

Effective: October 8, 1991

Student Affairs Policy
CAMPUS IDENTIFICATION in RESIDENCE HALLS

Approved: October 8, 1991
President's Advisory Council

Purpose

This policy applies to all University employees, Student Services employees, live-in residence hall staff members, external contractors and repair workers, and visitors not escorted by building residents or staff members.

This provides comprehensive written guidelines to further insure the security of students living in the residence halls by requiring all University Employees, external contractors and repair workers to wear the proper identification card. Visitors not escorted by building residents or staff who intend to go beyond the first floor lobby of any residence hall must display their card.

Definitions

The Proper Identification Card for University employees and Student Services employees is the University photo identification card. Campus police will display their identification card or their police badge.

For external contractors, self-expiring temporary cards are to be issued by Capital Construction, Contracting and Design. For other external repair workers, self-expiring temporary cards will be issued at Maintenance Operations. If they are called in after hours to deal with residence hall emergencies, workers should obtain self expiring ID cards from the residence hall staff. The issuing office will determine the validation period for all self-expiring temporary cards.

Visitors not escorted by building residents or staff members, (for example, Admissions Office tour guides), will be issued self-expiring temporary cards by the residence hall staff or Resident Life Office.

Ambulance, Police and Fire personnel in uniform are exempt from this policy when dealing with emergency situations but should make their presence known to building staff as soon as possible.

Responsibilities

University employees including Student Services' employees obtain their identification cards at the Campus Identification Office and are required to wear them whenever they go unescorted beyond the first floor lobby of a residence hall.

Any Residence Hall staff member has the authority to issue the proper identification cards to visitors who are not escorted by building residents and any emergency repair workers who will be in a residence hall beyond the lobby. After normal University business hours, cards may be obtained from residence hall staff or in an emergency from University Police.

Capital Construction, Contracting and Design will issue the proper identification cards to external contractors and repair workers who will be working in the student residence halls for all non-emergency work and emergency work which occurs during normal University business hours.

Procedures

Whenever a faculty member, administrator, or staff member goes unescorted beyond the first floor lobby of a residence hall, the individual is required to wear their campus identification card.

Live-in residence hall staff members, while in their own buildings, are required to wear I.D.'s only while on duty. When visiting other residence halls, professional and graduate staffers must wear I.D.'s if unescorted beyond the lobby level, and student staffers must adhere to the Student Code of Conduct concerning the escort policy.

Emergency non-University repair workers, who are called in for a residence hall emergency after Capital Construction, Contracting and Design or Maintenance Operation hours, must obtain a self-expiring identification card from the residence hall staff. They will be instructed to report directly to the staff member on duty by the phone attendant or a Capital Construction, Contracting and Design or Maintenance Operation supervisor.

Contractors and/or repair workers who are scheduled to work in residence halls are required to pick up a self-expiring identification card from Capital Construction, Contracting and Design when they initially arrive on campus. If the identification cards expire before their work is completed, they are required to obtain a new self-expiring card at the Capital Construction, Contracting and Design office. The time of day for valid use will be indicated on the card.

Visitors who are not escorted by building residents will discuss their purposes for requesting access to the private areas of the residence hall with the residence hall staff member on duty or the Resident Life Office, who will determine if a self-expiring identification card will be issued. After normal University business hours, cards will be available from residence hall staff or in an emergency from University Police.

Violators of this policy may be subject to the appropriate actions under the Pennsylvania crimes code. Violators will be reported to University Police or the Capital Construction, Contracting and Design or Maintenance Operation's office, as appropriate.