

**DEPARTMENT OF PUBLIC WORKS MANAGEMENT MANUAL**

**Personnel  
Directive**

Subject: IDENTIFICATION CARDS

***ADOPTED BY THE BOARD OF PUBLIC WORKS, CITY OF LOS ANGELES***

June 20, 2007

PERSONNEL DIRECTIVE NO. 37

BACKGROUND

Since 1976, the Personnel Department has coordinated a uniform identification card system for all City employees. This system is currently in transition due to a higher level of security consciousness in the wake of the terrorist attacks of September 11, 2001.

The Director of the Office of Management-Employee Services continues to be designated by the Board as coordinator of the I.D. card program for the Department of Public Works.

WEARING OF I.D. CARDS IS MANDATORY

On May 18, 1995, the Mayor and City Council issued a joint letter to the heads of all departments directing all City employees to display City identification "in a conspicuous manner" while in City facilities. One recommended method for achieving this purpose is for employees to place their I.D. cards in plastic holders that can be attached to outer clothing. Bureau Directors are responsible for ensuring that their employees comply with this policy.

I.D. ISSUANCE PROCEDURE IN TRANSITION

As of the issue date of this Personnel Directive, the procedure for obtaining I.D. cards for City employees is in transition. The original procedure of obtaining photo I.D. cards from the Personnel Department is still in effect (see next section for details of that procedure). However, General Services Department is now issuing combination I.D./electronic key cards at many City facilities, including historic City Hall. These new security cards help control access to sensitive areas by allowing entry only to employees with activated key cards. In addition, some Bureaus have adopted procedures for the internal issuance of I.D. cards.

Bureau-generated I.D. cards, General Services Department-issued key cards, and the Personnel Department-issued photo I.D. cards are all considered valid forms of identification for City employees.

PERSONNEL DEPARTMENT PROCEDURE

This procedure is to be utilized by Bureaus that do not issue their own I.D. cards or do not receive G.S.D. key cards.

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I. General Responsibilities

- A. The Personnel Department has the responsibility for coordinating the City-wide uniform system of employees identification cards by photographing employees, providing blank I.D. cards to City departments, and distributing completed I.D. cards to the employee.
- B. It is the responsibility of the Department of Public Works to complete the blank I.D. cards, direct employees to have their photographs taken, and collect and discard those cards when the employees leave the Department.
- C. To carry out these responsibilities promptly and efficiently, the following procedures are hereby established:

II. Issuance of I.D. Cards

- A. The Office of Management-Employee Services shall maintain an adequate supply of blank I.D. cards, which are obtained from the Personnel Department.
- B. When there is a need to order a supply of I.D. cards (sample attached), the employing Bureau shall send a written request (Form No. PA-58) (copy attached) to the Administrative and Support Section, Office of Management-Employee Services. The attached form may also be obtained from that Division.

EMPLOYEES SHOULD NOT BE SENT DIRECTLY TO THE OFFICE OF MANAGEMENT-EMPLOYEE SERVICES FOR THE BLANK I.D. CARDS. A SUPPLY WILL BE MAINTAINED IN THE EMPLOYING BUREAU.

- C. The Office of Management-Employee Services shall stamp the front of the blank I.D. cards with the authorizing signature of the Director of the Office of Management-Employee Services and send them to the requesting Bureau.
- D. The employing Bureau shall then complete only the back of the I.D. card and direct the employee to take the card to the Personnel Department, Examining Division, Room 235, 700 E. Temple Street for photographing. Hours for photographing are 9:30 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m.
- E. Employees will receive their completed I.D. cards directly from the Personnel Department after the picture is taken. Unless told otherwise by the Personnel Department, employees shall wait for the I.D. card.

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### III. Discarding of I.D. Cards

- A. When an employee leaves the Department of Public Works, the employing Bureau shall obtain the I.D. card from the employee, and, if possible, destroy/discard it.
- B. When an employee in one Bureau is appointed to a position in another Bureau, the latter Bureau shall obtain the old I.D. card from the employee and discard it when the new I.D. card is issued to the employee.

Attachment

Attachment

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORESPONDENCE

DATE:

TO: Office of Management-Employee Services  
200 N Spring Street, Room 1805, Mail Stop 535  
Attention: Administrative Services  
Los Angeles, CA 90012

SUBJECT: REQUEST FOR BLANK IDENTIFICATION CARDS

Please provide \_\_\_\_\_ blank identification cards for employees in this Office.

BUREAU: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_



(For OFFICE OF MANAGEMENT-EMPLOYEE SERVICES use)

NUMBER OF CARDS ISSUED: \_\_\_\_\_

ORDER COMPLETE? YES  NO

DATE ISSUED: \_\_\_\_\_  
\_\_\_\_\_

ISSUED BY:

COMMENTS: