



MEMORANDUM
DHR No. 13-2005

Date: July 21, 2005

To: Personnel Officers

From: Philip A. Ginsburg, Human Resources Director 

Subject: Employee Identification Badge Project for Disaster Service Worker Designation

As you know, Government Code Section 3100 et. seq. designates all City and County of San Francisco employees as **“Disaster Service Workers.”** In partnership with the Office of Emergency Services and Homeland Security, the Department of Human Resources is responsible for activating a Department Operations Center to coordinate all requests for city personnel (disaster service workers) and volunteers during an event.

A key component of running the Department Operations Center is the ability to quickly identify and provide access to certain employees to restricted areas/services and to identify all other city employees as disaster service workers. To that end, we are in the process of establishing a citywide employee identification badge program.

Our first step is to obtain data from all of you on your current employee identification badge systems. Attached is a **short survey for you to complete.** Your input is critical to the program development. Please take a few minutes to complete the survey and return it to us by Friday, July 29, 2005.

Should you have any questions, comments, or interest in participating in the project, please contact Ted Yamasaki, Managing Deputy Director, at 415-557-4815 or by email at Ted.Yamasaki@sfgov.org.

Thank you for your cooperation.

Attachment: Employee Badge Project Survey

cc: Annmarie Conroy, OES Director
Ted Yamasaki, Managing Deputy Director, DHR
Anne Reynolds, OES