



CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 40

**IDENTIFICATION CARDS**

These administrative instructions establish policy with respect to employees wearing identification cards while on City property and while in the course of their employment with the City.

**INSTRUCTIONS**

All City employees are to be issued individual identification cards, which must be on their person at all times while on City property and/or while in the course of performing their duties for the City of Bowling Green. Employees will also be issued a lanyard, badge reel, or other mechanism in order to wear their identification card. The keeping of the ID in a wallet is not acceptable. The wearing of the ID cards will become part of every City employee's uniform. However, any lanyard, badge reel, or other mechanism made of conductive materials must be removed or rendered non-conductive by covering, wrapping, or using other insulating means, at any time the employee might come into contact with exposed energized parts.

Police Officers and Firefighters, who regularly work in uniform, shall not be required to wear the identification card. However, those same personnel will be required to wear their identification card or alternatively their official badge, while working in civilian attire, unless the wearing of such civilian attire is for undercover work.

Certain employee classifications may be exempted from wearing their City-issued identification card while performing specific duties, if the wearing of the identification cards would place the employees or others at risk. Such an employee classification would include "Lifeguard." The exemption from wearing the identification

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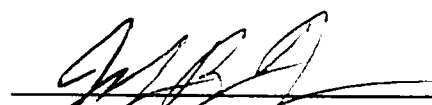
card would be in effect while a "Lifeguard" is performing his/her regular poolside duties. Such exemptions must be obtained from the Personnel Director.

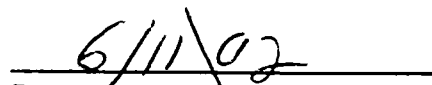
Each employee will be issued a photo identification card by the Personnel Department, on the first day of employment. It is the employee's responsibility to wear and handle the card in a manner to protect it from damage.

If an employee damages or loses his or her card, the employee shall notify the Personnel Department immediately. Lost, stolen, or damaged cards will be replaced by the Personnel Department. Cost for replacement may be the responsibility of the employee, depending upon the situation.

If an employee forgets his or her card, then the employee must retrieve it before commencing work. Furthermore, he/she must use leave, such as vacation, personal, or compensatory leave, in order to retrieve the ID card. Repeated failure to wear the City issued employee card may result in disciplinary action for failure of being "in uniform."

In the event that an employee is terminated or resigns, the immediate supervisor is responsible for obtaining the employee's ID card along with the accompanying lanyard, badge reel, or other mechanism that was provided for displaying the card. The supervisor must also ensure that all other company property has been returned prior to severance of employment.

  
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John B. Quinn, Mayor

  
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Date