

# Legislative Council

## ID Badge Policy

Adopted November 17, 2023

It is the policy of Legislative Council that Alaska State Legislature identification badges be issued to legislative employees, interns, members of the press, lobbyists, and contractors, as well as legislators. ID badges must be worn at all times and visible during regular and special sessions when on the Capitol Complex.

**Legislators:** The ID badge may also serve as an electronic key. Guest badges may be offered to visiting family members.

**Legislative Employees and Interns:** Within 5 days of employment, employees and interns who work in the Capitol Complex must either submit a recent (within 3 years) photo or have their photo taken by Media Services. Failure to comply will result in deactivation of electronic key access. The ID badge may also serve as an electronic key.

**Executive or Judicial Branch:** Must display state-issued ID badge or request a Guest Badge.

**Members of the Press:** A Capitol Press Pass will serve as a legislative ID badge, which must be displayed at all times and clearly visible.

**Lobbyists:** Must register with LAA and have a photo taken by Media Services to be posted on the legislative intranet and used to create a Lobbyist ID badge with name and picture.

**Contractors:** Must register with the Maintenance Office and receive a Contractor ID badge to be worn at all times and visible while on the Capitol Complex. Exceptions related to safety concerns will be made on a case-by-case basis. No photo is required. Badge to be returned at completion of job.

**Visitors:** Must check in with Security to receive a colored sticker to be worn and visible while in the Capitol Complex. This category is for members of the general public who are in the Capitol to observe the process.

**Guests:** These are individuals who are either family or friends to legislators or legislative staff, or those who were explicitly invited, such as a constituent in town visiting. No photo required. Badge to be returned upon leaving the Capitol.

Any lost ID badges should be reported to the Executive Director's office. Lost ID badges used as a key card should be reported to Maintenance immediately for deactivation. Failure to comply with this policy could result in personnel action (staff) or revocation of press pass (media). Appeals can be made to the Legislative Affairs Agency Executive Director.