

23 September 2021

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Quentin Johnson
fyi-request-16618-a7b8fd39@requests.fyi.org.nz

Dear Quentin

REQUEST FOR INFORMATION

Thank you for your email of 4 September 2021, asking:

what ID do NZ police have and need to carry (even if off duty)?

Your question has been considered in accordance with the Official Information Act 1982 (OIA), and I can provide the following response.

Police employees require evidence of identity and authority. Section 96 of the Policing Act 2008 requires the Police Commissioner to issue all Police employees with evidence of their identity and authority. This evidence takes the form of an approved ID card issued to an individual holder whose details are displayed on the card.

Please find attached a copy of the Police Identify Card policy, noting that certain sections of this policy have been redacted under withholding grounds s6(a), s6(c) and s6(d) of the OIA.

I trust the information provided addresses your area of interest; however, if you are not satisfied with Police's response, you have the right under the OIA to ask the Ombudsman to review Police's handling of your request.

Sincerely



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Police identity cards

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Overview

Purpose

This chapter provides Po ce employees and non-employees with nformat on re evant to Po ce dent y cards (ID cards) nc ud ng ID card:

- categor es
- des gn
- standards
- secur ty.

Why

Po ce employees requ re ev dence of dent ty and author ty. Sect on [96](#) of the Po c ng Act 2008 requ res the Po ce Comm ss oner to ssue a Po ce employees with ev dence of the r dent ty and author ty. This ev dence takes the form of an approved ID card ssued to an nd v dua ho der whose deta s are d sp ayed on the card.

In add t on, ID cards prov de a s mp e mechan sm whereby the dent ty of an nd v dua and the r assoc ated pr v eges can be qu ck y and eas y ver f ed. They also contr bute to the prov s on of a safe and secure work ng env ronment for our employees, v s tors and the genera pub c.

The ID card can prov de a rem nder for other staff of the eve of access the card ho der s author sed to have. The v s be d sp ay of a card ho der s credent a s ns de the work ng env ronment prov des assurance that a who are present are author sed to be n the workp ace or on s te. If an nd v dua s not v s b y d sp ay ng the r ID card, employees shou d exerc se the r r ght to cha enge the nd v dua to ascerta n the r reason for be ng n the env ronment.

Responsibility for issuing cards

The hr ng manager, contract manager or delegate author ty needs to ensure that new Po ce emp oyees and non-emp oyees are ssued w th the appropriate ID card as part of the onboard ng process. A ID card requests are rev ewed, ver f ed, processed and ssued by the Assurance Group.

ID Cards are pr nted by an author sed th rd-party prov der to an agreed standard of des gn and secur ty. The Po ce ID card s recogn sed as an off c a form of dent ty across New Zea and Government agenc es.

Note: Th s po cy spec f ca y covers the approved methods of dent f cat on for Po ce emp oyees and non-emp oyees. V s tors must be managed n accordance w th the s te s v s tor management protoco s. They are typ ca y ssued w th a V Card or V s tor Label to d st ngu sh them as externa to the organ sat on and thus requ r ng a staff escort wh e on s te.

ID card categories

Category	Employment type
Police employee	Constabulary Authorised officer Police employee (non-permanent and fixed term)
Supplementary	Dangerous Goods Enforcement Officer (DGEO)
Non-employee	Agency liaison officer Contractor Cultural advisor Police medical officer Police pipe band member Seconded (external to internal) Volunteer

People who will not be issued with ID cards

ID cards will not be issued to people who:

- perform services for or on behalf of a group that works in association with NZ Police where that group has its own reporting and governance structures
- are working in the community in association with Police.

In these instances, there will generally be a legal arrangement, a Memorandum of Understanding, a Letter of Agreement or a form of service agreement between NZ Police and the group. That group will be responsible for providing the members with a form of identification. When people from such groups visit Police premises, they must be issued with a Visitor ID card.

ID card design

The [Po c ng Act 2008](#) recogn ses d fferent types of Po ce emp oyees on the bas s of categor es of power(s) he d. Where app cab e, Nat ona Secur ty Cearance nformat on w be d sp ayed on the back of the ID card.

There are three types of Po ce emp oyee, each w th a spec f c des gn wh ch ref ects the genera category of powers they ho d, as re evant.

The be ow nformat on deta s the approved des gn for Po ce emp oyee ID cards for:

- constabu ary
- author sed off cer
- Po ce emp oyee
- non-emp oyee.

