

Effective: October 8, 1991

**Student Affairs Policy
CAMPUS IDENTIFICATION in RESIDENCE HALLS**

Approved: October 8, 1991
Council

Purpose

This policy applies to all University employees, Student Services employees, live-in residence hall staff members, external contractors and repair workers, and visitors not escorted by building residents or staff members.

This provides comprehensive written guidelines to further insure the security of students living in the residence halls by requiring all University Employees, external contractors and repair workers to wear the proper identification card. Visitors not escorted by building residents or staff who intend to go beyond the first floor lobby of any residence hall must display their card.

Definitions

The Proper Identification Card for University employees and Student Services employees is the University photo identification card. Campus police will display their identification card or their police badge.

For external contractors, self-expiring temporary cards are to be issued by Capital Construction, Contracting and Design. For other external repair workers, self-expiring temporary cards will be issued at Maintenance Operations. If they are called in after hours to deal with residence hall emergencies, workers should obtain self expiring ID cards from the residence hall staff. The issuing office will determine the validation period for all self-expiring temporary cards.

Visitors not escorted by building residents or staff members, (for example, Admissions Office tour guides), will be issued self-expiring temporary cards by the residence hall staff or Resident Life Office.

Ambulance, Police and Fire personnel in uniform are exempt from this policy when dealing with emergency situations but should make their presence known to building staff as soon as possible.

