COLLEGE IDENTIFICATION CARDS

POLICY

It is the policy of the college to issue a college identification badge (herein known as "ID badge") to all employees and students. Badges are used for accountability, identification and access control in all campus facilities.

An initial badge will be issued at no cost; however, if the badge is lost, stolen or misplaced, a fee will be charged to issue a replacement badge.

All personnel are required to always keep their ID badge on their person. Campus visitors will be issued a “visitor” or “VIP” badge that must be consistently displayed to identify them as a guest.

It is the responsibility of the individual to notify campus security and safety manager **immediately** if a badge is lost, stolen or misplaced.

An ID badge **is not to be** shared. Any individual sharing an ID badge will be subject to disciplinary action.