Constabulary ID card design

Issued to a constabu ary Po ce emp oyee who has taken the constab e s oath of off ce. Th s s va dated by hav ng 'Po ce Constab e' pr nted on the front of the card w th the fo ow ng words: "*Holds policing powers of a constable*". Refer to sect on [22](#) of the Po c ng Act 2008.



Authorised Officer (AO) ID card design

Author sed off cers ho d m ted po c ng powers based on the ro e they are perform ng. Th s s va dated by hav ng 'Author sed Off cer' pr nted on the front of the card w th the fo ow ng words: "*Holds limited Policing powers*". Refer to sect on [24](#) of the Po c ng Act 2008. In add t on, the warrant type s sted on the back of the Author sed Off cer s card where app cab e.



Supplementary ID card design

Dangerous Goods Enforcement Off cer ID cards are categor sed as supp ementary forms of ev dence of dent ty as stated under Sect on 96(4) subsect on (1) of the Po c ng Act 2008. DGE Off cer ID Cards are ssued to spec f c Po ce emp oyees (e ther Constabu ary staff or Author sed Off cers) and, n add t on, the warrant type s sted on the back of the DGE Off cer s card.



Police employee ID card design

Police employees do not hold any constabulary powers. This is validated by having 'Police employee' printed on the front of the card with the following words: "Holds no constable or authorised officer powers". Refer to section 18 of the Policing Act 2008.



Note: There are a very small number of employees who retain some powers that transition from the Policing Act 1958 to the Policing Act 2008. The cards vary slightly from the examples above.

Non-employee ID card design

Unlike Police employees, there is no legal requirement to issue non-employees with identification. Non-employees hold no constabulary powers. The approved ID card design has a descriptor at the top of the card which is used to identify the role held by the cardholder, e.g. contractor, volunteer, Police pipe band member, cultural advisor.

Police ID cards will be provided to a non-employee who:

- has been Police [vetted](#)
- selected to work on Police premises whereby the ID card is provided to meet [building security requirements](#)
- works with Police operations whereby the ID card is provided to confirm the cardholder's legitimacy.



ID card standards

ID card requests

Requests for a new or replacement ID card must be made via the Service Now (ICT Service Portal) whereby a [Police ID Card Request form](#) can be completed. **Requests will not be accepted via any other communication.** The Police ID Request Form has specific controls in place to ensure information accuracy as well as validating the legitimacy of the requestor.

ID card requests for new:

- **constabulary staff members** (graduated recruits) must be completed by the Royal New Zealand Police College (RNZPC) whereby a graduate recruits will receive their Constabulary ID Card upon graduation.
- **authorised officers** can only be requested upon the individual completing the appropriate authorised officer training and receiving a signed warrant letter. AO card requests must be completed by the hiring manager, contract manager or delegate.
- **DGE officers** can only be requested upon the individual completing the appropriate DGE officer training and receiving a signed warrant letter. DGE officer card request must be completed by the Standards and Training sergeant of the Commercial Vehicle Safety Team
- **Police employees** and **non-employees** must be completed by the hiring manager, contract manager or delegate.

Identity photo

- Photos can be taken on a Police Phone by the hiring manager, contract manager or delegate and uploaded directly into the ICT Self Service Form when submitting an ID card request. It is also acceptable for individuals to take their own headshot or, where there is suitable resource, request the resident photographer to take the photo.
- Photos must be taken against a white background and meet the same criteria as that of a Passport quality photograph. For more information see: [Passport Photo Requirements](#).
- The digital image must be saved as a JPEG and be of a resolution quality of 307 x 396 pixels.
- If an individual wears any form of head covering for religious or medical reasons, the facial features from the bottom of the chin to top of the forehead must be shown, as well as both edges of the face.
- If an individual wears glasses, the eyes must still be visible and there should be no light reflection on the lenses.
- For Constabulary ID cards, photos must be taken in uniform if the employee wears a uniform in the normal course of work. Their appearance must be in accordance with the '[Persona appearance: uniformed and constabulary employees](#)' section of the '[Uniform, dress standards and appearance](#)' Police Manual chapter.

Legal name and preferred name

It is good practice to use the individual's legal first name and legal surname on ID cards. However, there may be instances when a preferred first name will be appropriate for example:

- commonly accepted abbreviations of legal first names will be accepted, e.g. Michael /Mike, Deborah/Deb
- if the individual uses their middle name rather than their first name
- Anglicised Asian, Pacific and Maori names will be accepted.

