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## GA 28. Identification Cards Policy

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Title:

**Identification Cards Policy and Procedure**

Policy Number: GA 28/07.18

Effective Date: July 24, 2018

Issuing Authority: Office of the President

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### 1. RATIONALE

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RHU Identification cards (ID) are printed and distributed by the IT CSS department.

### 2. Policy

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RHU ID card identifies an individual as a member of the university community. Cardholders should carry the ID at all times while on campus and present it, upon request, to university officials whose assigned responsibilities authorize them to seek proper identification.

Information for issuing new ID cards for students, academic and non-academic employees, and alumni, in addition to ID cards for special events is electronically sent to the IT CSS. The IT CSS uses the information gathered from other departments in order to produce and renew the IDs for those authorized by the Registrar's Office for students, the Human Resources Department for faculty and staff, and the Alumni and Public Relations Department for Alumni.

IDs needed for special events should be requested by the concerned people at least one week before the event date.

#### Card Care

The RHU ID card is to be treated with care. Cuts, creases, and other damage can render the card unusable. The card is not to be bent or left in direct sunlight, near sources of heat, or in contact with magnetic fields.

#### Lost/Stolen ID Cards

When an RHU ID card is lost or stolen, the cardholder should take the following steps:

1. Report the loss/theft immediately to the IT CSS.
2. Submit the necessary documentation and payment receipts, where applicable, to the IT CSS in order to get a replacement.

#### Found ID Cards

1. If an RHU ID card is found, it is to be delivered to the IT CSS. The IT CSS will then attempt to notify the card holder that the card has been found and is available to be claimed.
2. Found and unclaimed cards will be kept on file for a period of six months, after which time they will be destroyed.

#### Terms of Usage

1. Cards are non-transferable.
2. Altering an ID card or using another person's ID card may result in disciplinary action and cancellation of that card.

3. A card is issued to assist in the identification of the valid cardholder and is to be presented upon request for securing privileges and services.
4. A card is valid only while the cardholder is a registered student, active university employee, alumni, or until the card expires or is revoked.
5. An ID card is the property of the University, and it must be returned to the Registrar's office for students and to the HR Department for staff and faculty upon leaving the University or if otherwise requested by the RHU administration.

### 3. STAKEHOLDER IMPACT AND SCOPE

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It is the responsibility of each RHU student and staff member to familiarize themselves with policies and procedures relevant to their area of work, and execute their responsibilities in reviewing petitions and completing forms accordingly.

### 4. RELATED DOCUMENTS

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IT Manual

### 5. APPROVAL AND REVIEW

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**OFFICER RESPONSIBLE:** VP for Development and Information Technology

**AUTHORITY:** University Administrative Board

**POLICY REVIEWED BY:** VP for Development and Information Technology, Client Support and Services Supervisor

**EFFECTIVE DATE:** July 24, 2018

**REVIEW DATE:** As needed

**REVISION HISTORY:** None.

**RELATED POLICIES:** All University Policies and Procedures

**FINAL APPROVAL BY THE PRESIDENT:**

**Signature:**

**Date:**