



POLICY

Title:	Salus Identification Card Policy
Effective Date:	Reviewed December 1, 2019
Approved By:	President's Council
Responsible Party:	Safety and Security Department
History:	2005; 11/10/15

I. PURPOSE

Identification cards identify all members of the Salus University community.

II. DEFINITIONS

N/A

III. POLICY

Each student and employee of Salus University is issued a University identification (ID) card. The ID card serves as proof of status with Salus University. Depending on status, the campus ID card provides access to many buildings of the University community.

All students and employees must maintain and carry a current University ID card while on or in any Salus University campus building for the entire period that they are affiliated with the University. The cardholder is responsible for the care and safekeeping of the campus ID card. The campus ID card should be protected and carried by the cardholder at all times. Protecting the campus ID card reduces the risk of abuse related to privileges and funds and extends the life of the card. Holes may not be punched in the campus ID card and the use of stickers, pins, or other items affixed to the campus ID card is prohibited. The magnetically encoded information on the campus ID card may be protected by keeping the card away from magnetic fields. No one other than the person to whom the card is issued is to use the campus ID card. The campus ID card is the property of Salus University and must be presented upon the request of an appropriate University official and may be revoked at any time by the University. The Safety & Security Office will dispose of any invalid campus ID cards.

Any transfer, alteration, falsification, or forgery of a campus ID card constitutes a violation of University policy and may result in disciplinary action. In addition, fraudulent or illegal use of the campus ID card may result in criminal charges and/or civil proceedings.

The information contained on and in the campus ID card, including but not limited to the picture, will not be released to persons outside Salus University unless required by law, in response to a valid court order or subpoena, or upon the execution of a written release signed by the cardholder. The information contained on and in the card will only be used by Salus University for University business or for internal University purposes approved by the appointed office. Exceptions to this rule include use of the information contained on or in the card to assist in the personal protection of any person, or to comply with federal, state, or local laws.

ID cards must be worn prominently on the outer clothing between the shoulder and the waist with the photo side facing out while on campus, and when on any property owned, operated or controlled by Salus University.

The front of the card includes a photo of the staff, faculty or student with a full face image. All licensed, certified or registered health care practitioners engaging in the direct provision of care to patients must, by law, wear a readily visible name badge when providing care to patients. This name badge must include the licensure, certification, or registration held by the practitioner. The staff member's full name as well as the name of the Salus department for which he or she works must also be readily visible.

Contract workers or approved observers who expect to be at Salus University for more than one week must obtain an official Salus ID from the Safety and Security Office.

The Salus ID will be maintained until the relationship with the institution has been terminated, or upon demand of the staff member's supervisor, security officer, or a Salus official. If a staff/faculty member terminates employment, it is the responsibility of the supervisor in the department to confiscate their Salus ID card, and bring it to the Safety and Security Office to be disabled. If the staff/faculty member transfers from one department to another, it is the responsibility of the supervisor in the old department to inform that staff/faculty member to report to the Safety and Security Office for a new ID card.

Lost or Stolen I.D. Cards

For lost or stolen ID cards, students, faculty and staff are to contact the Salus Safety & Security Department at 215-780- 1401 as soon as possible to inform them that the card is lost/stolen so use of the card can be disabled.

Replacement ID cards will be issued at a replacement cost of \$20.00.

If for any reason the lost/stolen card is found, it should be returned to the Safety & Security Office, W100, and a refund will be made.

Damaged ID Cards

It is expected that reasonable care will be used in the use and storage of all ID cards.

ID cards worn or damaged due to normal use are reprinted and replaced free of charge upon presentation of the old card. Assessment of damage will be at the sole discretion of the Director of Safety & Security. The lost/stolen fee of \$20.00 will apply, if damage appears intentional in nature, or is determined to be caused by misuse, negligence or improper care.

Improper care can be considered the following, but not limited to:

- Punching a slot or hole in card.
- Expose to extreme heat or open flame (ex. clothes dryers or irons).
- Leaving in direct sunlight.
- Altering the ID photo or card information in anyway.
- Expose to solvents, thinners, mineral spirits, etc.
- Placed in a washing machine.
- Used as an ice scraper or scraping tool.
- Crimping, bending or twisting card.

If any of the above uses or similar are determined, the replacement fee will be administered.