



IDENTITY BADGE GUIDELINES

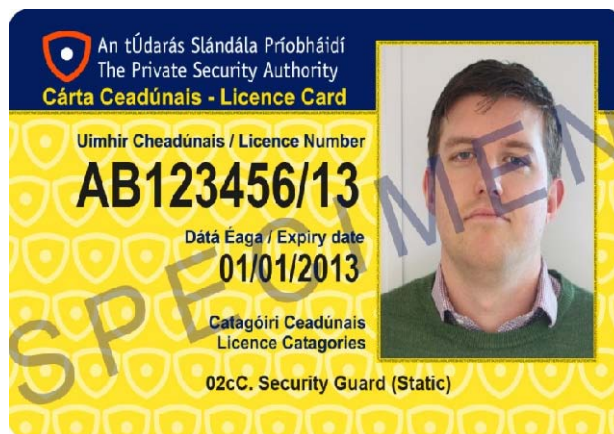
Section 30 of the Private Security Services Acts 2004 and 2011 provides that a licence-holder must wear an identity badge while providing a security service.

All licensed Door Supervisors, Security Guards and Cash-in-Transit operatives are required to wear an identity badge while working. The purpose of these guidelines is to help licence-holders and their employers understand the legal requirements around identity badges.

1. Licence Card used as an Identity Badge

The following guidelines must be followed where a licence-holder uses the Authority's licence card:

- The front of the licence card showing the photograph and licence number must be displayed;
- The front of the licence card must be worn where it can be seen at all times;
- The card may be displayed in a card holder or protective armband provided the view of the card is not obstructed;
- The name of the employer may be displayed on the card holder provided it does not obstruct the view of the card.



Front of Licence Card (SAMPLE)



2. Wearing the Identity Badge

These guidelines relating to the use of identity badges must be followed at all times.

They apply to both the wearing of the PSA licence card and identity badges provided by an employer in their stead.

- The identity badge must be clearly visible at all times and displayed on the upper torso (above the stomach and below the neck);
- The identity badge may be displayed in a card holder or a plastic pocket provided the view of the badge is not obstructed;
- The identity badge may be displayed in a protective armband provided the view of the badge is not obstructed;
- It is a legal requirement that the PSA-issued licence card/identity badge must be carried at all times while working, in cases where the identity badge worn is one supplied by the employer. Failure to do so could result in possible criminal prosecution.
- The identity badge must refer to the person wearing it. It is a criminal offence to wear a badge belonging to another person;
- The wearing of photocopies of licence cards or ID badges is not allowed.
- It is recommended that, where a member of the public expresses a wish to make a mental or written note of the licence number on the licence card or ID badge worn, the wearer should afford the requestor sufficient time to make such a note, without surrendering or handing over the licence card or ID badge to the requestor.

Note: Store detectives are not required to display the identity badge where their duties require that their position is not identifiable to members of the public.



However they are required to carry the PSA licence card on their person at all times while on duty.

3. Identity Badge Provided By Employer

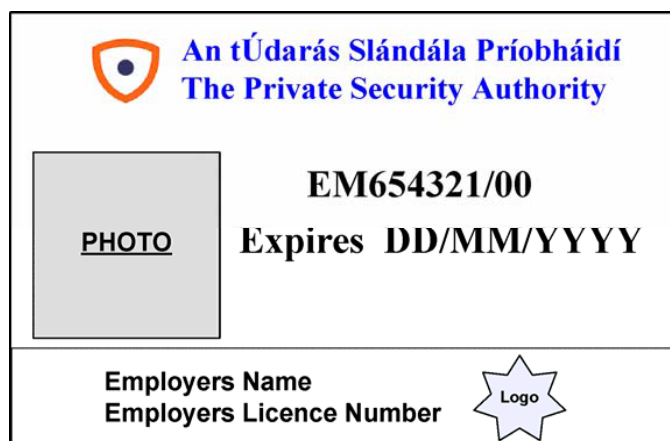
The following guidelines must be followed where an employer provides an identity badge for a licence-holder who is an employee¹.

- The minimum size of the badge is 85mm wide and 55 mm in height
- The background colour of the badge shall be white and the text shall be black.
- The material used to make the badge can be paper, cardboard or plastic.
- The front of the badge must contain-
 - The PSA logo (as shown in the sample badge below),
 - The licence number of the licence-holder,
 - The name of the employer, the employer's PSA licence number (if applicable).
 - A colour photo of the licence-holder of at least 30mm in height and 25mm in width,
 - The photo should be a full front view of the licence-holder's head, should be sharp and clear and taken against a white or light grey background,
 - Sunglasses, tinted glasses or any other eyewear which obscures a person's eyes are not acceptable,
 - Only head coverings worn for religious reasons are permitted and only where those head coverings do not obscure the licence-holder's face.

¹ With effect from 1st January 2016 those who are providing services as a door supervisor will be required to visibly wear the PSA issued licence card/identity badge at all times while on duty. This will be a requirement even if the individual has been issued with an ID badge by his/her employer which is compliant with the specifications in 3 above.



- The minimum height of the text letters in “LICENCE No” and accompanying licence number shall be 5mm,
- The minimum height of all characters in the employer’s name and licence number must be 3mm,
- The PSA logo must be displayed across the full width of the top of the badge and must occupy at least 30% of the height of the badge,
- The area reserved for the employer’s details may be displayed across the full width of the bottom of the badge and must not occupy more than 25% of the height of the badge,
- The front of the badge must be worn at all times where it can be seen,
- The badge may be displayed in a card holder or protective armband provided the view of the badge is not obstructed.



Identity Badge Provided by Employer (SAMPLE)