

COLLEGE ID**REASON FOR POLICY**

To aid in providing personal safety protection of students, faculty, staff, and visitors; as well as to protect the College's physical assets from potential harm, including theft, damage, or other potential risks.

POLICY STATEMENT

- A. The College requires ID cards for all employees and students of the College as a way to communicate affiliation and authorization to be in specific college facilities. Thus, all employees and students are required to wear their College ID card at all times while on college owned or leased property.
- B. Each college division or department supervisor is responsible to ensure that all employees and or students working or utilizing services or programs in their respective area are in compliance with this policy.
- C. Individuals found not wearing their College ID will be fined \$10. Repeat offenders, individuals fined more than 3 times during an academic semester, will be subject to discipline up to and including dismissal.
- D. The College ID card is not transferable and is valid as long as the holder continues his or her specific affiliation with the College. Any misuse, alteration or fabrication of the College ID card may subject the holder to disciplinary action by the College.
- E. College ID cards issued to employees of the College must be returned to the Office of Compliance and Human Resources upon separation from the College.
- F. This policy does not apply to individuals (not employed at the College) who:
 - 1. enroll in summer camp programs provided at the College.
 - 2. attend events as invitees at the Conference Center and Kelsey Theater.
 - 3. access the Physical Education building and or athletic fields as a paying customer.
 - 4. attend any college open house, or any division or departmental event welcoming the participation of individuals not affiliated with the College.

Approved:

Board of Trustees

May 15, 2008