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Reviewed:	

5.4.2 SECURITY OF BUILDING ACCESS CARDS

Building access cards permit access to Edmonton Police Service (Service) and Edmonton Police Commission (Commission) buildings and are used to help identify authorized persons accessing these facilities.

Guidelines:

1. All members of the Commission share the responsibility for observing and adhering to security procedures and protocols when accessing any Service building and/or Commission office.

Procedures:

1. All Commission staff and Commissioners will be issued a Service Building Access Card once the appropriate security clearance has been obtained.
2. All Commission staff and Commissioners must wear the Service's access card in a visible position while in attendance at any of their facilities.
3. All building access cards must not be loaned to anyone for any reason, including family, friends, or associates.
4. Any lost or missing access cards must be reported to the Commission's Executive Director (ED) immediately.
5. The ED will immediately report any lost or missing access cards that belong to the Service to the IT Help Desk.
6. All building access cards must be returned to the ED when a staff member ceases employment or a Commission member's appointment expires.