

		<b>POLICY</b>
<b>SECTION: HUMAN RESOURCES</b>	<b>NO: HR-ID-01</b>	
<b>REFERENCE: CITY OF DRYDEN IDENTIFICATION</b>	<b>Date: March 25, 2024</b>	
	<b>Next Review Date: March 2026</b>	

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**TITLE: PHOTO IDENTIFICATION (ID) CARDS**

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## **1.0 Purpose**

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- 1.1 To establish standards with respect to the display of photo identification (ID) cards for the following employees; permanent full time, permanent part time, seasonal, volunteer fire fighters and term (of the City of Dryden). That frequently deals with the public outside of the Municipal Offices on behalf of the City of Dryden.

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## **2.0 Policy**

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- 2.1 Photo ID cards will be worn at all times to provide the public with a visible means of identifying City of Dryden staff/employees and representatives in order to provide a measure of security and safety. All parties identified in 1.1 are required to wear their ID while working for or representing the City of Dryden during regular hours, overtime hours, after business hours and on weekends when dealing with the public outside of the Municipal Offices.
- 2.2 Department Managers shall determine how to display the identification (ie. on your person, in your wallet/pocket, etc) based on the job performed and any related safety factors.
- 2.3 Whenever employees are entering private residences to perform City duties, photo ID cards must be displayed prior to entering.
- 2.4 The contents on the identification (for various groups) are identified in 3.1.

## HR-ID-01 – Photo Identification (ID) Cards

### 3.0 Procedure

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3.1 In addition to photographs, Photo ID shall reflect the following to be completed on the City of Dryden Card Information Form;

a) Permanent full time, permanent part time and seasonal employees:

- Name (formatted as either J. Doe or Jane D.) as requested by the person.
- Employee Number
- Position/Title
- Department

b) Term Employees:

- First Name Only
- Position
- Department

3.2 All photographs are to be taken during the onboarding process or at a time and place determined by the Human Resources Department.

3.3 If the Photo ID card is damaged, lost or stolen; the Human Resources Department shall be notified as soon as possible. All Photo ID cards must be replaced no later than two (2) weeks after the initial loss is discovered.

3.4 Photo ID cards must be replaced in the case of change of name, department or status. In cases of replacement cards, being issued, the person's current City ID Card must be returned to the HR department prior to the replacement card being released.

3.5 Upon voluntary or involuntary termination of employment, the releasing manager is responsible for collecting all Photo ID cards from the employee and forwarding it to the Human Resources Department.

History			
Approval Date:	July 17, 2017	Approved by:	By-Law 4493-2017
Amendment Date:	May 4, 2020	Approved by:	CAO
Amendment Date:	March 25, 2024	Approved by:	By-law 2024-21
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	

**This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.**