Policy Statement

Requiring faculty, staff, and students to wear an ID badge promotes an even greater sense of community among everyone who works for Dillard University. Regardless of the job held these badges are a visible representation that we are all part of the same team and guided by the same values and mission. Badges also enhance the University's ability to provide the highest level of customer service and campus safety possible.

Reason for Policy/Purpose

The purpose of this policy is to place our university workplace in a more secure state and give our workers more confidence in their safety.

Who Needs to Know This Policy

University community members

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**Background Information**

We live in a world of ever-increasing risk. No workplace - be it an office building, residence hall, or campus classroom building - is immune from threats. Risk threatens worker safety, employee morale, and the university's economic livelihood. Staff and Faculty members are often the targets of these threats as well as the university's first line of defense against them. Threats endanger the confidentiality, integrity, and security of the university workplace, as well as your virtual workplace and computer systems. We also want all employees to know that they are an integral part of the university's security solution. From the mailroom to the boardroom, security is a shared responsibility. Simply put, security begins with us all, one employee/student at a time.

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**Responsibility**

Responsibility for this policy rests with the Office of Public Safety/Campus Police Division.

**Requirements**

The following of our university community regarding the ID badge is required:

1. Wear the ID Badge on the outermost garment at all times on campus.
2. Never allow "piggybacking" into access controlled areas.
3. Never lend or borrow badges of other employees to access areas.

**Lost/Replacement Identification Badges**

Lost or stolen identification cards must be replaced within ten (10) business days. To replace a lost or stolen card:

1. Go to the Cashier window in Rosenwald Hall and pay the $40 lost/replacement fee.
2. Continue back to the ID card administrator’s office (**Kearny Hall Rm. 107**) with your paid receipt for a replacement identification badge.
Contact(s)

For questions about this policy contact:

Lawrence Garrison – Public Safety
Office (504) 816-5310
Fax (504) 816-4954
lgarrison@dillard.edu

Enforcement Guidelines

ID Badge Enforcement Guidelines

Starting October 31, 2011, Dillard University’s Office of Public Safety will begin to enforce the wearing of the Dillard University ID Badge by all members of the university community. We understand that our enforcement of this policy is more stringent than those at other local universities in the area; however, this enforcement is strictly for safety and security reasons for our university community.

A. Entering Campus or Off-Campus Sites:

1. Campus Public Safety Officer will have the discretion to ask all personnel entering Dillard's campus via the walkway gates or in a vehicle to present their Dillard University ID Badge.

2. Campus Public Safety Officers will also have discretion to ask all personnel on off-campus sites (DUALS or Elysian Fields Apts.) to present their Dillard University ID Badge.

B. On-Campus:

1. Staff, Faculty & Students will be asked to wear ID's in a visible fashion to be seen by campus public safety officers and others on campus. (Lanyards will be issued to encourage the wearing of the ID).

2. We are asking all departments when conducting business with a staff, faculty or student to verify who they are by asking for their ID.

3. No personnel are allowed to give their ID badges to another employee or person to gain entry into a selective card access area.

4. Each Department head will be asked to submit names of employees in their area that would need building (Rosenwald Hall) access after 6pm when the building is closed for the evening.
C. Visitor's Policy

1. Visitors that are scheduled to meet with or have an appointment to meet with someone here on campus should email name, date and time of visit and place of visit to the Office of Public Safety so a parking pass and visitor's pass can be issued at the gates.

2. Visitors to off-campus residents should present a valid picture ID to the Resident Halls desk worker and sign the visitor’s log to say who and where they are visiting.

D. Entering Campus after close of business and weekends:

1. Faculty or staff member should present their Dillard University ID badge to the officer on duty.
2. The faculty or staff member should provide the officer with a location or destination that they are going to or wish for the officer to open.
3. The officer will only open an area that is authorized to the faculty or staff member. The officer will not open any office not assigned to the faculty or staff member.
4. The staff or faculty member must call the DUPD Dispatcher (5310) on their departure from the area or destination.
5. Faculty or Staff member not in possession of their Dillard ID badge will be cited and reported to their supervisor.

E. Failure to Comply:

1. Students:
   Formal Written Warning sent to Office of Student Success.

2. Faculty:
   Formal Warning - Appropriate disciplinary action by Academic Affairs, warning placed in HR personnel file.

3. Staff:
   Formal Warning - Appropriate disciplinary action by Supervisor, warning placed in HR personnel file.