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## Student, Faculty, and Staff Identification System Policy

*Responsible Office: Public Safety Division*

*Originally Issued: February 1983*

*Revised: February 2002*

### 1.0 Purpose

To provide policies and procedures for the issuance and usage of photo identification badges for students, faculty, and staff.

### 2.0 Policy

As a means of determining those authorized to be on campus and in facilities, all students, faculty, and staff shall be issued and required to wear a photo identification badge while on campus or other property operated by GHSU. The badge shall be visible at all times.

Public Safety Officers and supervisory personnel responsible for assigned areas may stop individuals, with or without identification badges, to determine or verify their authority to be on campus or in a particular location.

### 3.0 Procedures

#### 3.1 Responsibility: Human Resources Division

- a. Advise new faculty and staff of the requirement for wearing badges.
- b. Establish and communicate requirements regarding replacement of lost or stolen badges and return of badges upon termination of employment.

#### 3.2 Responsibility: Student Affairs Division

- a. Advise students on the requirement for wearing badges.
- b. Establish and communicate requirements regarding replacement of lost or stolen badges and return of badges upon withdrawal from school or graduation.
- c. Take appropriate action to secure compliance with this policy.

#### 3.3 Responsibility: Public Safety Division

- a. Issue photo identification badges to Students, Faculty and Staff.
- b. Advise new faculty and staff of the requirement for wearing badges.
- c. Establish and communicate requirements regarding replacement of lost or stolen badges, and return of badges upon termination of employment, withdrawal from school or graduation.
- d. Observe individuals with or without identification badges as a means of verifying their authority to be on campus and in particular locations; also, as a means of monitoring building entrances and exits.
- e. Request those not wearing identification badges to produce their backup identification.

f. Provide notification to appropriate administrators of those individuals who repeatedly fail to wear their identification badges.

3.4 Responsibility: Administrative Officers, Deans, Department Chairmen, and Division Directors

a. Disseminate and reinforce the policy requirement that faculty and staff wear identification badges.

b. Take appropriate administrative action to secure compliance with this policy.

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