Allegany College of Maryland

PHOTO ID POLICY

Endorsed by President's Advisory Team 12/08/21
Approved by All College Assembly 01/11/22
Approved by Board of Trustees 02/14/22
Implementation Date 07/01/22

BACKGROUND AND PURPOSE

To conduct business and to promote a safe campus community, Allegany College of Maryland values the easy identification of both students and employees *as* students and employees who possess distinct rights and responsibilities – unlike campus visitors or community members who are present on College property. Pictures produced by the College's internal photo ID system can be incorporated into student and employee records for efficient use. Additionally, Maryland Education code 26-102 "Denial of Access to Public School Grounds" states that campus security officials are allowed to ask any individual on an educational campus to produce a form of identification; persons lacking identification may be denied access to College property.

POLICY

A. POLICY STATEMENT

All Allegany College of Maryland students and employees must obtain an official College-issued photo identification card or a College-provided technology platform with photo as described below. The photo identification card/platform must be visible or readily produced at all times.

B. SCOPE OF THE POLICY

This policy applies to the following Allegany College of Maryland students:

1) any student enrolled in any course which offers college credit at any campus or instructional site,
2) early college students taking a credit class at any campus or instructional site,
3) students enrolled in special academic programs designed exclusively for juveniles.
4) non-credit continuing education students taking a blended class on campus with credit students, and
5) non-credit continuing education students who are enrolled in specific programs, which requires concentrated or lengthy presence on a campus or instructional site.

This policy does not apply to the following Allegany College of Maryland students:

1) students taking exclusively online classes,
2) students taking exclusively online, remote, or virtual courses, or
3) early college students taking courses exclusively in local high schools.

This policy applies to any current and active Allegany College of Maryland employee as defined by the All College Constitution.

Persons who are neither students nor employees must produce a form of identification upon request in order to access College property.

C. REQUIRED ACTS

1) Students must obtain a College-issued photo identification card by the end of the second week of classes of their first semester of attendance. Student photo IDs will be issued at the Photo ID Office on the Cumberland Campus and the Student Services Office on the Bedford County Campus, or by special, advance arrangement with the Photo ID Office.
2) Students may use a College-provided technology platform to verify their identity if the platform links their student name, student ID number, and photo that is taken in the Photo ID office.
3) New employees must obtain a College-issued photo identification card in conjunction with Human Resources as part of the new hire/on-boarding process. Existing/current employees must obtain their photo identification card by the Board of Trustees dictated policy implementation date.
4) Students and Employees must display, or be able to immediately produce their College-issued photo ID card upon request by an authorized College official such as a campus Security Officer or College Administrator.
5) Any student or employee who is not able to produce their ACM photo ID card when requested by an authorized ACM official will be required to immediately present a valid State issued photo identification card for identification and incident reporting purposes, and within one week must submit their ACM ID to campus Security for verification, or obtain a new ACM photo Identification card.
6) Students and Employees must replace their College issued photo identification card if their card expires, is lost, or is stolen. A fee may be charged for this service. Temporary IDs may be issued if the student/employee has reasonable possibility of recovering the missing ID within a few days. Replacement photo IDs issued as a result of a name change will be issued for free.
7) If a photo ID is found by another person, it must be immediately surrendered to Campus Safety/Special Police to avoid violation of the previous guideline.
8) Students who will not be actively enrolled for a span of time longer than one semester should turn in their identification card to Campus Safety/Special Police or to the Student Life/Photo ID Office.
9) Employees who leave employment at Allegany College of Maryland must turn in their identification card to the Human Resources Office or their supervisor on the last day of employment.
10) Willowbrook Woods residents must comply with specific ID rules.

D. PROHIBITED ACTS

1) No person is permitted to possess or obtain more than one College-issued photo identification card unless expressly authorized by the program/department, Human Resources, or the Director of Student Life.
2) No person is permitted to deface or alter their College-issued photo identification card.
3) No person is permitted to wrongfully possess, obtain, or use another person's College-issued photo identification card. As noted above, IDs that are found must be immediately surrendered to Campus Safety/Special Police.

E. ENFORCEMENT

College employees or other designated officials (including law enforcement, fire safety personnel, and/or medical/health personnel) may request to see a person's ID if such identification is necessary to provide a College service, to obtain access to a restricted area, to obtain access to an event, to release funds/property, to confirm that person's identity for purposes of academic integrity, to identify that person for health or safety reasons, to identify that person during any emergency, or other bona fide purpose.

Persons who cannot produce proper identification may be denied the service/access at that time and/or reported to Campus Safety/Special Police, the Office of Student & Legal Affairs, or Human Resources as appropriate for the circumstance.

Violations of this policy will be enforced via the Code of Student Conduct and/or Human Resources procedures.

F. PROCEDURES

Allegany College of Maryland shall adopt necessary procedures to implement this policy.

G. APPLICATION

Application of this policy may directly or indirectly require the application of other institutional policies; nothing in this policy shall be construed to prohibit the application of related policies which include, but are not limited to the policies listed here. If the application of this policy conflicts with the application of another institutional policy, College will make a good faith effort to comply with all mandates; however, this policy shall take precedence unless otherwise required by law. Related policies: Code of Student Conduct, FERPA Policy, Human Resources Policy, Employee Manual, and First Amendment Policy.

H. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.