

CAPITAL UNIVERSITY LAW SCHOOL IDENTIFICATION POLICIES

1. POLICY

All entrants to Capital University Law School are required to wear Capital University identification while in the building.

2. EQUIPMENT

- Law school faculty, staff and students are required to wear their university issued identification badges on their person from the waist and above. The badge may be secured by a lanyard or other device, as long as it is visible and it is displayed properly.
- Faculty, staff and students from the Bexley campus are required to wear their university issued identification badges in accordance with the above procedure or sign in and wear a visitor's badge for the duration of their visit.
- Visitors must sign in with a form of identification (photo identification is preferred; however, other identification will be considered including but not limited to an appointment with a bill, social security card, etc.) and wear a visitor's badge for the duration of their visit.
- Invited guests for an event will be checked in and provided badges (nametags) by the event organizer/host.
- Contractors will sign in and wear contractor badges.
- Uniformed delivery people will sign in at security.

3. ENFORCEMENT

Enforcement will vary depending on party.

FACULTY

- If a faculty member forgets their badge, they must sign in with alternative identification and wear a temporary identification badge with appropriate access.
- Security will keep the individual's identification to ensure return of the temporary identification badges.
- If a faculty member refuses to comply, they should be reminded of the policy and the issue will be referred to the Associate Dean.

STAFF

- If a staff member forgets their badge, they must sign in with alternative identification and wear a temporary identification badge with appropriate access.
- Security will keep the individual's identification to ensure return of the temporary identification badges.

- If a staff member refuses to comply, they should be reminded of the policy and the issue will be referred to the Assistant Dean of Administration and Finance.

STUDENTS

- If a student forgets their badge, they must sign in with an alternative identification and wear temporary identification badge with appropriate access.
- Security will keep the individual's identification to ensure return of the temporary identification badges.
- If a student refuses to comply, they should be reminded of the policy and the issue will be referred to the Assistant Dean of Student Administration.

GENERAL

- An individual refusing to comply may be barred from entering the building at the discretion of Security.
- Discipline measures will be issued by the appropriate Dean.
- Professors are not expected to inspect for badges or inquire about badges in class as students may be wearing them lower than the line of sight.

4. REPORTING VIOLATIONS

Faculty, staff or students who notice someone without a badge should report to security that someone is in the building and he/she is not wearing a badge.

- Report should include:
 - Location and direction headed
 - Gender
 - Description
- Security will search for the unauthorized guest, get them signed in, and determine how the individual entered the building. A report should be completed and the Assistant Dean of Finance and Administration should be notified.

5. EDUCATION

Roll out to faculty and staff Summer 2011 and to students Fall 2011. Steps to educating individuals will include:

- Requirements for wearing a badge
- Enforcement for not wearing a badge
- What to do if you see someone not wearing a badge in the building
- What to do if you see someone without a badge trying to enter the building