

Police identity cards

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Overview

Purpose

This chapter provides Police employees and non-employees with information relevant to Police identity cards (ID cards) including ID card:

- categories
- design
- standards
- security.

Why

Police employees require evidence of identity and authority. Section [96](#) of the Policing Act 2008 requires the Police Commissioner to issue all Police employees with evidence of their identity and authority. This evidence takes the form of an approved ID card issued to an individual holder whose details are displayed on the card.

In addition, ID cards provide a simple mechanism whereby the identity of an individual and their associated privileges can be quickly and easily verified. They also contribute to the provision of a safe and secure working environment for our employees, visitors and the general public.

The ID card can provide a reminder for other staff of the level of access the card holder is authorised to have. The visible display of a card holder's credentials inside the working environment provides assurance that all who are present are authorised to be in the workplace or on site. If an individual is not visibly displaying their ID card, employees should exercise their right to challenge the individual to ascertain their reason for being in the environment.

Responsibility for issuing cards

The hiring manager, contract manager or delegate authority needs to ensure that new Police employees and non-employees are issued with the appropriate ID card as part of the onboarding process. All ID card requests are reviewed, verified, processed and issued by the Assurance Group.

ID Cards are printed by an authorised third-party provider to an agreed standard of design and security. The Police ID card is recognised as an official form of identity across New Zealand Government agencies.

Note: This policy specifically covers the approved methods of identification for Police employees and non-employees. Visitors must be managed in accordance with the site's visitor management protocols. They are typically issued with a V Card or Visitor Label to distinguish them as external to the organisation and thus requiring a staff escort while on site.

ID card categories

Category	Employment type
Police employee	Constabulary Authorised officer Police employee (incl. permanent and fixed term)
Supplementary	Dangerous Goods Enforcement Officer (DGEO)
Non-employee	Agency liaison officer Contractor Cultural advisor Police medical officer Police pipe band member Seconded (external to internal) Volunteer

People who will not be issued with ID cards

ID cards will not be issued to people who:

- perform services for or on behalf of a group that works in association with NZ Police where that group has its own reporting and governance structures
- are working in the community in association with Police.

In these instances, there will generally be a legislative arrangement, a Memorandum of Understanding, a Letter of Agreement or a form of service agreement between NZ Police and the group. That group will be responsible for providing their members with a form of identification. When people from such groups visit Police premises, they must be issued with a Visitor ID card.

ID card design

The [Policing Act 2008](#) recognises different types of Police employees on the basis of categories of power(s) held. [s.6\(a\) OIA](#)

There are three types of Police employee, each with a specific design which reflects the general category of powers they hold, as relevant.

The below information details the approved design for Police employee ID cards for:

- constabulary
- authorised officer
- Police employee
- non-employee.

Constabulary ID card design

Issued to a constabulary Police employee who has taken the constable's oath of office. This is validated by having 'Police Constable' printed on the front of the card with the following words: "*Holds policing powers of a constable*". Refer to section [22](#) of the Policing Act 2008.



Authorised Officer (AO) ID card design

Authorised officers hold limited policing powers based on the role they are performing. This is validated by having 'Authorised Officer' printed on the front of the card with the following words: "*Holds limited Policing powers*". Refer to section [24](#) of the Policing Act 2008. In addition, the warrant type is listed on the back of the Authorised Officer's card where applicable.



Supplementary ID card design

Dangerous Goods Enforcement Officer ID cards are categorised as supplementary forms of evidence of identity as stated under Section 96(4) subsection (1) of the Policing Act 2008. DGE Officer ID Cards are issued to specific Police employees (either Constabulary staff or Authorised Officers) and, in addition, the warrant type is listed on the back of the DGE Officer’s card.



Police employee ID card design

Police employees do not hold any constabulary powers. This is validated by having 'Police employee' printed on the front of the card with the following words: *“Holds no constable or authorised officer powers”*. Refer to section [18](#) of the Policing Act 2008.



Note: There are a very small number of employees who retain some powers that transition from the Police Act 1958 to the Policing Act 2008. Their cards vary slightly from the examples above.

Non-employee ID card design

Unlike Police employees, there is no legal requirement to issue non-employees with identification. Non-employees hold no constabulary powers. Their approved ID card design has a descriptor at the top of the card which is used to identify the role held by the cardholder, e.g. contractor, volunteer, Police pipe band member, cultural advisor.

Police ID cards will be provided to a non-employee who:

- has been Police [vetted](#)
- is selected to work on Police premises whereby the ID card is provided to meet building [security requirements](#)
- works with Police operations whereby the ID card is provided to confirm the card holder's legitimacy.



ID card standards

ID card requests

Requests for a new or replacement ID card must be made via the Service Now (ICT Service Portal) whereby a [Police ID Card Request form](#) can be completed. **Requests will not be accepted via any other communication.** The Police ID Request Form has specific controls in place to ensure information accuracy as well as validating the legitimacy of the requestor.

ID card requests for new:

- **constabulary staff members** (graduated recruits) must be completed by the Royal New Zealand Police College (RNZPC) whereby all graduate recruits will receive their Constabulary ID Card upon graduation.
- **authorised officers** can only be requested upon the individual completing the appropriate authorised officer training and receiving a signed warrant letter. AO card requests must be completed by the hiring manager, contract manager or delegate.
- **DGE officers** can only be requested upon the individual completing the appropriate DGE officer training and receiving a signed warrant letter. DGE officer card request must be completed by the Standards and Training sergeant of the Commercial Vehicle Safety Team
- **Police employees** and **non-employees** must be completed by the hiring manager, contract manager or delegate.

