

City of St. Louis Department of Personnel Administrative Regulation NO. 106

Identification Badges

I. PURPOSE:

The purpose of this regulation is to establish the requirement for all employees to wear a picture identification badge.

When to be worn: The badge should be worn during working hours or any other time when the employee is on City property, engaged in City business or dealing with the public, whether "in the field" or at an office location.

Where to be worn: The identification badge must be worn on the upper front part of the body so it is clearly visible.

Enforcement: Appointing authorities shall institute procedures necessary to ensure that this requirement is enforced in their agencies.

Exceptions: Uniformed personnel such as those in the Fire Department and security personnel will not be required to wear a picture identification badge unless otherwise determined by the Director of Public Safety. Similarly, those employees performing duties which may involve a safety hazard or in which badge damage or destruction could result may not be obliged to wear the identification badge (although the badge must be in their possession) at the discretion of the Department Director.

II. OBTAINING NEW BADGES:

Employees must be referred to the Citizens' Service Bureau on Wednesdays between 9:00 a.m. and 11:30 a.m. to obtain an identification badge. When referring an employee, the payroll clerk in the referring department or agency must issue the employee an official "City Employee Identification Badge Request Form," which shall include the employee's name, title, department and department number. The request form shall be signed by the payroll clerk and the appointing authority.

Employees whose badge is lost or stolen shall report the loss/theft to their appointing authority. The employee must submit a request form signed by the appointing authority to the Citizens' Service Bureau in order to receive a new badge. The employee will be charged a minimum of five dollars for the cost of a replacement.

If an employee's badge needs to be replaced because it is damaged, or because of an employee name change, title change or transfer, the employee should be given a request form, signed by their payroll clerk OR appointing authority and be instructed to take the form AND the old badge to the Citizens' Service Bureau. A replacement will be issued at no cost to the employee.

III. SEPARATIONS:

Employees being separated from the service or transferring out of their present department must turn in their identification badge to the immediate supervisor along with any other City property in their possession. Appointing authorities are responsible for enforcing this provision.

Questions regarding this Administrative Regulation shall be referred to the Employee Relations Division of the Department of Personnel at 622-3563.

DEPARTMENT OF PERSONNEL

Richard R. Frank
Director

City Employee Identification Badge Request Form