



Policy:

This policy and procedure addresses the issuance of Employee Identification and Access Cards. All employees of Los Angeles Valley College are to be issued an employee identification/access card. The intent of this policy is to establish the process for the issuance of these cards.

When an employee is in need of an identification card, whether as a new employee or an employee needing a replacement card, the employee shall initiate the request via the “EMPLOYEE IDENTIFICATION CARD ISSUANCE REQUEST.” The Personnel Office Staff will verify the employment of the individual by means of a signature on the card request. The employee is responsible to inform the Sheriff’s Office should their identification card be stolen or lost and initiate a request for a new card.

The College Sheriff’s Office shall be the custodian of the equipment required to prepare and issue Identification/Access Cards to include taking the photograph of the employee, printing the card, and issuing the card to the employee.

This policy will result in:

- Greater control and accountability of issued employee identification cards.
- Establishing responsibility for ensuring that employee cards are only issued to employees.
- Providing a means for issuing replacement cards as needed.
- Streamlining the process for an employee to obtain an identification card.
- Maintaining control of building access cards which are the same card as the identification card without programming access unless such access has been approved by appropriate college authority.

Procedure

Any existing employee that would like to request a new card or needs a replacement card shall initiate the card issuance process by completing the Employee Identification Card Issuance Request. The employment of the requestor shall be verified with a signature on the request by the Personnel staff. Any lost or stolen card should be reported to the Sheriff Department and the report number should be included with the replacement access request.

The employee will be directed to take the Employee Identification Card Issuance Request to the College Sheriff’s Office between the hours of 8:00am and 3:00pm, with appropriate identification.

The College Sheriff’s Office representative will accept the request from the employee. If there is any doubt on the part of the representative as to the identity or authorization is to call the Personnel Office and verify the information prior to issuing the employee identification card. Once the representative is confident that the person is the employee the information pertaining to the employee is to be entered into the appropriate system, the photo taken, the card printed out, and given to the employee.

The employee is to sign the card issuance request acknowledging receipt of the Employee Identification Card. The Card Issuance Request form is then to be forwarded to the Office of Administrative Services by the College Sheriff’s Office for filing by that office.

Access Card

Employees requiring electronic key access added to their card will need to request access on their card via the Computer Maintenance Management System on the LACCD Portal. Requests for access should include the 5 digit code on the back of the ID card. Requests for access on replacement cards should include the lost key report number from the Sheriff Department. Upon receipt of the approved request, the locksmith will program the access onto the card in the electronic key access system.



The following is a sample of a blank form:

LOS ANGELES VALLEY COLLEGE
OFFICE OF ADMINISTRATIVE SERVICES
EMPLOYEE IDENTIFICATION CARD ISSUANCE REQUEST

TO: LAVC COLLEGE SHERIFF’S OFFICE (Please forward to Office of Admin Services when card issued)

PLEASE ISSUE THE FOLLOWING EMPLOYEE AN IDENTIFICATION/ACCESS CARD

EMPLOYEE NAME: _____ EMPLOYEE NUMBER: _____ DATE OF BIRTH: _____
ADDRESS: _____ CITY: _____ ZIP CODE: _____

ASSIGNMENT VERIFIED BY:

NAME: _____ Signature: _____ DATE: _____
Personnel Office Staff

EMPLOYEE SIGN WHEN CARD ISSUED: _____ DATE: _____

TO: EMPLOYEE

Please take this to the College Sheriff’s Office located at the Northeast side of the campus (on Parking Lot D). Bring along proper identification – to have your picture taken for your identification card. Photos are taken between the hours of 8:00 a.m. to 3:00 p.m. (M-F).

Should you need Electronic Key Access added to your card you will need to go to the LACCD Portal and complete an electronic key request.