

MANAGING DIRECTOR'S DIRECTIVE NO. 36

"EMERGENCY RESPONSE" IDENTIFICATION CARDS

PURPOSE

Each City Employee subject to respond to the scene of a major public emergency or the City's Emergency Center (with the exception of police officers and uniformed Fire Department members), will be issued a wallet-sized identification card and an automobile identification card.

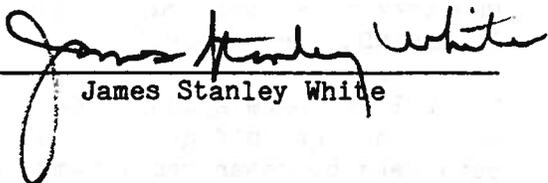
RESPONSIBILITY

1. The Managing Director's Office (MDO) will be responsible for designation of card recipients, establishing and publishing procedures relating to the system, and general executive control.
2. The Managing Director's Office of Emergency Preparedness (OEP) will be responsible for administrative control of the system, including the maintenance of appropriate files, etc.
3. The Records Department will provide photographs for wallet-sized identification cards.

PROCEDURE

1. Cards will be valid for approximately four years and will be marked with an expiration date.
2. Each department/agency will submit a list of individuals in the organization who they have assigned to respond during certain City emergency situations to the MDO for approval.
3. OEP will prepare a set of cards for each name on the lists and forward them to the department/agency. OEP will establish and maintain lists of issued card sets by department, name, and card number. Each department/agency will be responsible for scheduling the card recipients with the Records Department, Photo Unit, Room 629 City Hall, affixing the individual's photo to the I.D. card and having the card laminated.

4. OEP will prepare handout material describing proper use of the cards, parking, safety considerations, etc. and provide this material to each card recipient.
5. Each involved department/agency will assign an individual in their personnel section as coordinator to oversee the issuance of card sets and provide their name and location to the MDO.
6. Requests for additional cards will be submitted to the MDO for approval.
7. Department emergency response card coordinators are responsible for maintenance of the card system within their department/agency, including recalling cards from employees who leave or no longer have emergency response assignments, requesting replacement of lost cards, etc. Recalled cards will be forwarded to OEP with a memorandum of explanation; lost card replacements will be requested by memorandum to the MDO.
8. The Police Department will present in-service training so that all members will be aware of the card system, and specifically that individuals and vehicles displaying emergency response cards shall not be permitted to violate any provisions of the Motor Vehicle Code.
9. OEP will submit a current list of card set holders to each involved department/agency prior to the expiration of the current cards for review, updating, etc. and base the issuance of replacement cards upon these updated lists.


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