

Provo City School District
Policy Series 6000: Finance and Operations

6805 P2

Building Security: Identification

The ability to be able to quickly make decisions about who is, and who is not, supposed to be on any campus is critical in maintaining a safe and secure environment. The purpose of this procedure is to standardize the identification process for all locations in the Provo City School District. This will allow employees from all locations to recognize other employees and visitors quickly.

All employees will wear an approved district or building identification badge. This is to be worn around the neck with a lanyard, or clipped to the outermost layer of clothing. The ID badge should hang no lower than the belt. The ID badge must be visible at all times. Employees failing to wear an appropriate ID badge will be subject to discipline.

All visitors are expected to check in with the front desk and receive a visitor's badge. This may be in form of a sticker or plastic ID badge. This ID badge must be placed on the visitor's outermost piece of clothing and be visible at all times the visitor is on the campus. When leaving, the visitor must check out by visiting the front desk and returning the ID badge or destroying the sticker.

When an employee notices a visitor, they should direct and accompany the visitor to the front desk to receive an ID badge.

Adopted: March 9, 2015

