

# EDMONTON

## ADMINISTRATIVE PROCEDURE



### TITLE

WEARING OF CORPORATE IDENTIFICATION CARDS

### NUMBER

A1434B

### DEPARTMENT

CORPORATE SERVICES

### DELEGATED AUTHORITY

BRANCH MANAGER, LAW

### CONTACT

CORPORATE SECURITY – 496-5153

### DEFINITIONS

### DATE

**City of Edmonton Corporate Identification Card** - means a Primary Identification Card or a Secondary Identification Card or a Temporary Day Pass card.

**Must-Wear Facilities** – All City of Edmonton sites and buildings are considered a “Must-Wear Facility.”

**Primary Identification Card** - means an identification card that has been produced through Corporate Security and includes the employee’s photograph, legal first and last name (must be verified with government identification) title or position of employment if applicable, employee number if applicable, and an expiry date not exceeding five years into the future. This card may also include the employee’s preferred used first name in brackets. This card may also have building/parking functions if applicable.

**Secondary Identification Card** - means an identification card that has been produced through Corporate Security that includes the employee’s photograph, first or normally used name, title or position of employment if applicable, and an expiry date no later than five years into the future. This card is produced solely for the purpose of complying with this Directive and for employees that work directly with the public that do not wish to disclose their full name. It cannot be used for corporate incentive programs and it will not have building/parking access functions.

**Temporary Day Pass** – means an identification card that has been produced through Corporate Security and is intended for contractors and visitors that will be at city facilities for less than 30 consecutive days. This card does not include a photograph. This card displays the term “Temporary Day Pass” and includes the department to which the contractor or visitor is assigned. Contractors or visitors that are at city facilities for more than 30 consecutive days will be assigned a Primary Identification Card.

### PROCEDURES AND GUIDELINES

General Managers are to ensure compliance with this Directive and must have periodic checks completed to confirm that employees are adhering to wearing of corporate identification cards.

AS TO FORM:

AS TO CONTENT:

PAGE 1 OF 2

*K Rozmaler*

## ADMINISTRATIVE PROCEDURE

TITLE

WEARING OF CORPORATE IDENTIFICATION CARDS

NUMBER

A1434

DATE

Employees are responsible for challenging persons not visibly wearing a Corporate Identification Card in “Must-Wear Facilities.” If anyone refuses to produce an identification card it should be reported to your Supervisor. Any suspicious activity should be reported to Corporate Security, or crimes in progress to the Edmonton Police Service via 423-4567 or 911.

### Issuing of Corporate Identification Cards

All City of Edmonton Employees will be issued a Primary Identification Card.

Employees may request a Secondary Identification Card.

Departments will be responsible for approving identification cards for contractors and visitors. Contractors and visitors at city facilities 30 consecutive days or less will be issued Temporary Day Pass Identification cards. Contractors and visitors at city facilities more then 30 consecutive days will be issued a Primary Identification Card.

### Wearing Corporate Identification Cards

Employees, contractors and visitors working at or visiting city facilities designated as “Must Wear Facilities” are required to wear their City of Edmonton Corporate Identification Card in a visible location on their upper body.

An employee who displays a Secondary Identification Card is required to carry his or her Primary Identification Card, to be produced upon the request of another City employee or a security officer.

Departments will be responsible for signage identifying a “Must-Wear Facility” at all perimeter entrances of their facility. Signage should state the following:

*“Employees must wear a City of Edmonton Identification Card while within this facility.  
All persons not wearing an Identification Card are subject to challenge.”*