

## 5.012 - Identification Badge and Building Access

### Scope

These guidelines apply to full-time Clerc Center teachers and staff; long-term contract employees (e.g., long-term substitute teachers, occupational therapists, physical therapists, dorm assistants, coaches, After-School Program staff, student teachers, full-year interns, etc.); short-term contract employees (e.g. daily substitute teachers, short-term interns and practicum students, etc.); parents of KDES and MSSD students; Gallaudet University faculty, staff, and students; interpreters; and visitors.

### Guidelines

Schools and state departments of education nationwide have implemented practices to ensure safe and secure school buildings. The Clerc Center has equipped all of the school buildings with an electronic access system that requires a card for entry. The electronic access strip has been integrated into the school-issued identification badges issued to all Clerc Center employees. Individuals must first pass a background check before their electronic access strip is activated and they are allowed building access to Clerc Center buildings.

In addition, all Clerc Center employees and other adults who work in the school buildings must wear their school-issued identification badges at all times in order to clearly identify that these individuals have the authority and clearance to be in the school buildings. All Clerc Center employees must first pass a background check before they are issued their identification badge. University personnel in uniform providing services in the buildings are exempt from this requirement. Visitors and others without card entry access to the buildings must check in with the front office of the building they are visiting to sign in and obtain a temporary badge. The rationale behind these requirements include:

- Providing a safe and secure environment for students, teachers, staff, and visitors.
- Ensuring that the schools are aware of all individuals in the buildings in the event of an emergency.
- Protecting the Clerc Center's physical assets from potential harm, including theft, damage, or other potential risks.
- Providing a consistent method of identification of employees of the Clerc Center to assist with enforcement of visitor sign-in.

### **Badge Specifications**

Clerc Center ID badges must be worn in a highly visible manner such as:

- On a lapel or breast pocket
- At the waist or on a belt
- On a lanyard worn around the neck.

- Lanyards should be either Clerc Center issued or other appropriate design. Lanyards should not have advertisements or other company/school logos. Please consider the visual work environment in your selection.

The ID card must be clearly visible—in a clip or clear plastic card holder—so that students, parents, employees, and others can easily read it.

### **Badge Types and Specific Building Access**

**Clerc Center ID Badge with photo:** Clerc Center identification badges are blue with white lettering to distinguish them from the standard-issue white Gallaudet ID badges issued to University faculty and staff. Blue ID cards include the Clerc Center logo, the photograph and name of the individual, and are issued to all full-time employees, qualified long-term contract employees, and parents with children in the Parent-Infant Program.

**Access:** Employees with a Clerc Center ID badge with a photo have access to the KDES and MSSD buildings seven days a week, 7 a.m. to 11 p.m. Access to dormitory and gym buildings is limited to authorized staff. Access to buildings is in accordance with Gallaudet University's policy.

**Clerc Center Badge without photo:** Short-term Clerc Center contract employees in the following categories will be issued a daily Clerc Center badge with the Clerc Center logo and the name of their staff position—substitute teachers and interns. Short-term staff members in the aforementioned categories are required to present photo ID and to sign in before being issued a badge at the start of their shift each day.

**Access:** Card entry access to buildings is not included with this badge.

**Visitor Badge:** The front desks of both KDES and MSSD and both MSSD's residence halls have visitor badges to be issued to any person visiting the school buildings who is not an employee of the Clerc Center. Visitors are required to present photo ID and to sign in before being issued a badge. Visitors are not permitted to walk through any part of the Clerc Center buildings unaccompanied at any time.

**Access:** Card entry access to buildings is not included with this badge.

**Parent Badge:** Recognizing that parents are an integral part of the Clerc Center community, the front desks will have badges specifically for parents. Parents are required to present ID at the front desk and must sign in prior to being issued a badge.

**Access:** Card entry access to buildings is not included with this badge.

Parents with children in the Parent-Infant Program may be issued a Clerc Center badge for a semester at a time, and may be renewed depending on their child's enrollment.

**Interpreter Badge:** Sign language and spoken language interpreters working at the Clerc Center on an interpreting assignment will need to wear an interpreter badge. Interpreters are

required to present ID at the front desk and must sign in prior to being issued a badge. Card entry access to buildings is not included with this badge.

**Access:** Card entry access to buildings is not included with this badge.

Upon leaving the building, visitors and parents need to return to the front office and return the visitor ID badge or parent ID badge they were issued. If the visitor is departing after 4 p.m., when the front desks are closed, the staff member with whom the visitor is meeting is responsible to collect the visitor badge and return it to the front desk the following day.

### **Required Hours**

ID badges must be worn at all times when working. This includes:

- Standard business day, between 8 a.m. and 5 p.m.
- Clerc Center teachers and staff who have scheduled work hours outside of the hours of the standard business day.
- Anyone who is required to work in an official capacity at any time.
- Teachers and staff entering the residence halls to interact with students or staff.

The ID badge is not transferable and should not be worn by anyone other than the individual pictured on the badge.

- **NOTE:** Teachers and staff who misplace their badge or leave their badge at home, or some other location, are required to check in with the front office and receive a temporary badge to wear for the day. It must be returned at the end of the day.

Badges are not required at public events (e.g. performing arts, sporting events) unless the employee is on duty at the time of the event.

### **Monitoring School Buildings**

Teachers and staff should be observant of anyone not wearing a badge. Adults not wearing a badge in either school building should be directed to the front office of the school. Adults without a badge should not be allowed to walk through the school buildings. Students should be instructed to tell a teacher or staff member right away if they see an adult without a badge.

### **Badge replacement**

Damaged, altered, defaced or lost cards are to be replaced following standard University protocols through the Department of Public Safety. Immediately report lost ID badges to the Department of Public Safety to avoid unauthorized use of the cards. If for some reason an employee's card does not work, the employee should go to DPS.

### **Appropriate Use**

- ID badges are to be used for official purposes only.

- ID badges are to be used only for the duration of employment at the Clerc Center. ID badges are the property of the University and are to be surrendered upon separation from the University or at the conclusion of employment.
- Badges which include a keyless access strip allow the user access to their building during designated hours.
- ID badges are only to be used by the individual to whom they were specifically assigned and cannot be shared, loaned, or borrowed. ID badges are for personal use only.

## **After Hours**

### **Visitors After Hours**

Standard hours of operation for the front desks are 8 a.m. to 4 p.m., Monday through Friday. If an employee is meeting with a visitor before 8 a.m., or commencing a meeting starting after 4 p.m., the employee should meet the visitor at the front door to grant access to the building and escort the visitor back to the exit following the meeting. The employee is responsible for the visitor at all times.

### **After Hours Access for Employees**

Employees wishing to access the buildings before or after hours should send a request to the Clerc Center Human Resources Office. Human Resources will then verify approval from the vice president or the executive director, administration & operations, and then put in the request DPS to have this access added to their ID cards for specific days and times.

**Refer Questions To:** *Coordinator, Clerc Center Human Resources*

**Approved By:** *Senior Leadership Team*

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