

# Legislative Council Intranet Photo Policy

Adopted December 14, 2023

It is the policy of Legislative Council that legislative employees and interns who work in the Capitol Complex have a photo posted to the Legislative Intranet within 5 days of employment or session start, whichever is earlier. Legislative employees and interns may either submit [an acceptable](#) recent (within 3 years) photo or have a photo taken by [Media Services LAA](#).

Initial failure to comply will result in deactivation of electronic key access; continued failure to comply may result in personnel action.

## **Legislative ID Cards**

Intranet photos may be used to request a legislative ID card. Upon request, an ID card may also serve as an electronic key (subject to the Keys, Parking Permits and Other Accountable Property Policy).

**Misplaced ID cards** that are also electronic keys should be immediately reported to Maintenance for deactivation. Failure to do so may result in electronic key access or personnel action.