

I. PURPOSE

To create a visible Transportation Agency identity for employees and customers, and promote safety and security objectives within our Agency Facility worksite environment.

II. POLICY

All Agency employees and other authorized persons shall be issued an Agency photo-identification badge.

Agency employees and other authorized persons are required to wear an Agency-issued ID badge displayed on their outermost garment, above the waist, at all times when working at or visiting a Agency Facility.

Agency employees who wear a distinctive (TA patch) uniform will not be required to wear an Agency ID badge.

III. PROCEDURE AND RESPONSIBILITIES

The Agency ID Badge Program will be administered by the Protective Services Department.

Agency-issued ID badges are Agency property and shall be returned to the Protective Services Department when no longer authorized or required.

A. Agency Employee ID Badge

1. Permanent Agency employees will be issued an Agency employee photo-identification badge as approved by the Personnel Department.
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Agency ID Badge Program, Continued

B. Agency Courtesy ID Badge

1. Other Agency employees in non-permanent status will be issued a Courtesy photo-identification badge as approved by the Personnel Department.
2. Other individuals will be issued a Courtesy photo-identification badge as approved by Division Directors or their authorized representatives.
3. Requests for Courtesy ID badge issuance shall be forwarded to Protective Services for issuance processing. ID badge requests should include: name, position, worksite location, duration of employment or assignment, and information applicable to Facility access authorization.

C. Visitor Badge

1. Visitor badge shall be issued to authorized individuals who are granted access to non-public worksite areas of Agency Facilities.
2. Visitors are required to wear a Visitors badge displayed on their outermost garment, above the waist, at all times when engaged in any business or calling at an Agency Facility.

D. Lost Agency ID Badges

1. Lost or misplaced ID badges shall be immediately reported to Division management and Protective Services.
 2. Replacement ID badge will be issued pursuant to Division Director approval and the payment of a reissuance fee.
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Agency ID Badge Program, Continued

3. No reissuance fee will be charged for: change in status, other personal data revisions, or replacement of damaged or defective ID badges.

E. Misuse of Agency-issued ID Badge

1. An Agency-issued ID badge is issued to an authorized individual only, and is non-transferable.
 2. Agency Ordinance TD No. 6.1.section 15. prohibits counterfeiting, forgery, or alteration of an Agency issued ID cards.
 3. An Agency-issued ID badge may be confiscated for misuse by TA management or other “authorized representative”.
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