



Office of the Mayor
City of Columbus
Ohio

CITY-WIDE POLICY ON EMPLOYEE IDENTIFICATION BADGES

1. All City employees will be issued a City of Columbus Identification Badge upon hire.
2. All City employees, except sworn personnel in the Police and Fire Divisions, shall wear or carry their Identification Badges during working hours in accordance with this policy. Sworn personnel in the Police and Fire Divisions shall wear their Identification Badges in accordance with the written policies of the Police and Fire Divisions.
3. The City will provide a clip, chain or lanyard for each employee to wear the Identification Badge.
4. 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, due to the nature of the work being performed, it is unsafe to wear a badge in a visible location, employees may conceal the badges during those times.

This policy will take effect on March 19, 2001. The purpose for requiring the wearing of Identification Badges by City employees is two-fold. The role of all City employees is to serve the public. The use of such badges assists the public in identifying City employees and results in a higher level of customer service. Additionally, the wearing of such badges has been identified as a means to promote workplace security.

Procedures:

1. Each City agency will ensure that new employees receive an employee Identification Badge upon hire.
2. 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.

1. Identification Badges are issued as follows:

- Police Division employees – Police Division
- Fire Division Employees – Fire Division
- Income Tax Division employees – Income Tax Division
- Public Utilities Department – DPU employees
- Recreation & Parks Department employees (Part-time only) – Recreation & Parks Department
- All other City employees – Civil Service Commission
- REPLACEMENT MATRIX BADGES ARE ISSUED BY THE FACILITIES MANAGEMENT DIVISION. Replacement non-matrix badges are issued by the Civil Service Commission.