



CITY OF NEWPORT BEACH IDENTIFICATION CARD/SECURITY ACCESS POLICY

1. Purpose of Identification Cards

- a. **Identification Card Holder with the City of Newport Beach** - The City of Newport Beach makes available an identification card for employees, contractors, interns, and temporary workers of the City. The purpose of the card is to identify and certify employment or other relationship. All employees, contractors, interns, and temporary workers issued a City of Newport Beach photo identification card must wear it conspicuously at all times while on City of Newport Beach owned or controlled property.
- b. **Use of Facilities** - Certain facilities of the City are available only to designated individuals who have a specified access. The identification card is a convenient means of determining if an individual is an employee, contractor, intern, temporary worker or visitor to the City and provides access to and use of these facilities.
- c. **Electronic Identification and Authentication Systems** - The electronic chip in the identification card is linked to other personal identifiers in a City database and allows access to areas approved by your department director.

2. Management of Identification Cards

- a. **Expiration Date** - Identification cards do not have an expiration date. Identification cards are no longer valid if you terminate your employment with the City or once a contract expires. Any individual issued an identification card must report any lost/stolen or damaged identification cards immediately.
- b. **Surrender of Cards** - When an employee or intern separates from the City of Newport Beach, the card is invalid for continued use of City facilities and services. The card becomes inactive for contractors and temporary workers once their contract expires. The City of Newport Beach identification card is the property of the City and must be surrendered to a supervisor or other appropriate City representative in the above circumstances or when requested.
- c. **Lost/Stolen or Damaged Cards** - Any individual who becomes aware that their identification card has been lost/stolen or damaged must immediately report the occurrence to Human Resources and their department. A replacement identification card will be issued upon the completion of an *Identification Card Replacement Application/Affidavit of Lost/Stolen or Damaged Identification Card*. The individual will be charged a \$15 material fee on the third occurrence. The Department Director will counsel anyone who misplaces his or her identification card three (3) times or more within thirty (30) calendar days. Further incidents may lead to discipline or termination of contract.

3. Types of Identification Card

- a. Identification Cards Issued by Human Resources Department** - Photo identification cards may be issued upon hire. This identification card may, based upon location, have access to secured doors programmed into an electronic chip in the card. Department Directors will determine the card holder's access levels. **All individuals issued an identification card must wear their card whenever they are present at work or on City owned or controlled property.**

- b. Identification Cards Issued by a Department Other than Human Resources** Other departments may issue additional identification cards to their designated employees, contractors, interns, and temporary workers. When these individuals are present at City facilities and are not in department issued uniforms, they must wear their department identification card.

I have read, understand, and accept the Identification Card/Security Access Policy as stated above.

I understand from time to time City representatives may photograph activities of City programs, employees, contractors, interns, and temporary workers. By signing this form, I authorize the City of Newport Beach to use or publish any photographs of me taken by the City to promote on the City's website, digital display, social media used by the City, future publications and/or flyers.

Name: _____ Employee #: _____

Signature: _____ Date: _____