



Office of the Mayor  
City of Columbus  
Ohio

**CITY-WIDE POLICY ON EMPLOYEE IDENTIFICATION BADGES**

In an effort to assist the public in identifying City employees carrying out their City work duties and responsibilities, and to promote workplace security, the following policy has been established regarding employee identification badges:

1. All City employees will be issued a City of Columbus Identification Badge upon hire.
2. All City employees shall wear their identification badges during working hours in accordance with this policy, except for sworn personnel in the Police or Fire Divisions, who shall wear their identification badges in accordance with the written policies of their division.

Employees may select the manner in which to wear the badge and the location; however, the badge must be worn in a location which is clearly visible. In the event it is unsafe to wear a badge in a visible location, due to the nature of the work being performed, employees may conceal the badges during those times.

3. The City will provide a clip, chain, or lanyard for each employee to wear the identification badge.

**Procedures**

1. Each City agency will ensure that new employees receive an employee identification badge upon hire.
2. Every effort should be made to retrieve identification badges from employees on suspension, administrative leave, or other extended periods of absence, paid or unpaid, associated with discipline, or other non-training or non-military related absence. Arrangements to reissue the badge to the employee on his/her first day back to work should be made in such a way as to ensure the employee reports to duty in accordance with his/her established report-in time.
3. Each City agency will ensure that as part of the agency's employee termination procedure, identification badges will be collected prior to the issuance of a final paycheck.
4. Identification Badges are issued as follows:
  - Police Division employees – Division of Police
  - Fire Division employees – Division of Fire
  - Columbus Public Health employees – Columbus Public Health
  - Public Utilities employees – Department of Public Utilities
  - Recreation & Parks part-time employees – Columbus Recreation & Parks Department
  - All other City employees – Facilities Management Division