

Legislative Council

Capitol Complex Identification Badge Policy

Adopted xx/xx/xxxx

I. Purpose and Scope

This policy establishes requirements for identification badges within the Alaska State Capitol Complex to enhance security, ensure appropriate access control, and maintain a professional environment. This policy applies to all persons accessing the Capitol Complex, except as specifically exempted under this policy.

II. Non-Discrimination

No person will be discriminated against on the basis of race, religion, color, national origin, age, physical or mental disability, sex, marital status, changes in marital status, pregnancy or parenthood. All security practices will comply with civil liberties and civil rights laws, regulations, and policies.

III. Definitions

- **Capitol Complex:** includes the Alaska State Capitol Building and related legislative facilities, but excludes the Assembly Building Apartments.
- **Regular access:** entry to the Capitol Complex more than three times in a 30-day period.
- **Proper display:** worn above waist level, with the badge front clearly visible.
- **Violation:** improperly displaying badge; lending or sharing a badge; tampering with or defacing a badge.

IV. General Requirements

- All persons subject to this policy must wear identification badges issued by the Legislative Affairs Agency with proper display while in the Capitol Complex.
- Legislators are exempt from this policy.
- Badges remain the property of LAA, are accountable property, and must be surrendered upon request or termination of service. Failure to surrender a badge will result in a \$25 fee.

V. Badge Categories, Colors, and Requirements

A. Legislative Employees and Interns

- **Badge Color: Blue**
- Legislative employees and interns should request a badge within five business days of start date.
- In accordance with the [Legislative Council Intranet Photo Policy](#), employee and intern badges must display a recent photo provided by the badge-holder (taken within three years) or a photo taken by Media Services.
- Badge may serve as electronic access key where authorized.
- Failure to obtain a badge will result in deactivation of electronic access.
- Legislators will be charged \$25 for Intern badges that are not returned.

B. Legislator Family

- **Badge Color: PURPLE**
- Legislators may request a badge for their spouse/significant other and any dependents aged 13 years and older (12 years and under are exempt).
- Must be renewed at the start of each legislature.
- No photo is required.

C. Executive and Judicial Branch Employees

- **Badge Color: Orange**
- The Office of the Governor will provide to the Executive Director's Office a list of Executive Branch employees approved to receive a badge along with a recent photo (taken within three years) of each employee. Alternatively, the employee can have a photo taken by Media Services.
- The Alaska Court System will provide to the Executive Director's Office a list of Judicial Branch employees approved to receive a badge along with a recent photo (taken within three years) of each employee. Alternatively, the employee can have a photo taken by Media Services.
- Must be renewed at the start of each legislature.

D. Capitol Press Corps

- **Badge Color: Green**
- Members of the Capitol Press Corps must obtain and properly display a Capitol Press Pass.
- Capitol Press Pass serves as an official legislative ID badge.
- Requirements:

- Provide a recent photo (taken within three years) or have a photo taken by Media Services.
- Must obtain new badge within five business days of changing organizations.
- Must be renewed at the start of each new legislature (unless advised otherwise by Rules Committee Chairs).

E. Registered Lobbyists

- **Badge Color: Red**
- Registered lobbyists must register with the LAA Executive Director's Office.
- Requirements:
 - Provide a recent photo (taken within three years) or have a photo taken by Media Services.
 - A copy of the photo will also be posted on the legislative intranet, along with a list of current clients.
- Must be renewed at the start of each new legislature.

F. Contractors and Vendors

- **Badge Color: Yellow**
- Contractors must register with the Maintenance Office and vendors must register with the Supply Office.
- No photo is required for a contractor/vendor badge.
- Requirements:
 - Temporary pass or long-term badge based on contract duration; durations longer than one month require a long-term badge.
 - A long-term badge must display company name.

G. Visitor Badges/Stickers

- **Badge/Sticker Color: may change daily**
- Available for authorized visitors and guests.
- Valid for one business day.
- No photo is required.

VI. Administrative Procedures

A. Lost or Stolen Badges

- The badge holder must immediately report a lost or stolen badge to the Security Office via email at SecurityGroup@akleg.gov; ID badges that are also electronic keys should additionally be reported to Maintenance via email at Maintenance@akleg.gov for deactivation.

- Replacement fee for a new ID badge is \$25. Legislators are responsible for lost or stolen badges for family or interns. Payment must be received by LAA before a new badge is issued.
- A complimentary temporary badge may be issued for up to five business days.

B. Badge Security

- Lending or sharing a badge is prohibited.
- Tampering with or defacing a badge is prohibited.
- A badges will be deactivated immediately upon termination of service or when lost or stolen.

VII. Enforcement**A. Compliance Monitoring**

- Security personnel will conduct random badge checks.
- Direct supervisors and appointing authorities are responsible for staff compliance.

B. Violations

- First violation: Written warning by LAA Security.
- Second violation: Security review and possible access restriction.
- Third violation: Badge suspension and supervisor notification.

VIII. Special Circumstances

- Accommodations for medical or religious needs available upon written request.
- Temporary exemptions require approval of the Chief of Security and LAA Executive Director (or their designees).

IX. Contact Information

- LAA Executive Director's Office - ID Badges: 907-465-3800
- 24/7 Security Office: 907-465-1414