Identity photo

- Photos can be taken on a Police iPhone by the hiring manager, contract manager or delegate and uploaded directly into the ICT Self Service Form when submitting an ID card request. It is also acceptable for individuals to take their own headshot or, where there is suitable resource, request their district photographer to take the photo.
- Photos must be taken against a white background and meet the same criteria as that of a Passport quality photograph. For more information see: [Passport Photo Requirements](#).
- The digital image must be saved as a JPEG and be of a resolution quality of 307 x 396 pixels.
- If an individual wears any form of head covering for religious or medical reasons, their facial features from the bottom of their chin to top of their forehead must be shown, as well as both edges of their face.
- If an individual wears glasses, their eyes must still be visible and there should be no light reflection on the lenses.
- For Constabulary ID cards, photos must be taken in uniform if the employee wears a uniform in their normal course of work. Their appearance must be in accordance with the '[Personal appearance: uniformed and constabulary employees](#)' section of the '[Uniform, dress standards and appearance](#)' Police Manual chapter.

Legal name and preferred name

It is good practice to use the individual's legal first name and legal surname on ID cards. However, there may be instances when a preferred first name will be appropriate for example:

- commonly accepted abbreviations of legal first names will be accepted, e.g. Michael/Mike,

Deborah/Deb

- if the individual uses their middle name rather than their first name
- anglicised Asian, Pacific and Maori names will be accepted.

A preferred name can be requested in the Police ID card request form.

s.6(d) OIA

Expiry dates

ID cards for constabulary staff members and permanently appointed Police employees do not have an expiry date. It is recommended that a new ID Card is requested every 5 years to ensure that the photo continues to resemble the card holder.

ID cards for non-employees, and Police employees on a fixed term contract, will be issued with an expiry date. In this instance, the ID card may only be used within its period of validity. If the employee is approved to continue their association with Police beyond the expiry date, a new card must be requested (provided that legislative requirements for the extension of employment of fixed-term and casual employees are met).

s.6(a) OIA

Replacement ID cards

There are a variety of valid reasons why a Police employee or non-employee may require a replacement ID card to be issued to them, e.g. the original ID card is lost/stolen, the image no longer resembles the individual, a contract extension has been approved, the ID Card is damaged or broken.

ID card requests for a replacement ID card, of any card type, can be made by the card holder, direct report manager or delegate. Requests must be made via the [ICT Self Service Form platform](#). Once the replacement ID card is received, the original ID card must be cut up and disposed of, if applicable, via the secure Document Destruction bins.

ID card security

Cardholder management

The ID card is an accountable document that provides verification of authority to be on Police premises.

- The card holder must ensure their ID card is secure at all times. ID cards must not be transferred to any other person to use.
- ID cards must be visibly displayed by the card holder, on their person, at all times while on Police premises. The details on the card should be readable and the photograph must be a good likeness of the holder.
- ID cards must be separated from building access cards at all times (i.e. on a separate lanyard).
- The ID card must not be worn outside Police premises unless specifically required for duty within another organisation's premises.
- Lost or stolen ID cards must be reported to the card holder's direct report manager, contracts manager or delegate immediately.
- If an ID card is lost or stolen, the card holder must request a replacement ID card, report this to their direct report manager and enter a [Security and Privacy Incident Register \(SPIR\)](#) notification. A temporary ID card should be issued by the site as an interim ID solution until such time as a replacement ID card can be requested and processed.

For more information on the approved ID card stock items available for purchase [s.6\(c\) OIA](#)

Surrendering ID cards

Section [96\(5\)](#) of the Policing Act 2008 states that an employee must surrender all evidence of identity and authority supplied by Police if they go on leave of any kind for more than 12 months, resign or retire, or are suspended from duty or removed.

ID cards must be surrendered to the ID card holder's direct report manager, contract manager or delegate and subsequently destroyed (either via a shredder with the capability for plastic, or manually cut into pieces as shown below) and disposed of in general waste bins.



Temporary ID cards

A temporary ID card (T card) is a valid form of identification which provides the card holder the authority to be on Police premises. The T card is an accountable item.

All Police employees and applicable non-employees (who are authorised to work on Police premises or will work with Police on an individual basis) must be issued with a T card by their site. This confirms the legitimacy of their presence and complies with building security protocols, until such time as the photographic ID card is produced. T cards are locally issued, and it is the responsibility of each site to asset manage (account for) these items.

When issuing a T card, the following protocols should be followed:

- T cards must only be issued to Police employees and non-employees:
 - as an interim measure until the permanent ID card can be produced
 - if the card holder has lost/forgotten their permanent ID card, or
 - if the non-employee is contracted for a short period of time (less than 4 weeks).
- T cards must only be issued to current employees (i.e. have an active profile in Success Factors).
- T cards **must never** be issued to visitors as they are not employed by Police.
- The employee's QID and other details must be recorded in the T card register along with the unique reference number listed on the T card.
- T Cards must be returned to the issuer when the conditions for issuance no longer apply (i.e. a photo ID card has been produced).
- The issuer:
 - must ensure the T card assets are managed effectively and are all accounted for.
 - should maintain an asset register for reconciliation and audit purposes.

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