

## **CITY OF ANDERSON**

### **Security and Identification Policy**

In these changing times, maintaining a secure workplace is more important than ever. Security also extends to members of the public served by employees of the City of Anderson. They are entitled to know that persons who appear to represent the City are indeed City employees.

Accordingly, it is the policy of the City of Anderson for City employees to possess identification badges at all times they are working or in work areas. Further, City employees who interact directly with members of the public or perform their duties in the public should display their identification badges. Employees who do not interact with members of the public and do not perform their duties in non-public areas should possess, but need not display their identification badge while working.

One function of the identification badge is to provide certain employees with access to sensitive work areas. Because of the nature of some aspects of City operations, it is important to limit access to those areas only to those who work in or have a legitimate reason to be in such areas. Accordingly, it is imperative for employees and others who have reason to enter sensitive areas to have proper identification and enter these areas only by use of their own identification badge.

Identification badges must not be loaned or given to anyone, even co-workers. If an employee attempts to use the badge of another employee, an investigation will be necessary to determine the reasons and appropriate action will follow.

An identification badge which cannot be accounted for is a serious security risk. If an employee is unable to perform job duties or gain access to sensitive areas because of a lost, stolen or forgotten identification badge, the individual should report to the supervisor or department head immediately. The supervisor will verify the identification of the individual and, depending on the circumstances, arrange for access to the workplace.

Employees are responsible for lost or stolen identification badges. If an employee's identification badge is lost or stolen once, it will be replaced at no charge, but successive replacements will result in a charge equal to the cost of the new badge plus appropriate handling costs. If the employee finds the lost identification badge, it should be returned in to the supervisor or department head. An employee who finds someone else's lost identification badge should turn it in as well.