

Regulation ECABA **Las Cruces** **Public Schools**

Related Entries: ECABA, KI, KI-R, KFA, EJA
Responsible Office: Associate Superintendent for Operations

Staff, Volunteer, Contractor Identification

I. PURPOSE

- A. The identification of LCPS school district staff at all LCPS school buildings and properties will enhance safety and alert school personnel to the presence of persons who may not have legitimate reasons to be on school property.
- B. All staff will be required to display a district-issued or approved identification badge during working hours and while conducting activities at school buildings, functions or trainings.
- C. All contractors and their employees and all school district volunteers conducting legitimate business on school district property will be required to wear district-approved identification badges while on school district property.

II. BACKGROUND

The school district has initiated a key card access system at school buildings and has issued identification badges and key cards to all staff. The single point of access to school buildings and identification of staff will assist staff's ability to determine that visitors to a schools and school property have a legitimate reason for conducting activities at that school site.

III. PROCESS

- A. The school district will issue the approved identification badges to all staff. The school district will schedule dates for staff to have their photographs taken for the identification badges. Staff assigned to specific school buildings will take their photographs during regularly scheduled student picture days. Identification badge will be displayed at all times while in the course of their duties.
- B. The building administrator or immediate supervisor is responsible for compliance with this regulation.
- C. All staff and administrators shall assist in the enforcement of this regulation. Staff members who observe individuals on school property not wearing a badge or a visitor sticker, shall approach the individual, request his or her identity and the business purpose of his or her visit. If possible staff shall escort the individual to the front office so that he or she may sign in and receive appropriate identification. If the staff member feels that the person that they observe poses a threat, the staff member should not approach the individual but rather shall contact the building administrator immediately or Security.

- D. At the beginning of each school year, a new identification badge will be issued to each staff member, showing the current school year date. All staff will be required to turn in their old identification badges prior to being issued new ones.
- E. The Staff identification badge will contain (but not limited to) the following information:
 - 1. Current photograph;
 - 2. Staff member's correct name and title;
 - 3. Bar code;
 - 4. School year; and
 - 5. School name or school district logo.
- F. Identification badges that are issued to all contractors and their employees and to all school district volunteers who are conducting legitimate business on school property. These identification badges will be worn by contractors and their employees and by volunteers at all times they are on school district property. The contractor and volunteer identification badges will contain (but not limited to) the following information:
 - 1. Identification type (Contractor, Visitor, etc.)
 - 2. Date; and
 - 3. Name of person and company;

IV. CONTRACTORS' IDENTIFICATION BADGES

- A. Construction contractors and their employees who are performing work at any school building or on any school property are required to wear photo-identification badges issued by their companies at all times that they are on any school district property.
- B. Contractors and their employees who are performing short-duration work at a school building will sign in at the school building's front desk and display the school's visitors badge/sticker at all times that they are on school property.
- C. Contractors who are performing long-term work at a school building may be issued an identification badge by the school district, at the school district's discretion and as approved by the associate superintendent for Operations.

V. VOLUNTEERS AND SUBSTITUES

School district volunteers and substitute staff who are approved for long-term assignments in accordance with all LCPS Human Resources Department mandates and guidelines will be issued a school district identification badge. This badge must be worn by all volunteers and substitute staff at all times that they are on school district property.

VI. LOST, STOLEN OR DAMAGED IDENTIFICATION BADGES

- A. Staff members whose identification badges are lost, stolen or damaged will be provided a replacement badge at no charge in the first instance of loss, theft or damage. Staff members may be charged an appropriate replacement fee for each instance of loss, theft or damage thereafter, at the discretion of the school district. Staff members will immediately report the loss or theft of an identification badge to their building administrators or immediate supervisors.
- B. Contractors or volunteers whose school district-issued identification badges are lost, stolen or damaged shall immediately report the loss or theft to the building administrator and/or to their immediate supervisor. Contractors or volunteers may be charged an appropriate replacement fee for the identification badge, at the discretion of the school district.
- C. Once notified of the loss or theft of an employee, contractor, volunteer or substitute staff identification badge, building administrators or supervisors will immediately contact the LCPS Human Resources Department to coordinate the replacement of the identification badge as quickly as possible.

VII. LOST, STOLEN OR DAMAGED ACCESS KEY CARDS

- A. Staff members whose access key card is lost, stolen or damaged will be provided a replacement card at no charge in the first instance of loss, theft or damage. Staff members may be charged an appropriate replacement fee for each instance of loss, theft or damage thereafter, at the discretion of the school district. Staff members will immediately report the loss or theft of an access key card to their building administrators or immediate supervisors.
- B. Contractors or volunteers whose school district-issued access key cards are lost, stolen or damaged shall immediately report the loss or theft to the building administrator and/or to their immediate supervisor. Contractors or volunteers may be charged an appropriate replacement fee for the access key card, at the discretion of the school district.

- C. Once notified of the loss or theft of an employee, contractor, volunteer or substitute staff access key card, building administrators or supervisors will immediately contact the LCPS Technology Support Services Department to coordinate the replacement of the identification badge as quickly as possible.

History: New Regulation



Associate Superintendent for Operations

November 17, 2009

Date Approved