

Title: Identification Badge for College Employees
Reference: 12-008
Replaces:

☐ **Initial Action:** 7/18/2011
☐ **Board Resolution:** 2/23/2012
☐ **Last Revised** 11/2/2022
 ☐ **Policy:**
 ☐ **Procedure:** 11/2/2022
☐ **Last Reviewed:**
☐ **Effective:** 12/9/2016
☐ **Next Review:** 11/2/2025
☐ **Responsibility:** Public Safety

Policy

The purpose of the **Identification Badge Policy** is to provide standards and requirements for the display of identification and to provide a consistent method of identification.

It is the policy of Cecil College that all employees (faculty, staff, adjuncts, and work studies) while on Cecil College property, display College issued photo ID Badges.

Procedure

- ID Badges will be provided by the College and issued at the Registration Office. They will include a photo of the employee, the employee's name, and classification (faculty, staff, administration).
- ID Badges shall be worn using a breakaway lanyard or a clip-on mechanism worn at waist level or higher.
- Lost or misplaced ID Badges are to be immediately reported to the Department of Public Safety.
- Employees may use judgment in deciding whether to wear their ID Badge while conducting official business that is not on Cecil College property.

Requirements for contractors to display ID Badges is covered under Policy #04-022 (Safety Requirements for Contractors).