



## Facilities Management Employee ID Badge Policy

City and County of Denver  
Facilities Management, Dept. 904  
201 W. Colfax, 9<sup>th</sup> Floor  
Denver, CO 80202  
Telephone: 720-865-8680

General Services and the Division of Facilities Management are committed to providing a safe work environment for all City and County of Denver employees and the citizens we serve. To facilitate this commitment, the division has established an Employee ID Badge Policy for all City and County of Denver (CCD) employees or State of Colorado employees who are tenants in city facilities and need a CCD badge. The Employee ID Badges are the best way to identify CCD employees to both internal and external customers of CCD and the required method to access various areas of city facilities.

### Obtaining a CCD badge

The approved and appropriate Agency Representative (AR) is to review this policy with the employee, fill out and sign the badge access form. All sections of form must be filled out, including appropriate building clearance levels. If the agency is covering replacement charges, the fund and org section must be filled in. The employee is to bring the form and photo ID with them to one of the scheduled badge days and times listed on the form. For Kronos operation the AR must report the badge ID activation number to CSA payroll.

### First Time Badges for Employees and Contractors

New employees should obtain their new badge during their first week of employment.

### Replacement IDs

Employees should report lost, stolen or damaged employee ID badges to their AR who then reports it to Facilities Management immediately. Upon notification, Facilities Management will disable lost or stolen badges. Replacement badges can be reprinted or at the request of the employee, a new picture can be taken at the regular badge days and times. The badge form and photo ID is required for replacement badges.

### Clearance level changes, badge deactivation or badge malfunction

For clearance level changes the AR will send Facilities Management an updated badge form (e-mail or inter-office) with the approved clearances, these changes are typically made the same day. For badges to be deleted because of separation, retirement or investigation purposes, AR is to notify Facilities Management by e-mail immediately. Deactivated badges are to be turned in to the AR who is to hold or shred the badge as appropriate. For badges that no longer work properly the AR is to determine first that the badge is in good condition (no cracks, bends, extra holes, etc.), for badges that look to be in good condition the AR will notify Facilities Management via e-mail so the appropriate corrections can be made.

### Fees

The fees listed below are the responsibility of the employee or agency ([this cost will go into effect on September 1, 2010](#)). Facilities Management accepts the following forms of payment with appropriate identification: cash, check (payable to Manager of Finance).

Scenario	Cost to Employee or agency
First Badge (New Employee, Intern, Contractor)	No fee
Replacement Badge: Transfer to another agency within the City and County of Denver, name change	No fee
Damaged badge (faded, cracked, extra holes, bent, unrecognizable photo) – issued 5 years or older. Must be able to present and turn in old badge at the time of obtaining a new badge.	\$15 fee
Lost / Stolen badge (regardless of age)	\$50 fee
Damaged (faded, cracked, extra holes, bent, unrecognizable photo) – issued newer than 5 years. Must be able to present and turn in badge at the time of obtaining a new badge.	\$50 fee



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### **Employee Responsibilities Regarding Use and Maintenance of ID Badge**

Id Badges remain the property of the City and County of Denver. Contractor badges are to be returned to Facilities Management or to the designated AR that they have been issued to. After an employee, intern or contractor has been issued an ID Badge, they must:

1. Maintain the ID Badge in good condition, avoid contact with surfaces (including excessive sun exposure) that can scratch or cause accelerated wear (including fading), and avoid placing the ID Badge in the proximity of magnetic sources or fields (cell phones and credit cards). Use of a protective cover is highly recommended.
2. Do not trim, fold, insert pins, holes or other wise deface or alter the ID Badge from its initial appearance.
3. Maintain the ID Badge in a secure location to protect against loss, theft or unauthorized use.
4. Do not lend the badge to any other individual for any reason; this can lead to Security confiscating the badge.
5. Immediately report the loss of the ID Badge to your Agency Representative.