



	College Administrators exclude Administrative Employees without a management title and without people reporting to them.
Contractor	A person or company that undertakes a contract to provide materials or labour to perform a service or do a job.
Security Services	Security Services is a department within Risk Management tasked with monitoring and addressing safety and security concerns impacting the College campus community.

## POLICY

1. Card Services will establish an identification system for College employees and students. Contractors may be provided identification at the request of a College Administrator, dependent on the specific nature of their activities. Alumni may request an identification card to access College services.
2. Identification cards may be used to provide access to buildings and facilities, to obtain various College services, and to access transit for Ottawa Campus students. Identification cards serve to verify, for College personnel and clients, that a person is a College employee, student, alumni, or contractor.
3. Employees and students will obtain a College photo-identification card at the beginning of employment or academic activities. All current employees and students will maintain a valid photo identification card.
4. While on any property owned or occupied by the College, the College photo identification card can be requested by Security Services or College employees. In instances where a College identification card is not available, reasonable alternate means of identification will be accepted. Failure to provide College Identification when requested by Security Services, could lead to disciplinary procedures under SA-07 (for students) and HR-18 (for employees).
5. The College photo identification card is the property of Algonquin College and is governed by the terms and conditions outlined on the Card Services website. This card must be surrendered at the request of an Algonquin College official.  
<http://www.algonquincollege.com/card-services/>
6. Cardholders wishing to utilize their card for access to restricted College facilities must consult with their immediate supervisor or academic chair who will make appropriate arrangements with Security Services.
7. A fee will be charged for a replacement identification card if lost or stolen.
8. One (1) piece of government issued photo identification for identity validation is required to be provided to obtain a College photo-identification card. Should government issued photo identification not be available, the Manager, Parking, Lockers, and Card Services will validate identity through reasonable means, as required.

## PROCEDURE

	<b>Action</b>	<b>Responsibility</b>
<b>1.</b>	<b>New Employees</b>	
1.1	Instruct new full-time and part-time employees to complete the online request form, found on the Card Services website.	Departmental management
1.2	Ottawa Campus employees: Once form is completed, New Employee visits Card Services with government issued photo ID, to Card Services Office to complete card production.	Card Services Office
1.3	Pembroke Campuses:  The Administration Office will coordinate ID production/card pick-up with the Card Services Office.	Administration Office
<b>2.</b>	<b>Current Employees</b>	
2.1	Fill in the Online card request form on the Card Services Office website to obtain or replace a College photo-identification card.	Full-time and Part-time Employees
<b>3.</b>	<b>Students</b>	
3.1.	Submit a photo online for their identification card. Once notification is received that photo is approved, pick card up at Card Services location or administrative office at the Pembroke campus. One valid government issued photo identification is required at time of card pick-up.	Student
3.2	If government issued photo identification is not available, identification will be verified by other reasonable means.	Manager, Parking, Lockers, and Card Services
<b>4.</b>	<b>Alumni</b>	
4.1	Fill out online application form, and select preference to pick card up on campus, or have card mailed to a preferred address.	Alumni
4.2	Once card is ready for pick-up, or has been mailed, notify alumni.	Card Services
<b>5.</b>	<b>Contractors</b>	
5.1	Submit Contractor Card Request	College Administrator
5.2	Produce contractor cards and notify requestor when ready for pick-up.	Card Services
<b>6.</b>	<b>Card Holder Facility Access</b>	
6.1	Request access to restricted College facilities from the immediate supervisor or academic chair.	Card Holder
6.2	Contact Security Services, as necessary, to make arrangements for employee or student access to restricted College facilities.	Card Holder
<b>7.</b>	<b>Lost or Stolen Identification Cards</b>	

7.1	Report lost or stolen identification cards to the Card Services Office as soon as it is noticed. Cards used for access purposes must also be reported immediately to Security Services.	Card Holder
7.2	Upon request, produce replacement identification cards.	Card Services

### RELATED POLICIES

AC05: Use of Service Animals on Campus

HR18: Employee Code of Conduct

HS01: Occupational Health and Safety

SA07: Student Conduct

### RELATED MATERIALS

Card Services website <http://www.algonquincollege.com/card-services/>