



University of New Haven

POLICIES AND PROCEDURES

Policy Title:

Photo Identification Cards (ID)

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| Policy No.: | 8605 |
| Rev.: | N/A |
| Effective Date: | 03/01/2011 |
| Last Revision: | 09/01/2018 |

Responsible Office: Public Safety & Administrative Services

Responsible Official: Associate VP for Public Safety & Administrative Services

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Scope

This policy applies to all employees of the University including Faculty, Staff, Administrative, Clerical, and Maintenance positions

Policy Statement

The University of New Haven issues Photo Identification (ID) Cards to all individuals covered under the scope of this policy. The purpose of the policy is to verify identity and to manage access to University property, buildings and specific rooms. Individuals officially recognized as employees are expected to maintain possession and control of their ID at all times and to have them in their possession at all times. Employees are strongly encouraged to properly display their ID card on a conspicuous part of their clothing while on University premises or property. The ID is intended for business use and remains the property of the University. Inappropriate use of the ID is subject to disciplinary action up to and including termination

Reason for the Policy

The University of New Haven is committed to a safe work environment for both our students and employees. The ID cards will:

- Visually demonstrate the person is a member of the University
- Provide access to University property to a selected and controlled population
- Facilitate service to students and visitors

Definitions

Photo ID - A photo ID is a document issued by federal, state, or local government agencies, or entities containing a photograph. For purposes of this policy, any document that establishes identity and is listed as an acceptable document on The Department of Homeland Security's form I-9, List A or B will be accepted to issue a University Photo Identification Card

Policy Sections

3020.1 Issuance

- New employees will be issued a University Photo Identification Card (ID) upon appointment or employment to the University
- No person will be issued a University ID card until the identity of the individual can be verified. Individuals must present a photo ID (as described in definitions section) in order to obtain the University ID card.
- University Photo identifications can be obtained from Campus Card in the book store during business hours.

3020.2 ID Card Replacement

- Lost ID cards must be reported to campus police immediately.
- University ID cards must be replaced if they are damaged. The remaining pieces of the ID card must be returned to campus card prior to a new ID card being issued. If the card is damaged to the extent that the photo ID has been compromised, the individual will have to present appropriate photo identification before the badge is replaced.
- University ID cards must be replaced if a cardholder has a legal name change.
- The University ID card must be replaced if the University determines that an individual's appearance has changed so that the ID card is no longer effective to verify identity.
- Replacement cost for lost or damaged cards are the responsibility of the individual unless the reason for replacement is caused by a proximity chip malfunction.

3020.3 Unauthorized Use

- The ID card is not transferable. Only the person to whom the ID card has been issued is eligible to use the card.

3020.4 Termination of Employment

- The ID is intended for business use and remains the property of the University. Upon termination of employment, the ID card must be surrendered to the individual's supervisor, Human Resources, or Campus Police.

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This Policy's Contact Person:

Associate VP for Public Safety & Administrative Services

University of New Haven

300 Boston Post Road

West Haven, CT 06516

(O – 203-932-7147) (Fax: 203-931-6094)

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