

ID CARD POLICY

Policy Number:

Owner Department: Human Resources/Dean of Students

Effective Date/Last Approved Date: April 1, 2013/December 19, 2018

Approved By: President's Council

I. POLICY STATEMENT/PURPOSE

As a part of the College's commitment and strategy to ensure the safety and security of the campus all students, employees, interns, visitors and volunteers will be required to obtain and visibly display on their person at all times an SCNM issued identification (ID) card. Identification is a safety issue that contributes to the security of all persons on campus. ID cards help to create and promote a safe and secure environment by providing visual identification of persons entering campus facilities, increase accountability of visitors, and make trespassers more easily identifiable.

The ID card may be used to enter controlled-access areas on campus and access other resources such as copiers and library resources.

II. POLICY STATUS

Revised

III. DEFINITION(S)

Student: Currently enrolled – full time as well as part time

Employee: Full-time and part-time employees of the College; Temporary employees

Visitor: Short-term guests, vendors and unexpected walk-ins

Volunteers/Interns: Persons providing a service to the College, but not on the payroll

IV. SCOPE/KEY STAKEHOLDERS

Students, Employees, Visitors, Interns and Volunteers

V. POLICY ITEMS

A. Student ID cards will be visually unique from other ID types. ID cards will feature the student's first name (or preferred name with the permission of the Office of the Dean of Students) and last initial as documented in the school's student information system, the title "Medical Student" and a photograph. Photographs must be in clear view and not impeded by any sticker or other material. ID cards for students will be issued as part of the new student orientation program and shall include written acknowledgment of this policy. Students' preferred names may only be professional names that are appropriate for patient interaction and must be approved by the Office of the Dean of Students prior to changing. All cards requiring replacement of the initial name badge are subsequent to the standard replacement fee of an ID badge (as stated in the SCNM Course Catalog, Tuition and Fees), unless waived by the Dean of Students.

B. Employee (including staff, interns, temporary employees and long term volunteers) ID cards will be visually unique from other ID types and will feature the preferred, professional first name and last initial, the department as

ID CARD POLICY

documented in the Human Resource system and a photograph. Photographs must be in clear view and not impeded by any sticker or other material.

- C. Employee (including fulltime faculty, adjunct faculty, & residents) ID cards will be visually unique from the other ID types and will feature the first initial and last name with corresponding title preceding the first name. The corresponding department as documented in the Human Resource system will be featured along with a photograph. Photographs must be in clear view and not impeded by any sticker or other material.
- D. Visitors, volunteers, and interns will be issued temporary, numbered ID cards at the Welcome Center while on campus. ID cards must be signed for and may require submission of government issued ID for campus access. They must be returned prior to exiting campus. An exception to this policy is made for any patient in the SCNM Medical Center/Neil Riordan Center for Regenerative Medicine, customers in the SCNM Medicinary/café, or for standardized patients under the purview of clinical staff.
- E. The ID card may be used only by the individual to whom it was issued and is not transferable. Individuals may not "loan" their ID card to anyone for any reason. Any misuse, alteration or fabrication of the card may subject the holder to disciplinary action by the College.
- F. Individuals are responsible for safeguarding their own ID card. If an ID card is lost or stolen, it should be reported immediately to Facilities and a replacement obtained. The cost of replacement will be the responsibility of the individual per the current year catalog Tuition and Fee Schedule.
- G. Employees and students may request a replacement ID card if the card is not working or the picture is unrecognizable.
- H. The ID card is the property of SCNM. Employees must surrender the card upon termination of employment. Students may retain their cards, however the cards will be granted limited functionality.

VI. RESPONSIBILITY FOR IMPLEMENTATION

Failure to follow the above will be considered a violation of college policy and may result in disciplinary action. Supervisors (employees) and the Dean of Students (students) are responsible for monitoring and addressing non-compliance. All employees are encouraged to be aware of their surroundings as it pertains to campus security and bring to the attention of one of the Campus Security Authorities (CSAs) any violation of this policy.

VII. RELATED DOCUMENTS

Written acknowledgement form
Preferred Name Change Request Form
Procedures related to this Policy

VIII. NEXT REVIEW DATE

As needed

ID CARD POLICY

IX. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	PC 2/27/2013	4/1/2013	
2	PC 12/19/2018	12/19/2018	
3	PC 9-23-20		Minor edits

X. POLICY AUTHOR/CONTACT

Campus Safety and Security Workgroup