

UNIVERSITY POLICY

Policy Name:	Identification Card <u>ID</u> Issuance and Usage Policy				
Section #:	30.1.10	Section Title:	Public Safety <u>Administration and Public Safety</u>	Formerly Book:	N/A
Approval Authority:	<u>Executive Vice President, Strategic Planning and Operations & COO</u> Senior Vice President for Administration	Adopted:	10/9/2014	Reviewed:	6/18/2015 <u>7/16/2018</u>
Responsible Executive:	<u>Executive Vice President, Strategic Planning and Operations & COO</u> Senior Vice President for Administration	Revised:	6/18/2015; <u>7/16/2018</u>		
Responsible Office:	Division of Public Safety <u>Institutional Planning & Operations</u>	Contact:	<u>Identity & Access Management Office</u> <u>iam@ipo.rutgers.edu</u> <u>apspolicies@aps.rutgers.edu</u> <u>848-445-5050</u>		

1. Policy Statement

The ~~RUconnection~~**RU ID** card is the sole official identification card (ID) issued to individuals affiliated with Rutgers, The State University of New Jersey. ~~RUconnection~~**RU IDs** cards are issued to individuals only. ~~RUconnection~~**RU IDs** cards are not issued or assigned to departments, or organizations and are not to be used as a way of providing access to individuals not issued the ~~RUconnection~~**RU ID** card (e.g., placed in vehicles for use by others). The ~~RUconnection~~**RU ID** card remains the property of the university and must be surrendered when requested by an authorized university official. The ~~RUconnection~~**RU ID** card is only valid during active employment or registration of the assigned individual. The university has the right to confiscate inactive ~~IDs~~**cards**.

2. Reason for Policy

To specify the rules, procedures and practices that will address the issuing, encoding, replacing, returning, and displaying of identification cards (IDs) for faculty, staff, students, and others who qualify for the issuance of ~~card~~**IDs**. Rutgers University establishes this policy to address those issues related to the use of ~~IDs~~**cards** on properties owned or controlled by Rutgers.

3. Who Should Read This Policy

All members of the ~~U~~**university** community.

4. Resources

[University Policy 30.1.8: Access to University Facilities](#)
[University Policy 10.3.6: Dining Services](#)

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All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (policies.rutgers.edu) for the official, most recent version.

5. Definitions

- A. ~~RUconnection~~ **RU ID card** – The ~~RUconnection~~ **RU ID card** is the name of the identification card issued to university faculty, staff, students, guests, and other individuals who have an official affiliation with the university.
- B. ~~RUconnection~~ **Service Center Card Office** – An approved location where the ~~RUconnection~~ **RU IDs card** is **are** issued. All campuses and off-campus locations utilize a single carding system and set of policies to issue ~~IDs cards~~ that are identical in design and function. Full reciprocity allows individuals to use their ~~RUconnection~~ **RU ID card** to access similar services on any campus. **A list of service centers can be found at: <http://iam-ipo.rutgers.edu/locations.php>.**
- C. ~~Faculty/Staff~~ – A ~~card~~ category designation for ~~full-time, part-time and temporary staff members, full-time and part-time faculty members, employees of Reserve Officers' Training Corps (ROTC), and Rutgers Foundation units~~ **all paid employees.**
- D. ~~Student~~ – A ~~card~~ category designation for full-time, part-time, and non-matriculated students registered in official university schools and degree programs. ~~Does not include short term certificates or like professional development programs.~~
- E. ~~Guest~~ – A ~~card~~ category designation for student level guests, visiting scholars (faculty level), ~~affiliates, contractors and trades workers, vendors, affiliates, retirees, volunteers, and/or members of recognized external university affiliated organizations. (New Jersey Public Interest Research Group, Campus Ministries, etc.).~~
- F. ~~Affiliates~~ – Individuals who are faculty or staff members, but are not paid through Rutgers.
- G. ~~Visiting Scholars~~ – Individuals who are unpaid faculty or post-doctoral visitors to the University.
- H. ~~Retiree~~ – A ~~card~~ category designation for separated university employees with official retiree status.
- I. ~~Specialty Badges~~ – A ~~card~~ category designation for special badges that may be issued to members of the governing boards and other unique units.

6. The Policy

ELEMENTS OF THE CARD

The information included on the front of the ~~RUconnection~~ **RU ID card** is as follows:

1. ~~The cardholder's photo~~

All RU IDs shall include ~~the cardholder's choice of legal name or preferred name (as it appears on official transcripts or payroll records) or as indicated via the Office of the Registrar, without social or professional title or degree. In accordance with University practice, an individual can use their preferred name on their ID. Card~~, as it appears in the University Registrar or Payroll records

2. ~~University affiliation, i.e., department or school information~~

3. ~~Campus information~~

4. ~~Issue date~~

5. ~~Affiliation type, i.e., Faculty/Staff, Student, Guest, etc., based on primary status, as defined below~~

The information included on the back of the ~~RUconnection~~ card is as follows:

1. ~~Card usage disclaimer and RUconnection Card Office contact information~~

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2. ~~A barcode used for borrowing library materials and accessing related services~~
3. ~~A 6 digit security code used for miscellaneous verification~~

~~Some individuals who do not have authorization to use certain facilities may receive a card without a barcode or certain encoding features. Possession of an RUconnection card does not guarantee access or use of University facilities or services.~~

Physical or electronic alteration of the ~~RUconnection~~ **RU ID** card is not permitted. This includes encoding of additional information on unused magnetic stripe (mag-stripe) tracks to allow the ~~RUconnection~~ **RU ID** card to work in unauthorized or external verification systems.

