

UNIVERSITY POLICY

Policy Name:	Identification Card Issuance and Usage Policy				
Section #:	30.1.10	Section Title:	Public Safety	Formerly Book:	N/A
Approval Authority:	Senior Vice President for Administration		Adopted:	10/9/2014	Reviewed: 6/18/2015
Responsible Executive:	Senior Vice President for Administration		Revised:	6/18/2015	
Responsible Office:	Division of Public Safety		Contact:	apspolicies@aps.rutgers.edu	

1. Policy Statement

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

3. Who Should Read this Policy

All members of the University community.

4. Resources

30.1.8 Access to University Facilities

5. Definitions

- A. RUconnection card – The RUconnection 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 Card Office – An approved location where the RUconnection card is issued. All campuses and off-campus locations utilize a single carding system and set of policies to issue ID cards that are identical in design and function. Full reciprocity allows individuals to use their RUconnection card to access similar services on any campus.
- 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.

- 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, 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

I. ELEMENTS OF THE CARD

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

1. The cardholder's photo
2. The cardholder's legal name, without social or professional title or degree, as it appears in the University Registrar or Payroll records
3. University affiliation, i.e., department or school information
4. Campus information
5. Issue date
6. 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
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 card is not permitted. This includes encoding of additional information on unused magnetic stripe (mag-stripe) tracks to allow the RUconnection 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, all RUconnection 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.

II. 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.

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 offices will not issue RUconnection cards to individuals lacking current active system records.

Special “guest” cards 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 card issued in their name. The sharing of cards is not allowed.

Individuals can only possess one RUconnection card. Those with multiple roles will receive an RUconnection card that indicates their primary relationship with the University based on the following hierarchy:

- Salaried employee
- Retiree
- Student
- Affiliate
- Part-Time faculty
- Non-student TA/GA
- Hourly casual employee
- Visiting scholar
- Guest

Cardholders are required to exchange their RUconnection card for one that reflects their current role when changing employment or 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.

Cardholders are expected to take reasonable care in the use and storage of their RUconnection card. If cards are to be worn as badges, they should be placed in non-destructive holders. 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. Lost RUconnection cards must be reported to an RUconnection Card Office immediately so that privileges associated with the card can be suspended.

III. ADHERENCE

Falsifying information to obtain a RUconnection 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.