SONORAN UNIVERSITY
OF HEALTH SCIENCES

ID Badge Policy

1. **POLICY STATEMENT/PURPOSE**
   As a part of the University's commitment and strategy to ensure the safety and security of the campus all students, contractors, employees, interns, visitors and volunteers will be required to obtain and visibly display a Sonoran University issued identification (ID) badge, at all times. Identification is a safety issue that contributes to the security of all persons on campus. ID badges help to create and promote a safe and secure environment by providing visual identification of persons entering campus facilities, increase accountability of visitors, and make trespassers more easily identifiable.

   The ID badge may be used to enter controlled-access areas on campus, as well as using the copiers, and library resources.

2. **DEFINITION(S)**
   a. **Student**: Currently enrolled – full time as well as part time.
   b. **Employee**: Full-time and part-time employees of the University; Temporary employees
   c. **Visitor**: Short-term guests, vendors and unexpected walk-ins
   d. **Volunteers/Interns**: Persons providing a service to the University, but not on the payroll
   e. **Contractor:** An individual, agency, or business entity that has agreed to perform specific work or provide services for the University under a binding agreement.

3. **SCOPE/KEY STAKEHOLDERS**
   Students, Employees, Visitors, Interns and Volunteers

4. **POLICY ITEMS**
   a. Student ID badges will be visually unique from other ID types. ID badges will feature the student's first name (or preferred name with the permission of the Office of the Dean of Students) and last initial as documented in the college's student information system, the title "Medical Student" and a photograph. Photographs must be in clear view and not impeded by any sticker or other material. ID badges for students will be issued as part of the new student orientation program and shall include written acknowledgment of this policy. Students' preferred names may only be professional names that are appropriate for patient interaction and must be approved by the Office of the Dean of Students prior to changing. All badges requiring replacement of the initial ID badge are subsequent to the standard replacement fee of an ID badge (as stated in the Sonoran University Course Catalog, Tuition and Fees, unless waived by the Dean of Students.
   b. Employee (including staff, interns, temporary employees and long-term volunteers) ID badges will be visually unique from other ID types and will feature the preferred, professional first name and last initial, the department as documented in the Human Resource system and a photograph. Photographs must be in clear view and not impeded by any sticker or other material.
   c. Employee (including full-time faculty, adjunct faculty, & residents) ID badges will be visually unique from the other ID types and will feature the first initial and last

name with corresponding title preceding the first name. The corresponding department, as documented in the Human Resource system, will be featured along with a photograph. Photographs must be in clear view and not impeded by any sticker or other material.

d. Visitors, volunteers, and interns will be issued temporary, numbered ID badges at the “Welcome Center” located in Lim Commons, while on campus. ID badges must be signed for and may require submission of government issued ID for campus access. They must be returned prior to exiting the campus.
    i. An exception is made for any patient in the Sonoran Medical Center/Neil Riordan Center for Regenerative Medicine, customers in the Sonoran Medicinary/café, standardized patients under the purview of clinical staff, and contractors that have been issued a contractor ID badge.
e. The ID badge may only be used by the individual to whom it was issued and is not transferable. Individuals may not "loan" their ID badge to anyone for any reason. Any misuse, alteration, or fabrication of the badge may subject the holder to disciplinary action by the University.
f. Individuals are responsible for safeguarding their own ID badge. If an ID badge is lost or stolen, it should be reported immediately to Facilities, IT, Security, and/or badge access, and a replacement obtained. The cost of replacement will be the responsibility of the individual per the current year catalog Tuition and Fee Schedule.
g. Employees and students may request a replacement ID badge if the badge is not working, or the picture is unrecognizable. There is no charge for a replacement ID badge if the badge isn’t working or if the picture is unrecognizable.
h. There can only be one (1) active badge at any time, and there are no refunds if the misplaced badge is found after the replacement badge has been issued.
i. The ID badge is the property of Sonoran University. Employees must surrender the badge upon termination of employment. Students may retain their badges, however, the badges will be granted limited functionality.

5. RESPONSIBILITY FOR IMPLEMENTATION

Failure to follow the above will be considered a violation of university policy and may result in disciplinary action. Supervisors (employees) and the Dean of Students (students) are responsible for monitoring and addressing non-compliance. All employees are encouraged to be aware of their surroundings as it pertains to campus security and bring violations to the attention of one of the Campus Security Authorities (CSAs).

6. RELATED DOCUMENTS

a. Written acknowledgement form
b. Preferred Name Change Request Form
c. Procedures related to this Policy

7. NEXT REVIEW DATE

As needed

8. POLICY AUTHOR/CONTACT

Campus Safety and Security Workgroup

9. REFERENCES

Include if applicable.

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10. VERSION CONTROL AND CHANGE HISTORY

Version	Approved by	Date Approved	Date Effective	Amendment Information
1	President's Council	2/27/2013	4/1/2013	
2	President's Council	12/19/2018	12/19/2018	
3	President's Council	9/23/20		Minor edits
4	n/a	n/a	7/12/24	Branding updates
5	President's Council	10/21/2026	10/21/2026	Edits to add clarity, renamed to ID Badge Policy from ID Card Policy