

It is critical for security purposes that the employee be easily identifiable so the photos must be CURRENT. Moving forward, all emergency badge holders must submit new photos every five years.

**Photo requirements for LAUSD Emergency Badge's**

1. A clear color photo, taken in the last 5 years, showing your full face and neck. Do not use filters commonly used on social media.
2. Shoulders may appear in photo, but not entire body/torso.
3. Pictures that are "selfies" or with other people in the frame will not be accepted.
4. .jpeg or .png files are acceptable.
5. The title of the photo file must be the person's employee number. For example, if John Smith's employee number is 123456, his photo should be titled 123456. Please do not add extra zeroes to make the number 7 or 8 digits or add any other information to the title.

If you already have photos that meet the above requirements for your Division/Local District employees who will receive an emergency badge next year, please email them to [OEM@lausd.net](mailto:OEM@lausd.net) to start our initial photo database.