

# HERKIMER COUNTY COMMUNITY COLLEGE BOARD POLICY

**TITLE:** Identification Card Policy

**POLICY #:** SA 24-4

**DATE OF BOARD OF TRUSTEES APPROVAL:** October 16, 2024

**RESOLUTION #:** 24-4

**POLICY STATEMENT:** It is the policy of the State University of New York (SUNY) to issue identification cards to students at its campuses. Herkimer College requires all students to carry a valid Herkimer College identification card to ensure the safety of students and the entire campus community at all times when on campus or in housing.

## **Applicability of the Policy**

The identification card (including digital identification cards) must be presented or surrendered upon request of a duly authorized College official, including but not limited to residence hall staff, Campus Safety, Student Affairs staff, and students, contractors, or other staff authorized by the College to supervise campus events, activities, and residence halls. Individuals may be required to reveal their faces to confirm identity when needed to maintain campus safety or security. Upon request, students must show all identifying information shown on the card and/or surrender the card to the requesting official.

Intentional refusal to present or surrender a student identification card upon request by a College official; alteration or falsification of data on an identification card; creation and/or distribution of falsified identification cards; using an identification card to impersonate others; or refusal to reveal one's face to confirm identity; are violations of this policy and may result in disciplinary action.

## **Procedures**

It is the student's responsibility to replace the identification card if it is confiscated, stolen, lost, bent, broken, or worn beyond the point of readability by college officials and/or card readers used by the College or cafeteria. Replacement cards may be obtained at the I.D. Office, in accordance with posted fees.

Herkimer College identification cards are provided for appropriate identification use and access to buildings and services. The cards are not transferable and are valid as long as the holder continues their specific affiliation with the campus. A campus identification card is to be used only by the person to whom it is issued. Lost or stolen cards should be reported immediately to the Campus Safety Office.

Auxiliary Services and the College are not liable for any charges or other damages incurred if an ID is lost and used by another.

**BACKGROUND:** The State University of New York (SUNY) is committed to preparing for protests, heightened divisions in the national political climate, and their paramount commitment to student safety and maintaining campuses that are free from harassment and discrimination. This policy sets forth SUNY's campus policy and ensures a shared understanding of strategies to deliver on the College's core mission for supporting a safe and inclusive climate.