



CITY OF SOMERVILLE, MASSACHUSETTS
PERSONNEL DEPARTMENT
JOSEPH A. CURTATONE
MAYOR

CANDACE C. COOPER
DIRECTOR

ELLEN F. COLLINS
DEPUTY DIRECTOR

**CITY OF SOMERVILLE ID CARD / BUILDING ACCESS
POLICY FOR NON-POLICE PERSONNEL**

Policy

The City of Somerville, through its Personnel Department, issues ID cards to City employees for the safety and security of the employees, the public, and City assets.

Procedures

1. City of Somerville ID card design consists of:
 - A. A banner with “Somerville”
 - B. A full-face photograph of the employee
 - C. An image of the City seal
 - D. The employee’s last and first name
 - E. The employee’s main department\
 - F. The name, address and telephone number of the Personnel Department
 - G. An electronic chip that will enable City building access

2. Building Access

Every card will be equipped with access to specific buildings, offices as operationally necessary.

3. ID Card Issuance

- A. Current employees will be issued cards at the launch of the ID Card program, on a schedule determined by the Personnel Department.
- B. New employees will be issued ID cards during new hire orientation at the Personnel Department.

4. ID Card Maintenance

- A. Employees shall have their ID card on their person, while on-duty, at all times. The ID card does not have to be visible.
- B. Employees will be given either a clip or a lanyard for their ID card
- D. Employees should not to wear their card while not at work or use their ID card for any unofficial or non-City business. Employees should make every effort to wear the ID only while at work. Incidental wearing while on personal business to and from work is understandable so long as employees do not represent that they are on official City business.

5. Control of Identification Cards

- A. Due to the possibility that lost or stolen identification cards could be used in an unlawful manner, all employees shall diligently safeguard their ID cards so as to prevent loss or theft.
- B. Employees shall not loan or give their ID cards to any person. They shall, however, surrender their ID card to the City upon its request.
- C. Employees shall not reproduce, photograph, or post images or copies of their ID cards on the Internet, or elsewhere, or allow others to do so.
- D. Any employee who loses an ID card, or whose ID card is stolen, shall immediately report the loss or theft to the Personnel Department, who shall:
 - a. Immediately deactivate the lost or stolen ID card.
 - b. Issue a new ID card.
 - c. ID cards that are recovered shall be returned to the Personnel Department and destroyed.

- E. The Personnel Department will replace lost, damaged, or stolen ID cards. These cards are not free. If the City determines the loss of the card is due to negligence, the cost of replacement will be borne by the employee.

- F. ID cards are the property of the City. The City will demand the return of ID cards from any employee whenever:
 - a. The employee is suspended or on a leave
 - b. The employee is terminated
 - c. The employee resigns, transfers, or retires from the department
 - d. When the City determines it is operationally appropriate

- G. Employees are responsible for contacting the Department Head to obtain a new ID card or updated access whenever there is a change in the employee's name, department, or position.