

SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: I	SOP: 1126
	SECTION: 1100 PERSONNEL	
	SUBJECT: EMPLOYEE IDENTIFICATION CARDS	
	August 29, 2011	
<i>[Handwritten Signature]</i>		

Purpose: To outline the procedure for obtaining a Scotts Valley Fire Protection District Employee Identification Card.

Scope: Employee Identification Cards are issued to all active personnel.

Procedure:

1. Employee Identification Card Contents

- Employee Identification Cards contain the following information:
 - Picture
 - First & Last Name
 - Personnel Identification Number
 - Date of Birth
 - Date Issued

2. Obtaining a Employee Identification Card

- Employee Identification Cards are issued at the Scotts Valley Police Department.
- Administrative Staff will complete an Employee Identification Card Request Form (1126-1). The Scotts Valley Police Department will not issue an Employee Identification Card without the completed Form 1126-1.
- Employee Identification Cards are issued in the following manner:

New Employees

- Employee Identification Card will be issued to new employees, paid call firefighters and board members when hired or taking office.

Change of Information

- Employee Identification Cards will be issued to reflect changes in vital information based on completed Form 1126-1 with updated information.

Termination of Employment

- Employee Identification Cards must be returned when employment is terminated.

Lost Identification Cards

- Contact the Administrative Office if an Employee Identification Card is lost. A new Form 1126-1 will be required for reissuance of a lost card.

Form 1126-1 – Employee Identification Card Request Form