

Victoria Police Manual – Procedures and Guidelines

Employee identification

Source Policy

These Procedures and Guidelines support and must be read in conjunction with the following:

- VPMP Personnel security

Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the **Professional and ethical standards** to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

Procedures and Guidelines

1. Overview

1.1 Requirement

As stated in **VPMP Personnel security**, employees are to be issued with a photo identification card on recruitment/appointment. This document outlines the procedures for obtaining, updating, replacing and revoking these cards.

1.2 Ready reckoner of Victoria Police photo identification cards

Photo identification cards are colour coded to identify the different types of employees. They are:

Photo ID Card Colour	Applicable Group	Lanyard Colour
Blue	General police members	Blue
Yellow	Detectives	

Green	VPS employees	
Grey	Contractors and consultants	Green
Brown	Special Constables	Green

2. New employees

The application procedure is:

- the Work Unit Manager completes a Victoria Police Identification Application [Form 1097] and prepares a report stating details of the application. The relevant HR officer may assist with this paperwork
- the Work Unit Manager and new employee and take the completed paperwork to the Photo ID and Access Unit, Concourse Level, Tower 1, Victoria Police Centre, telephone 9247 6621 / 6622, for assessment and issuing of the card. The employee will also be required to provide their Drivers' Licence or other form of photo identification
- where it is impractical for a new employee to travel to Melbourne in person, local arrangements can be made with the Photo ID and Access Unit.

3. Stolen or lost identification cards

- Employees who lose or have their card stolen are to:
 - submit LEAP reports with Victoria Police as the victim
 - report it to the Photo ID and Access Unit as soon as practical. Contact can be made via email <mailto:vpcid-photo&access-mgr> or telephone 9247 6366
 - report the loss to the Security Incident Register using the T200 – Incident Report Form.
- To obtain a replacement card authorised personnel should:
 - complete a Form 1097, a Third Party Property / Ex-Gratia Incident Report Form [Form 63] and a report [Form 47] documenting the circumstances of the loss
 - attend the Photo ID and Access Unit who will provide a replacement card.
- Where it is impractical for an employee to travel to Melbourne in person, local arrangements can be made with the Photo ID and Access Unit.

4. Change of personal details on card

- Employees who require changes to the details on their card due to a name change, promotion or change of status should:
 - complete and sign a Form 1097
 - provide a copy of the relevant certificate, as applicable
 - attend the ID and Access Unit who will provide a replacement card with the amended details.

- Where it is impractical for an employee to travel to Melbourne for an appointment in person, local arrangements can be made with the Photo ID and Access Unit.

5. Change of access due to resignation, retirement, termination or dismissal

- On the day of their resignation, retirement, termination or dismissal, employees are required to return their identification card and lanyard to either their local Work Unit Manager or the Photo ID and Access Unit.
- Under certain circumstances, employees may apply to retain their identification cards and related items. The procedure is in **VPM 315-2 Retention of issued equipment on discharge**.

6. Identification of visitors

Visitors to police premises are to be issued with a visitors' pass in accordance with **VPMP Physical security**.

7. Wearing of lanyards and identification in public

For safety reasons, Victoria Police identification and lanyards should not be worn outside of police premises by employees unless required for operational reasons.

Further Advice and Information

For further advice and assistance regarding these Procedures and Guidelines, contact the Photo ID and Access Unit.

Update history

Date of first issue	22/2/10	
Date updated	Summary of change	Force File number
14/02/11	Amendments to reflect updated name and contact details for Photo ID and Access Unit.	059572/09
10/04/17	Additional instruction the lanyards and ID should not be worn by VPS staff in public – part of the Organisational safety and security awareness instructions	FF – 099224