~~RUconnection cards feature an electronic photo as part of their design. With the exception of short-term temporary ID cards issued to incoming students, a~~ **All RU ID** cards must feature a photo of the identified individual.

~~Individuals will not be provided with copies (printed or electronic) of their photo. The exclusive nature of these photos promotes security and helps avoid forgery.~~

I. ISSUANCE AND USAGE OF AN ID CARD

~~Individuals shall present an unexpired, original form of government issued photo identification (driver license, passport, etc.) in order to perform transactions in the RUconnection carding offices, including having an RUconnection card issued, renewed or replaced. All transactions must be conducted in person. Family members, co-workers or supervisors cannot conduct business for others. Individuals lacking proper documentation will not be issued an RUconnection card.~~

All cardholders are required to have their ID on their person while on any Rutgers campus or work location and are required to produce the card upon request. All members of the Rutgers University community are strongly encouraged to display their RU ID. Guests are required to display their RU ID on their person.

~~An initial card is issued to employees with active appointments and students registered for the current semester, at no charge.~~

All individuals must have an active record in the ID carding system, in order to validate their university status. Carding **Service Center** offices will not issue ~~RUconnection~~ **RU ID**s cards to individuals lacking current active system records.

All transactions must be conducted in person. Family members, co-workers, or supervisors cannot conduct business for others.

~~Special **Guest** guest" cards **IDs** can also be issued to university guests, vendors, and other affiliated individuals after they are sponsored through the University Guest Portal by an authorized representative from a university department or unit. There is an associated fee.~~

~~With the exception of special cards issued to incoming students to help them access facilities during their first semester, the University does not issue "temporary" ID cards. All individuals who need to utilize university electronic access systems, including all guests and visitors, must obtain an ~~RUconnection~~ **RU ID** card issued in their name.~~

The sharing of **IDs** is not allowed. Individuals can only possess one ~~RUconnection~~ **RU ID** card. Those with multiple roles will receive an ~~RUconnection~~ **RU ID** card that indicates their primary relationship with the University based on the following hierarchy (**employees, students, and guests**):

- ~~Salaried employees,~~
- ~~Retiree~~

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- ~~Students, and~~
- ~~Affiliate~~
- ~~Part-Time faculty~~
- ~~Non-student TA/GA~~
- ~~Hourly casual employee~~
- ~~Visiting scholar~~
- ~~Guests)~~

The RU ID card should reflect the primary university affiliation (e.g. faculty/staff, student). When a change in affiliation occurs, cardholders are required to exchange their RU ID for one that reflects their current primary affiliation status.

In special cases where an employee or student is terminated or otherwise has their university affiliation severed, a governing department may request the immediate suspension of related ID card access, including building and facility access, meal plans, RU Express accounts, etc. Individuals will remain in a suspended status unless a request for reinstatement is received from the governing unit.

Upon separation of service, the employee ID will be deactivated.

Cardholders are expected to take reasonable care in the use and storage of their RUconnection **RU ID** card. If cards are to be worn as badges they should be placed in non-destructive holders. **All members of the Rutgers University community are strongly encouraged to display their RU ID Card, specifically if cards are to be worn as badges. Guests are required to display their RU ID Card.** If damage appears intentional, or if all pieces are not surrendered, a replacement fee will be required.

Replacement RUconnection cards will not be issued without photo identification. If an individual has lost their wallet or it has been stolen, other forms of ID may need to be replaced (such as a driver's license) prior to requesting a replacement RUconnection card.

Cardholders are expected to take reasonable care in the use and storage of their **RU ID**. Lost RUconnection **RU ID** cards must be reported to an RUconnection **RU ID Card Service Center** Office immediately so that privileges associated with the card **ID** can be suspended. **Please report lost IDs to your supervisor and the Identity & Access Management Office at: <mailto:iam@ipo.rutgers.edu> or by calling 848-445-5050.**

There will be a \$20 fee charged for the replacement of lost cards.

Exceptions: Requests for exceptions to this policy may only be granted by the Executive Vice President for Strategic Planning and Operations and Chief Operating Officer, or a designee.

II. ADHERENCE

Falsifying information to obtain an ~~RUconnection~~ **RU ID** card is identity fraud and may incur prosecution and/or administrative sanctions to the full extent of the law and under university policies, ~~and~~ rules, and regulations.

Failure to comply with this policy may result in discipline up to and including termination.