

ADMINISTRATIVE PROCEDURES



Procedure Number: 23-19

Effective Date: 01/31/2002

Revision Date: 12/21/2009

C. Deibel
County Administrator

SUBJECT: **IDENTIFICATION CARDS**

DEPARTMENT RESPONSIBLE: **HUMAN RESOURCES DEPARTMENT**

I. PURPOSE

This administrative procedure established guidelines for the issuance, replacement and return of County employee identification (ID) cards.

II. PROCEDURE

- A. Within thirty days of initial appointment, eligible employees of Pima County Government shall report to Human Resources, 150 West Congress Street, 4th floor, to be photographed and issued an identification card. Intermittent, summer youth, interns, per diem and other non-regular employees are not eligible for an official Pima County ID card unless the County Administrator directs otherwise.
- B. Human Resources will issue identification cards between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, except for legal holidays. Anyone arriving at 8:00 a.m. may not be served until shortly thereafter to allow all systems to be properly activated and cash drawers to be balanced.
- C. Employees will immediately notify Human Resources of any lost identification cards.
- D. Lost ID cards will be replaced for a \$10.00 fee. If the lost ID card is found and returned to Human Resources within 15 calendar days, the lost card fee will be refunded. No refund will be given after 15 days.
- E. Employees are not required to obtain a new ID card upon promotion or transfer to a different department than the one from which the ID was first issued, unless the transfer is between departments that are exempt from this administrative procedure.
- F. Employees with legal name changes will be issued a new ID for no charge upon presentation of legal documentation of the name change and upon verification that the employee's department has processed a Personnel Action Form (PAF).

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- G. Identification cards are the property of Pima County. Upon termination of employment with Pima County, the department personnel representative shall receive the identification card from a terminating employee and shall return it to Human Resources.

III. RESPONSIBILITIES

- A. Department personnel representatives shall inform employees of the identification card procedures.
- B. Department personnel representatives are responsible for either obtaining the identification card from a terminating employee and returning the ID card to Human Resources or informing Human Resources when the ID card has not been recovered.
- C. Employees are responsible for requesting use of work time to acquire an identification card. Prior approval of the Appointing Authority or designee is required.
- D. Appointing Authorities shall be responsible for allowing employees work time to report to Human Resources to obtain identification cards.
- E. Employees are responsible for reporting lost cards to Human Resources and for paying the \$10.00 fee for a replacement card.
- F. Human Resources shall be responsible for the maintenance of the ID card equipment and related supplies.
- G. Terminating employees shall adhere to checkout procedures, including the return of identification cards to the department personnel representative.
- H. For security purposes, all employees are expected to have their identification (ID) badge on their person while in any County facility in case of an emergency or crisis situation. An employee may be required to present his or her badge in order to remain in or to enter a County facility. Appointing Authorities may require that ID badges are visibly worn by all of their employees while in their own department. Failure to adhere to the Appointing Authority's directive may be deemed willful disobedience.

II. EXEMPTIONS

This administrative procedure is not applicable to employees of a County department that issues its own identification card such as the Sheriff's Department, the County Attorney's Office, and the Courts.