

FINANCE & ADMINISTRATION

SUBJECT: IDENTIFICATION BADGES		No. FA-806.00
		Effective Date AUGUST 4, 1997
Issue Date: 02-09-98	Revision Date:	Revision No:

I. PURPOSE

To insure that the Finance & Administration Department (F&A) is in compliance with City of Houston, Public Works & Engineering Department's policy on identification badges and to ensure uniformity in practice and procedure.

II. SCOPE

This policy applies to all F&A employees and supersedes any other former department policy, procedure or directive related to identification badges.

III. POLICY

1. All F&A personnel shall be required to show their identification badges at any time while on duty at any location.
2. The identification badge, should reflect the employee's correct job classification, *as listed with the Human Resources Department*. It is not intended to represent the employee's working job classification, job assignment, or job duties.
3. The use of identification badges for gaining fraudulent entry, misrepresentation of job classification, or any other illegal purpose, is strictly prohibited.
4. The use of the term "Acting" is strictly prohibited on badges, unless authorized by the Director or appropriate Deputy Director, F&A.
5. The Public Works & Engineering Loss Prevention Division Security Section will be responsible for the photographing process and the records retention of employee files.
6. Each employee will be responsible for his/her badge. Lost badges will be issued after the employee signs an affidavit stating same and pays a replacement fee of \$5.00.
7. Each employee will be required to return his/her identification badge before their final payroll check is released. Verification of this action will be the responsibility of the Business Office.

Approved 	Date Approved 8/4/97	Page 1 of 2
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**CITY OF HOUSTON
FINANCE & ADMINISTRATION DEPARTMENT**

Compliance Statement

I, _____, have received, read and understood the
(Print Name)

Finance and Administration Department Policy # _____ regarding the use of
Identification Badges.

Employee Signature Employee Number Date

Security Representative Employee Number Date

Subject

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Upon Approval

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