

**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522
BOARD POLICY MANUAL**

**POLICY
STATEMENT**

POLICY ISSUE Identification (ID) Cards

POLICY CODE 4027

DATE ADOPTED October 16, 1991

DATE(S) REVIEWED June 2001, September 2008

DATE(S) AMENDED August 2001, Oct., 2008, August 2010

Southwestern Illinois College will make identification (ID) cards available to students and employees for free, except for replacement cards, which will be available for a nominal fee. The Department of Public Safety will administer the ID Program and issue ID cards at the Belleville and Sam Wolf Granite City campuses, and the Office of Student and Community Services will issue ID cards at the Red Bud Campus. The Department of Public Safety will establish office procedures to implement this policy statement.

The ID card shall be considered the official identification for students and employees, and as necessary, shall be presented upon request by college officials or in places when a Southwestern ID card is required for access to college services. In absence of a Southwestern ID card, a valid driver's license or state photo ID shall be presented as identification.

The ID card shall remain the property of Southwestern Illinois College. Any fraudulent use, reproduction or misrepresentation may result in disciplinary action or criminal prosecution, and subject to confiscation. The ID card shall be returned to Public Safety upon employment termination. The loss or theft of the ID card shall be reported to Public Safety.