

Berkeley College ID Presentation Policy

Purpose

The purpose of the Berkeley College ID card is for identification purposes and to provide access to certain essential college services and facilities. All students, faculty and staff are required to obtain a Berkeley College ID Card and are responsible for having their ID card with them at all times while on campus and for keeping the card safe and in good condition.

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. Possession and Presentation of ID Cards

While on College property, every Berkeley College associate and student shall be required to carry a Berkeley College identification card and present it when requested to do so by Public Safety or College personnel.

B. Right to Challenge

Public Safety and College personnel shall have the authority to request any person present on College property, or attempting to enter a College building, to show a Berkeley College identification badge. All college associates share the responsibility to assist in the safety of the campuses. Should an associate see an activity that may pose a threat to the institution, the associate shall have the authority to request that a student present ID.

C. Failure to Show ID card upon Request

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

II. Reports to Public Safety

Associates observing any suspicious or dangerous circumstances should report them 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. Lost or Stolen Badges

Associates must report lost or stolen Berkeley identification badges to their home Campus Operating Officer or Public Safety. Students must report lost or stolen Berkeley identification cards to their local Student Development and Campus Life office or Public Safety. Campus Operating Officers and Student Development and Campus Life staff who receive such reports shall forward them immediately to Public Safety, which will keep a log of lost/stolen cards.

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.