

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM No. 28 (R)

May 15, 1995

TO: All Departments, Boards, Agencies and Commissions

FROM: Marlin D. Gusman, Chief Administrative Officer

SUBJECT: EMPLOYEE IDENTIFICATION CARDS

I. PURPOSE.

This memorandum is reissued to establish a standard picture identification card for all City employees and to reinforce the policy that all employees shall wear picture identification cards.

II. BACKGROUND.

In the interest of security, to be prepared for an emergency situation, to identify employees to the public, and to provide employees with a means of establishing their employee status, each employee is to be provided an employee picture identification card.

III. PROCEDURE.

- A. Each department is responsible for providing each of its employees with a picture identification card.
- B. A sample identification card is pictured below. Departments may order supplied of this card from Central Duplicating.
- C. Existing identification cards may continue to be used. Any new cards that are issued to employees shall conform to this design. Any other identification card used must be approved by the Chief Administrative Officer.
- D. Employees must wear their identification cards clearly displayed with a picture and name showing while at work (Police, Fire, and Safety and Permits excluded). Failure to wear an identification card may result in disciplinary action.
- E. The information on the card should be completely filled out in the department issuing the card. Facilities for photography and lamination

are available in the Department of Finance, Bureau of Revenue, City Hall, the Department of Utilities, the Department of the Streets, 2400 Canal Street, the Department of Police, 715 S. Broad St., and the Municipal Training Academy, 401 City Park Ave.

Arrangements for photography and lamination can be made by calling the Bureau of revenue at 565-8299, the Department of Utilities at 565-6263, the parking Division of Streets at 826-1854, 826-1874 or 826-1888, Police Special Officers Sections at 826-1435, or MTA at 483-2000. Employees should be sent in groups of four and only by prior arrangement.

- F. An employee terminating employment or transferring from one department to another must return the identifications card to the issuing department. The department must assume responsibility for collecting the card when an employee leaves the department. The identification card is City property and the terminal leave check or final pay check shall be withheld until the card is returned or accounted for.

IV. PENALTIES.

Any employee who has been issued an identification card and loses it, through whatever cause, must get another one and will be charged \$5.00 for the replacement card. A thirty day grace period to reissue cards without the \$5.00 penalty will be given beginning with the issue date of this policy. An employee who does not wear an identification card while working may be subject to disciplinary action.

V. INQUIRIES.

Any questions concerning this memorandum should be addressed to the Administrative Office.

Marlin N. Gusman
Chief Administrative Officer

MNG/LRF/itb