing internal procedures and identification protocols for all Community and Library Services volunteers and contract instructors related to proper identification when at a designated City facility at which a service or program is performed.

7. Procedure:

7.1. Request for ID Badges and Facility Access



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7.1.1. Access beyond 'General Access', 6:30 a.m. – 6:00 p.m. Monday through Friday (i.e. weekend and 24/7 access), will require Department Head approval. Such approval shall be indicated in the ID Badge Information sheet and submitted to Human Resources accordingly.

7.1.2. For Police Department, ID badges are issued by the Police Personnel Unit Staff. Access levels are determined based upon an individual's assignment.

7.2. Color Coding of ID Badges

7.2.1. The following color codes shall be used, subject to periodic updates:

Light Blue	All full-time and part-time employees, City Council Members, excluding Police/Fire employees
Dark Blue	All full-time and part-time Police employees
Red	All full-time and part-time Fire employees
Orange	Huntington Beach City Employees Credit Union employees
Dark Green	Contract employees and vendors
Blue Gray	Volunteer Badges

7.3. Replacement of City Identification Badges

7.3.1. City ID Badges must be replaced following a name change, transfer to a different department, change to a different color code, or for a lost, missing, stolen or damaged card.

7.3.2. Any old or damaged City ID Badges must be returned to Human Resources before a replacement card is issued.

7.3.3. New photographs are not needed when replacing City ID Badges since all original photographs are retained on a computer database, unless photographs are more than five years.

7.4. When City employees encounter individuals in restricted areas of City facilities or work sites, without appropriate identification and without authorized escorts, they must inquire whether the individual needs assistance. Any suspicious or unusual behavior must be immediately reported to security, management personnel, and/or the Police Department.

Attachment

1. [I.D. Badge Information Sheet.](#)

Distribution:

All employees may access the Administrative Regulations via the [SurfNet](#) or City website: www.huntingtonbeachca.gov/AR



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Office of the City Manager



Department Director
Human Resources



Eric G. Parra
Interim City Manager



Approved as to Form
Michael Gates, City Attorney

Review Schedule

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE