



## UNIVERSITY POLICY

<b>SUBJECT:</b>	ADMINISTRATION	<b>TITLE:</b>	IDENTIFICATION CARDS		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>Presidential</b> <input checked="" type="checkbox"/>	<b>Functional</b> <input type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Senior Vice President for Administration		<b>Responsible Office:</b>	Public Safety	
<b>CODING:</b>	00-01-10-150:00	<b>ADOPTED:</b>	05/24/93	<b>AMENDED:</b>	03/15/10
			<b>LAST REVIEWED:</b> 09/26/11		

**I. PURPOSE**

To establish a policy covering issuance, encoding, replacement, return and wearing of identification cards (IDs) for faculty, staff, housestaff, students and other authorized personnel who have a working relationship with the University.

**II. ACCOUNTABILITY**

Under the direction of the President, the Senior Vice President for Administration shall ensure compliance with this policy. The Director of Public Safety shall implement this policy.

**III. DEFINITIONS**

- A. **Regular IDs:** Photo IDs with Red, Green, Blue and Gold stripes, issued to all faculty, regular staff, students, volunteers, retired faculty and affiliated institutes personnel.
- B. **Temporary IDs:** Green IDs without a photo, bearing an expiration date, issued to summer youth employees, temporary employees, visiting faculty, contractors, consultants, and vendors.

**IV. POLICY**

University IDs are issued to faculty, staff, housestaff, students and other authorized personnel who have a working relationship with the University (for example, vendors, consultants, contractors, volunteers, etc.) upon completion of specific authorization and verification procedures outlined in this policy.

**A. Requirements:**

1. University IDs are issued by the Campus Public Safety ID offices in accordance with the guidelines and procedures in EXHIBITS A and B. Eligible personnel, in order to receive ID privileges, must accurately complete the necessary form and obtain the required authorizations by the sponsoring department.
2. Except for Police Officers and Emergency Medical Service employees working in uniform, the individuals receiving the IDs are **required to wear them at all times** while on University premises. The IDs are to be worn on the upper part of the body affixed to a lapel, jacket, or hung by a neck chain provided to facilitate easy visual inspection and verification of the incumbents' authorized presence.

3. The individuals receiving the IDs are **required to return their IDs to the respective Department Head** upon separation or termination of their authorized association with the University or at the conclusion of the time period for which the cards are issued.
4. Individuals issued IDs have the responsibility to immediately notify their department head and Public Safety, in the event that their ID is lost or stolen.
5. The IDs will be replaced free of charge in case of changes in the incumbent's name, title, department, or damage from regular wear and tear. Stolen IDs will be replaced free of charge if the individual provides a police report to the Campus Public Safety ID office. Replacement of IDs under all other circumstances, including loss or misplacement will be made for a fee of \$10. The Campus Public Safety ID office will issue the replacement ID upon receipt of payment made to Campus Cashier's Office and accompanied by the appropriate authorization.
6. It is the responsibility of the department head to enforce the wearing of IDs by individuals in the department. Any staff member who repeatedly fails to display an ID will be subject to appropriate disciplinary action.
7. All regular ID issued to individuals may be encoded. The encoding will provide the University with a mechanism for authorizing access to designated areas, e.g. buildings, link hallways, parking lots, parking decks, etc.
8. Temporary ID issued to individuals are not to be encoded for parking decks (Newark Campus). Encoding for entry into various buildings will only be given upon authorization from the proper authority (EXHIBIT A).
9. Individuals who do not possess or display an ID, except for Police Officers in the performance of their duties, will be required to sign in with a Public Safety Officer at the respective building before being allowed to enter any University buildings. These individuals after presentation of valid identification (e.g. driver's license) will be provided with a stick-on visitor pass, valid for that specific day, which they will be required to wear while on University premises. The Public Safety Officer, when feasible, will contact the appropriate party or department to confirm an appointment.
10. Regular IDs shall be issued to staff, students, and faculty engaged in cooperative programs conducted on the Piscataway/New Brunswick Campus, upon authorization from the appropriate UMDNJ department head.
11. University ID card holders shall safeguard their ID Cards and shall not lend them to anyone.

