

Berkeley College ID Presentation Policy

Purpose

The purpose of the Berkeley College ID card is for identification purposes, to provide access to certain essential College services and facilities, and to generally enhance the safety and security of the College community.

Scope

This Policy covers all Berkeley College faculty, staff (collectively referred to as “associates”) and students while they are present on College property. However, more stringent requirements may be prescribed for healthcare settings in which it is customary to follow specific protocols.

I. Identification Cards

A. Obtaining and Presenting ID Cards

All students and associates are required to obtain a Berkeley College digital ID card. While on College property, or when attempting to enter a College building, every College associate and student shall be required to present their Berkeley College digital identification card if/when requested to do so by Public Safety or College personnel.

B. Failure to Show ID card upon Request

Any person who is unable or refuses to present a Berkeley digital identification card upon request may be denied access to any Berkeley location and ordered to leave College property.

II. Reports to Public Safety

All College associates share the responsibility to assist in the safety of the campuses. Associates observing any suspicious or dangerous circumstances, involving gaining entry to College property or anything else, should report the matter promptly to Public Safety or the COO. In the case of emergency, the associate should call 911, then immediately report the circumstances to Public Safety or the COO. Public Safety and College personnel shall have the authority to contact 911 if someone appears to be a threat to the college.

III. Records

Public Safety personnel (or delegates) shall maintain a record of any instance in which an associate, student, (and/or visitor) is refused access or ordered off the campus.

IV. Questions or Inability to Access ID Card

Students and/or associates with questions about their digital ID card should contact Student Development and Campus Life. Students and/or associates who have trouble accessing their digital ID card should contact the College Helpdesk.

V. Enforcement

Any associate found in violation of this Policy may be subject to disciplinary action, up to and including termination of employment. Any student found in violation of this Policy may be subject to disciplinary action, up to and including dismissal from the College.