

CITY MANAGER'S EXECUTIVE ORDER NO. 07-004
CITY OF DES MOINES

AN EXECUTIVE ORDER OF THE CITY MANAGER OF THE CITY OF DES MOINES relating to the City's Identification Badge policy.

RECITALS

WHEREAS:

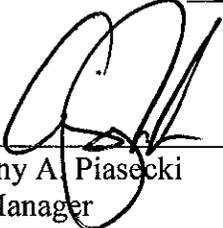
1. The City of Des Moines currently has 135 full time and part time employees, and at least 12 volunteers.
2. It has become increasingly difficult to distinguish who has access to the non-public sections of City Hall.
3. The safety, health, and welfare of City of Des Moines employees are the City's primary concerns.

NOW, THEREFORE, It is hereby **ORDERED** as follows:

1. Establish a policy for employee identification badges for the City of Des Moines affecting all departments. The Human Resources Specialist will issue all photo ID badges, and supervisors will ensure that their employees comply with this policy.
 - a. The City of Des Moines will issue photo identification badges to elected officials, volunteers, full time, part time, and temporary employees (except **uniformed** commissioned police officers).
 - b. Badge Appearance—the badge will be displayed horizontally, the front of the badge will include the City of Des Moines logo, a photo of the employee/elected official, the employee's first initial and last name, job title and home department. The City of Des Moines name and address will be printed on the back of the badge.
 - c. Display and Care of Badge—employees/elected officials/volunteers must wear their badge at or above the waist in plain view at all times while on City of Des Moines business and in and around City of Des Moines facilities. Uniformed employees working in the field may place badges in their pockets, or another out-of-the-way area, when it is a safety hazard to display the badge in plain view. Failure to follow this procedure may result in disciplinary action. Identification badges are the property of the City of Des Moines and must not be defaced in any way.

- d. Replacement Badges—employees/elected officials will be charged \$3.00 to replace each lost badge. There is no charge for replacement badges requested due to: on-the-job-damage, name/position/department changes, and daily wear. All requests for new badges must be submitted in writing to the Human Resources Specialist. If a badge is lost, report it to HR immediately.
- e. Termination of Employee—employees/elected officials must return their badge to the HR Specialist upon termination of employment from the City of Des Moines.
- f. Volunteers—will be issued vertical badges with the City of Des Moines logo and the lettering “VOLUNTEER” on the front against a blue background, as well as a photo of the volunteer and their first initial and last name. The City of Des Moines name and address will be printed on the back.

DATED this 27th day of September, 2007.



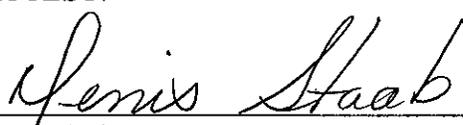
Anthony A. Piasecki
City Manager
City of Des Moines

APPROVED AS TO FORM:



City Attorney

ATTEST:



City Clerk