



Administrative Policy
EMPLOYEE PHOTO ID
Administration – A209

Effective Date:

June 2011

Revised Date:

Town Employee Photo ID

Summary

When Town employees interact with the public, there are times when an employee's Town issued Photo ID ("Photo ID") is required to be presented. Additionally, there are times when it would be advisable for an employee to present a Photo ID. The use of Photo ID's by Town employees (1) is often necessary to comply with State law; (2) can improve customer service and public confidence; and (3) protects employees by allowing the public to know when they are interacting with official Town personnel.

The Town issues employees Photo ID. The purpose of this policy is to clarify when such Photo ID's should be utilized.

Process

Employee Use of Photo ID's:

1. All Town employees shall obtain a Photo ID.
2. All Town employees having regular interaction with the public are required to carry his/her Town Photo ID and present such Photo ID upon request or as may be necessary to verify his/her identity. Employees may also choose to display their Photo ID through a clip, lanyard, or similar device.
3. Any Town employee entering a private residence on Town business shall present his/her Photo ID prior to entering the residence.
4. A Town employee entering any premises for the purpose of conducting an inspection shall present his/her Photo ID prior to conducting any such inspection.

Exceptions:

This policy shall not apply:

1. In exigent circumstances,



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2. To certified police officers and public safety first responders acting in their official capacity who are not engaged in an inspection related to a Town license, permit, or other approval, or
3. To undercover police officers acting in their official capacity.

References

A.R.S. 9-833.