

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 2	<b>DIRECTIVE NO.</b> C-9
	<b>ORIGINATOR</b> Director, Physical Resources Director, College Ancillary Services	
<b>TITLE</b> Staff and Student Identification	<b>APPROVED BY</b> President	
	<b>EFFECTIVE DATE</b> 03.09.2005	<b>REPLACES</b> NEW

## Background

Large institutions, which are open to the public, undertake a significant security challenge in ensuring the safety of their occupants. One element of an effective public security program is the use of an appropriate identification system for all those persons who have a *bona fide* relationship to the organization. From time to time it may be necessary, in the interests of the safety or security of the College and its occupants, to identify persons who are on the premises. In addition, identification card technology is increasingly being used to provide access to buildings and facilities and to obtain various College services. The use of identification cards also helps to make College personnel readily recognizable as staff to our clients. Algonquin College is committed to both ensuring the safety of its occupants and pursuing the efficiencies and service improvements available through the adoption of "one card technology".

## Policy

As a first step in the implementation of an effective identification system for all College occupants and in instituting a College "one card" system, it is the policy of Algonquin College that specified groups of staff and students be required to obtain a College photo-identification card upon commencement of employment or academic activities and that all current specified staff shall obtain and maintain a currently valid photo-identification.

When requested, all College staff and students must identify themselves to Security personnel and other College officials by showing identification while on any property owned or occupied by the College. Staff and students who refuse to identify themselves upon request may be subject to disciplinary measures or removal from the premises, dependent on the circumstances. In instances where a College identification card is not available, reasonable alternate means of identification and verification will be accepted.

## Application

For the purposes of this policy, specified groups of staff and students are as follows:

Group A - Full time staff

Group B - Students enrolled in full time programmes

At this time, all other staff and students are not required to obtain an identification card, but may elect to obtain a card should they so choose.

## Procedures

### 1. Group A – Full Time Staff

- (a) Human Resources will initiate an Identification Card Requisition form for new employees during the hiring process or for existing employees as required. The form will then be forwarded to the Card Systems Office.
- (b) Staff are required to make an appointment with the Card Systems Office, bringing current identification with them, to obtain a College identification card.
- (c) Once an ID card has been issued, the Card Systems Office will forward the completed form to Safety & Security Services.
- (d) Staff identification cards are assigned an expiry date not to exceed five years from the date of issue.
- (e) Staff are encouraged to wear their identification cards in a visible location on their persons while on College premises as a means of being readily recognizable to clients.
- (f) Upon termination of employment, as part of the exit process, all staff will surrender the College identification card to Safety & Security Services.

### 2. Group B – Students Enrolled in Full Time Programmes

- (a) The Registrar's Office will initiate an Identification Card Requisition form for new students as part of the registration process.
- (b) Where necessary, students will make an appointment with the Card Systems Office to obtain an identification card. Students must produce a current student timetable and two pieces of currently valid identification in order to receive a College identification card.

### 3. All Card Holders

- (a) Cardholders may obtain current information regarding services available through the use of their identification card by contacting the Card Systems Office.
- (b) Cardholders wishing to utilize their card for access to specific College facilities must consult their manager / academic chair, who will make appropriate arrangements with Safety & Security Services.
- (c) Lost or stolen identification cards must be reported to Safety & Security Services immediately. Cardholders are responsible to replace lost or stolen cards within a reasonable period of time. A College Identification Card Requisition form for card replacement can be obtained from Human Resources or the Registrar's Office. A fee, which approximates the production costs of the card, may be charged for card replacements.
- (d) Cardholders are responsible to have their College identification cards renewed in instances where expiry dates have been assigned to cards. A College Identification Card Requisition form for renewal can be obtained from Human Resources or the Registrar's Office.

\_\_\_\_\_  
(original signed by)

President



**Identification Card Requisition Form**

**Type of Request:**

New

Replacement

Renewal

**Status:**

Staff

Student

**Staff Classification:**

Admin

Faculty

Support

Full time

Part time

**Name:** \_\_\_\_\_

**Area**

President's Office _____
Academic _____
Student Life & Human Resources _____
Finance & Administration _____

**School / Department:**

Academic Operations & Planning _____	Marketing _____
ACERRA _____	Ottawa Valley - Pembroke Campus _____
Algonquin Foundation _____	Physical Resources _____
College Ancillary Services _____	Police & Public Safety Institute _____
Applied Research & Degree Studies _____	Public Relations & Communications _____
Business Development _____	Registrar's Office _____
Career & Academic Access Centre _____	Student Services _____
Finance _____	School of Advanced Technology _____
Financial Aid _____	School of Business _____
Heritage Institute - Perth Campus _____	School of Health & Community Studies _____
Human Resources _____	School of Hospitality & Tourism _____
Information Technology Services _____	School of Media & Design _____
International Education Centre _____	School of Part Time Studies _____
Language Institute _____	School of Transportation & Building Trades _____

**Unit:**

(To be completed only if further delineation from School / Department designation is functionally important)

**Job Title / Classification:** \_\_\_\_\_

**Staff/Student ID#:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Human Resources / Registrar

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Staff / Student

**Date:** \_\_\_\_\_

**Card Number Issued:**

**Issued By:** \_\_\_\_\_

**Date / Time:** \_\_\_\_\_