



**LAC
DMH**
LOS ANGELES COUNTY
DEPARTMENT OF
MENTAL HEALTH

DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT IDENTIFICATION CARD USAGE, REPLACEMENT, AND COLLECTION	POLICY NO. 609.04	EFFECTIVE DATE 04/26/2011	PAGE 1 of 4
APPROVED BY:  Director	SUPERSEDES 609.4 08/01/1996	ORIGINAL ISSUE DATE 08/01/1996	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide policy and guidelines for the usage, replacement, and collection of identification (ID) cards issued by Los Angeles County Department of Mental Health (LACDMH).

DEFINITION

- 2.1 **Identification Card:** A card issued by LACDMH containing a photo, employee number, and name used to identify employees or non-compensated personnel used to authorize access to public and private buildings and to identify them as employees.
- 2.2 **Employees:** A paid and uncompensated personnel engaged in working for or supporting the mission of the LACDMH who need authorizing identification to ensure access to public and private buildings.

POLICY

- 3.1 LACDMH ID cards shall be properly displayed with the photo clearly visible at all times when employees are engaged in LACDMH work.
- 3.2 The DMH-Human Resources Bureau (DMH-HRB) will provide authorized ID cards to all employees and select others as needed. This includes replacement ID cards for lost, stolen, or damaged cards.
- 3.3 Employees must notify their supervisor or manager in the event that an ID card is lost or stolen and complete all necessary actions to replace it as soon as possible. Employees shall pay the current ID card replacement fee when replacing a lost or stolen card.



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- 3.4 DMH-HRB will replace an ID after receiving the broken, torn, or damaged card with obvious photo or employee number without charge.
- 3.5 Managers/supervisors must instruct terminating employees to return the LACDMH ID card to DMH-HRB.
- 3.6 Managers/supervisors will periodically review ID card policy and procedures during general staff meetings.

PROCEDURE

4.1 Human Resources Bureau Responsibilities - Issuing ID Cards

- 4.1.1 DMH-HRB will issue an LACDMH ID card to each employee as they commence employment with the Department, volunteer work, internships, or other authorized engagement.
- 4.1.2 In the case of lost or stolen ID cards, DMH-HRB will issue to the employee a new ID card upon receipt of the police report and replacement fee receipt.
- 4.1.3 In the case of damaged ID cards, DMH-HRB will issue to the employee a new ID card upon request and when the employee returns the broken, faded, or otherwise damaged card.
- 4.1.4 In the case of a legal name change, DMH-HRB will issue to the employee a new ID card upon request. The employee must return the old ID card.

4.2 Employee Responsibilities - Wearing and Replacing ID Cards

- 4.2.1 An employee is required to wear their LACDMH issued ID card on their person with the picture side showing at all times when engaged in LACDMH work.



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- 4.2.1.1 Exceptions to wearing the ID card in a prominent place may be made, at the supervisor's discretion, for employees engaged in special assignments where such identification may interfere with the effectiveness or safety of the employee.
- 4.2.2 An employee must immediately notify his/her supervisor of a lost or stolen ID card.
- 4.2.3 An employee must immediately notify law enforcement of the lost or stolen ID card and obtain a police report.
- 4.2.4 An employee must complete and file a Security Incident Report (SIR) regarding the lost or stolen ID card. (See Attachment 1)
- 4.2.5 An employee must pay the current ID card replacement fee to the DMH-Accounting Division and obtain a card replacement fee receipt.
- 4.2.6 The employee must contact DMH-HRB to obtain an appointment to obtain a replacement card.
 - 4.2.6.1 The employee will provide the original police report and the card replacement fee receipt to DMH-HRB.
 - 4.2.6.2 The employee will have his/her picture taken for a replacement ID card, if needed.
- 4.2.7 In the event of a damaged ID card, an employee must contact DMH-HRB to obtain an appointment to turn in their broken, torn, or otherwise damaged ID card to obtain a replacement card. No replacement fee is required to replace a damaged ID card.
- 4.2.8 In the case of a legal name change, an employee must contact DMH-HRB and request a new ID card. The employee must return the old ID card.



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4.2.9 Manager/Supervisor Responsibility - Regarding Terminated Staff

- 4.2.9.1 Managers/supervisors are responsible for instructing terminating employees to return the LACDMH ID card to DMH-HRB.
- 4.2.9.2 Managers/supervisors are responsible for returning the LACDMH issued ID card to DMH-HRB within one (1) business day of the termination when the terminating employee fails to report to DMH-HRB

AUTHORITY

- 1. Personnel Administration Handbook
- 2. Los Angeles County Code; Chapter 5.64; Sections 5.64.190, 5.64.330, and 5.64.340

ATTACHMENT (HYPERLINKED)

- 1. [Security Incident Report \(SIR\)](#)

RESPONSIBLE PARTY

LACDMH Human Resources Bureau