



St John Ambulance Australia (NSW)

First Aid Services

Identification Card (ID) Policy

1 INTRODUCTION

St John is committed to best practice in ensuring that all volunteers and staff of the organisation are issued a form of identification to reduce the risk of potential security issues. ID cards are issued to relevant staff and volunteers to assist in this process.

1.1 Purpose

The objective is to provide a universal and effective security measure which will ensure easy identification of legitimate staff and volunteers of St John Ambulance Australia (NSW) to both internal and external stakeholders.

1.2 Scope

This policy shall apply to all employees and volunteers associated with First Aid Services in St John Ambulance Australia (NSW).

1.3 Responsibility

All members have a responsibility in ensuring that they wear official identification when on duty at all public events. For some events this requirement may be enforced to ensure security, increase professionalism, and reduce risk.

Officers-in-charge/Superintendents have a responsibility in ensuring that their members are provided with ID cards, as determined by this policy. For State and Regional Staff, respective State Officers and Superintendents are responsible for ensuring their staff are provided with ID cards.

2. POLICY AND PROCEDURE

2.1 Design of ID Cards

The main aims of the design of the front of the card are:

1. To be easily identifiable as St John Ambulance Australia (NSW) ID cards.
2. To clearly show the photo and name of the person.
3. To clearly show the expiry date of the card.
4. To be able to worn on any outer garment on the First Aid Services uniform.
5. To have a barcode encoded with the person's Master ID.
6. To be generic enough to allow non-FAS departments to use the design.
7. To allow space for department-specific information to be included as required.
8. To prevent the card being easily copied.

The back of the card is essentially available to show useful information for members of St John NSW.

A signature strip is also included for members to sign. This provides an additional form of verifying a member's identity should this be required.

2.2 Procedure and Issue of ID Cards to volunteers.

ID cards are mandatory for all adult and members and senior cadets of First Aid Services.

2.2.1 Adult ID Cards

Divisional Officers-in-Charge and Superintendents are responsible for ensuring that all new adult members are asked to provide photo identification (standard passport photo) to accompany their **initial application for membership**, sent to their Regional Administration Officer, this may be in digital format/on digital media such as CD.

An ID card will be issued after a criminal record check (CRC) has been completed, prohibited persons declaration (PPD) is received and the volunteer has completed the Skills Development Program Stage 1.

2.2.1 Senior Cadet ID Cards

Cadet Divisional Officers-in-Charge and Divisional Superintendents are responsible for ensuring that all senior cadets are issued with ID cards. Upon becoming a senior cadet (attaining a senior first aid certificate), Cadet Divisional Officers-in-Charge and Divisional Superintendents should forward the respective Cadets' passport photo to their Regional Administration Officer accompanied by a Personnel Action Sheet, requesting an ID Card be issued.

Cadets are not differentiated from confirmed adult members on the ID cards as at all public duties they must be accompanied by an adult member and already wear different uniform markings.

Juniors, Probationary and Preliminary Cadets are not issued ID cards.

2.3 Quality of Photos Provided

Whilst passport size photographs are preferred, the software utilised allows almost any photograph of a member taken 'front-on' to be used, provided:

- There is only one person in the photograph.
- The photograph is recent (less than 4 months old).
- They are looking directly at the camera when the photograph is taken.
- Their face is clearly visible and not obstructed by hair or other objects.
- There is a plain or 'non-busy' background.
- If providing a digital photo the preferred format is **JPEG** however TIFF and BMP are also acceptable formats, all may be emailed providing the file size is under **3 Megabytes**.

If the photograph is unsuitable, the member will be asked to provide another.

2.4 Expiry and Renewal of ID Cards

All ID Cards are marked with an expiry date. The lengths of validity are as follows:

Adult Members who have completed Stage 1 of the Skills Development Program
- **3 years from date of issue**

Senior cadets – **3 years from date of issue**

Upon reaching the date of expiry, the ID cards should be destroyed.

2.5 Withdrawal of ID Cards and Resignation

All ID Cards issued remain the property of St John Ambulance Australia (NSW) and may be withdrawn from the respective member at any time.

Upon resignation, the respective members' ID card should be destroyed.

2.6 Lost Cards

If a card is lost or damaged beyond recognition, a replacement card should be sought by written request on a Personnel Action Sheet submitted to the respective Regional Administration Officer stating the previously issued card had been damaged/lost.

2.7 Wearing of ID cards

Volunteers will wear the ID card at all times when on any public duty using the provided lanyard. If high visibility vests are utilised the ID card should be worn underneath the vest.

The ID card/lanyard should not be visible on the exterior of the *ceremonial uniform order*, however, may be worn underneath the ceremonial jacket.

ID cards should not be worn with any lanyard other than that provided by St John Ambulance Australia (NSW).

FURTHER INFORMATION

If you require further information please contact your respective Regional Administration Officer.



Dennis D. Dufty
State Superintendent
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