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PHOTO IDENTIFICATION AND ACCESS CARD

I. INTRODUCTION

The purpose of issuing city photo identification and access badge is to enhance personal security for city employees through positive photo identification and to restrict access to city facilities, property, records, etc. to only those authorized by the City of Boise to have access.

Security Services oversees city's Photo Identification and Access Control System and maintains records of all Photo Identification/Access Cards ("Access Card") issued to personnel and corresponding access rights and associated records.

II. DISPLAYING CITY OF BOISE PHOTO IDENTIFICATION CARD

Access Cards are issued to all employees, commission/board members, elected officials, some volunteers and contractors, and other people as deemed necessary by Security Services, collectively referred to as "Users." Users will be granted access rights as deemed necessary by their job responsibilities.

During the course of business, Users are always expected to visibly display their Access Card. Certain Users may be exempt from continuously displaying their Access Card if it is deemed unsafe or inappropriate (e.g., undercover police officers and firefighters in turn outs); however, they are still expected to have their Access Card available for identification purposes. All exemptions require department and Security Services approval.

III. USE OF PHOTO IDENTIFICATION/ACCESS CARD

Users shall not lend or permit use of their City of Boise access card to secondary Users to enable the secondary User to access an area the secondary User is not authorized to enter. Users shall also not lend or permit use of their City of Boise access card to non-Users. A User whose access card is used by an unauthorized party to gain access to a city facility or property may have their access revoked and be subject to discipline.

When entering areas requiring their access card, Users should not allow others to piggyback with them into the secured area or through a secured entry. Piggybacking is when a person unknown to the User, follows the User into a secured area.

IV. SURRENDER OF PHOTO IDENTIFICATION/ACCESS CARD

Upon termination of employment, or receipt of replacement card, the old Access Card shall be surrendered to the User's supervisor who shall immediately return the card to Security Services. If a User fails to return the card upon separation of employment, the supervisor shall immediately notify Security Services to deactivate the card.

Regardless, if the Access Card is lost or surrendered, the supervisor or User shall immediately notify Security Services to deactivate the card.

All Access Cards are considered property of the City of Boise and shall be surrendered upon request of the User's supervisor, management, Security Services or Human Resources and returned to Security Services.

The User's first Access Card will be issued at the City's expense, as will replacement cards due to normal wear and tear, substantial change in employee image, department, or title change, etc. Replacement of a lost card or intentionally neglected/damaged card may be at the employee's expense