A preferred name can be requested in the Police ID card request form.

s.6(d) OIA

Expiry dates

ID cards for constabulary staff members and permanently appointed Police employees do not have an expiry date. It is recommended that a new ID Card is requested every 5 years to ensure that the photo continues to resemble the card holder.

ID cards for non-employees, and Police employees on a fixed term contract, will be issued with an expiry date. In this instance, the ID card may only be used within its period of validity. If the employee is approved to continue their association with Police beyond the expiry date, a new card must be requested (provided that eligibility requirements for the extension of employment of fixed-term and casual employees are met).

s.6(a) OIA

s.6(a) OIA

A large section of the document is redacted with black bars. The redaction covers approximately four lines of text, with varying lengths of bars. The first bar is the longest, spanning most of the page width. Subsequent bars are shorter and more fragmented.

Replacement ID cards

There are a variety of valid reasons why a Po ce emp oyee or non-emp oyee may requ re a rep acement ID card to be ssued to them, e.g. the org na ID card s ost/sto en, the mage no longer resemb es the nd v dua , a contract extens on has been approved, the ID Card s damaged or broken.

ID card requests for a rep acement ID card, of any card type, can be made by the card ho der, d rect report manager or de gate. Requests must be made v a the [ICT Self Service Form p atform](#). Once the rep acement ID card s rece ved, the org na ID card must be cut up and d sposed of, f app cab e, v a the secure Document Destruct on b ns.

ID card security

Cardholder management

The ID card is an accountable document that provides verification of authority to be on Police premises.

- The cardholder must ensure their ID card is secure at all times. ID cards must not be transferred to any other person to use.
- ID cards must be visibly displayed by the cardholder, on their person, at all times while on Police premises. The details on the card should be readable and the photograph must be a good likeness of the holder.
- ID cards must be separated from building access cards at all times (i.e. on a separate lanyard).
- The ID card must not be worn outside Police premises unless specifically required for duty with another organisation's premises.
- Lost or stolen ID cards must be reported to the cardholder's direct report manager, contracts manager or designated manager immediately.
- If an ID card is lost or stolen, the cardholder must request a replacement ID card, report this to their direct report manager and enter a [SPIRD report](#). A temporary ID card should be issued by the site as an interim ID solution until such time as a replacement ID card can be requested and processed.

For more information on the approved ID card stock items available for purchase see: [s.6\(c\) OIA](#)

Surrendering ID cards

Section 96(5) of the Policing Act 2008 states that an employee must surrender all evidence of identity and authority supplied by Police if they go on leave of any kind for more than 12 months, resign or retire, or, are suspended from duty or removed.

ID cards must be surrendered to the ID cardholder's direct report manager, contract manager or designated manager and subsequently destroyed in the secure document destruction bins. A new or replacement card can be requested upon reinstatement/return to duties.

Temporary ID cards

A temporary ID card (T card) is a valid form of identification which provides the cardholder with the authority to be on Police premises. The T card is an accountable item.

All Police employees and applicable non-employees (who are authorised to work on Police premises or will work with Police on an individual basis) must be issued with a T card by their site. This confirms the legitimacy of their presence and complies with building security protocols, until such time as the photograph CID card is produced. T cards are occasionally issued, and it is the responsibility of each site to asset manage (account for) these items.

When issuing a T card, the following protocols should be followed:

- T cards must only be issued to Police employees and non-employees:
 - as an interim measure until the permanent ID card can be produced
 - if the cardholder has lost/forgotten their permanent ID card, or
 - if the non-employee is contracted for a short period of time (less than 4 weeks).
- T cards must only be issued to current employees (i.e. have an active profile in Success Factors).
- T cards **must never** be issued to visitors as they are not employed by Police.
- The employee's QID and other details must be recorded in the T card register along with the unique reference number stated on the T card.
- T Cards must be returned to the issuer when the conditions for issuance no longer apply (i.e. a photo ID card has been produced).
- The issuer:
 - must ensure the T card assets are managed effectively and are accurately accounted for.

- shou d ma nta n an asset reg ster for reconc at on and aud t purposes.
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Pr nted on : 15/09/2021

Pr nted from : <https://tenone.po ce.govt.nz/p /po ce- dent ty-cards>