

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 ServicesLAA](#).

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.

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