B. Eligibility

1. **Regular ID:** This photo ID includes the individual's name, unit/department and job title. Student IDs should include the expected year of the student's graduation. Affiliated institutes personnel IDs should include the expected expiration date of the individual's association with the University, if appropriate. Regular IDs are issued to the following individuals according to the photo stripe colors stated below:
  - a. Red stripe
    - i. Members of the Board of Trustees
    - ii. Members of the Board of Concerned Citizens
    - iii. Regular and Part-time Staff Members of the University
    - iv. Regular and Part-time Faculty Members
    - v. Housestaff

b. Green stripe

All full-time and part time students (includes Graduate students, Graduate assistants, matriculated, non-matriculated, etc.)

c. Gold stripe

- i. Volunteers
- ii. Affiliated Institutes Personnel
- iii. Volunteer Faculty
- iv. Long-term Contractors
- v. Temporary Employees

d. Blue stripe

Retired Faculty

2. **Temporary ID:** This green non-photo ID card is a temporary ID, and includes the individual's name, title, department location, and expiration date of ID card. The ID will be issued to the following individuals and must be returned to the respective Department Head upon conclusion of the temporary assignment:

- a. Vendors
- b. Summer Youth Employees
- c. Visiting Faculty
- d. Consultants (Standard ID with photo)
- e. Short-term Contractors
- f. Temporary employees

C. Responsibilities:

1. The Campus Public Safety ID offices are responsible for:

- a. verification that requests to issue Identification Cards are properly approved and that all eligibility criteria are met;
- b. verification of individual identification (e.g. driver's license, birth certificate, photo credit card). A current Identification Card is not an acceptable proof of individual identification;
- c. maintenance of inventory control and accurate records of all issued Identification Cards and those Identification Cards which are returned;
- d. issuance of new or replacement Identification Cards to all authorized personnel;
- e. encoding Identification Cards for parking decks or entry into specific locations upon proper authorization; and
- f. collecting Identification Cards from department heads of those staff members who are separated from the University.

2. The appropriate authorizers (EXHIBIT A) are responsible for:

ensuring that all provisions of this policy are observed when authorizing the issuance of an ID.

3. Department heads are responsible for:
  - a. ensuring that individuals within their department wear their Identification Cards on University premises at all times; and
  - b. collecting Identification Cards from individuals within their department upon their termination or separation from the University, and forwarding the same to the Campus Public Safety ID office.
4. Department of Public Safety is responsible for:
  - a. ensuring that all persons issued an Identification Card or a one-day stick-on visitor pass wear it while on University premises; and
  - b. permitting individuals who do not display or possess an Identification Card, to enter University buildings only when the purpose of their visit has been determined. These individuals must sign in to gain entry into University buildings, and will be issued a stick-on visitor pass valid for that specified day only.
5. ID card holders are responsible for:
  - a. ensuring that they have the appropriate authorization for the issuance of a new or replacement Identification Card and necessary encoding;
  - b. wearing Identification Cards at all times on University premises;
  - c. reporting lost or stolen Identification Cards to their department head and to Public Safety; and
  - d. turning in Identification Cards upon graduation, separation, or termination from the University.

V. EXHIBITS

- A. ID Cards Issuance/Authorizers
- B. Campus Public Safety ID Offices Hours and Locations

By Direction of the President:

**SIGNATURE ON FILE**

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Senior Vice President for Administration

EXHIBIT A  
ID CARD ISSUANCE/AUTHORIZERS

REGULAR								TEMPORARY	
<ul style="list-style-type: none"> <li>• With picture</li> <li>• With encoding</li> <li>• No expiration date</li> </ul>								<ul style="list-style-type: none"> <li>• Without picture</li> <li>• Without encoding</li> <li>• With expiration date</li> </ul>	
Red Stripe		Green Stripe		Gold Stripe		Blue Stripe		Green	
Card Holder	Authorizer	Card Holder	Authorizer	Card Holder	Authorizer	Card Holder	Authorizer	Card Holder	Authorizer
Board of Trustees	President's Office	<u>Students</u>	Respective School's Registrar, Office of Admissions, or Student Affairs Office	Volunteers	Coordinator Volunteer Services	Retired Faculty	Faculty Affairs	Vendors	Purchasing Services
Staff	Human Resources	All full-time and part-time students		Volunteer Faculty	Department Chair			Summer Youth Employees	Human Resources
Faculty	Faculty Personnel Coordinator			Affiliated Institutes Personnel	Associate Dean Student Affairs or Department Chair or Executive Director			Visiting Faculty	Deans/CEO-UBHC
Housestaff	Associate Dean Academic/Clinical Affairs							Consultants	Department Heads
Board of Concerned Citizens	President's Office					Long-term Contractors	Purchasing Services		
								Temporary Employees	Human Resources

## EXHIBIT B

### PUBLIC SAFETY ID OFFICES HOURS AND LOCATIONS

Newark Campus:	Department of Public Safety Administration Complex Building 5 Room 531 Monday - Friday 9 a.m. – 4 p.m.
Piscataway and New Brunswick Campuses	Department of Public Safety Liberty Plaza, Suite 100 <i>New Brunswick Campus</i> Monday - Friday 9 a.m. - 3 p.m.
Camden/Stratford Campus:	Department of Public Safety University Educational Center Suite 1132 <i>Stratford Campus</i> Monday and Friday 9 a.m. - 3 p.m.