



Cache County School District

Policy Series 3700: Building and Campus Safety and Security

Policy No. 3700 P3

Employee and School Visitor Identification

Purpose

This procedure is adopted pursuant to Cache County School District Policy No. 3700: Building and Campus Safety and Security and establishes standards for employee and visitor identification on district property. The ability to quickly identify authorized employees, students, contractors, volunteers, and visitors is an important component of maintaining safe and secure educational environments. Consistent identification practices support emergency response, visitor management, building access control, and overall campus safety. This procedure standardizes identification expectations throughout the Cache County School District.

Employee Identification Requirements

All District employees shall wear an approved district-issued or school-issued identification badge while on district property or while performing district duties.

Identification badges shall:

- 1) Be visible at all times while on district property;
- 2) Be worn on the outermost layer of clothing;
- 3) Be displayed at or above the waist;
- 4) Clearly display employee identification information; and
- 5) Not be altered, defaced, or obscured.

Employees working in operational, maintenance, transportation, custodial, safety, food service, or specialized instructional environments may utilize alternate badge display methods when necessary for safety or operational reasons, as approved by administration.

District employees visiting other district facilities shall wear their district-issued identification badge and comply with all applicable visitor and access procedures.

Employees shall not:

- 1) Share identification badges;
- 2) Allow unauthorized use of badges;
- 3) Duplicate badges;
- 4) Alter badge information; or
- 5) Use another employee's identification credential.

Lost, stolen, damaged, or malfunctioning identification badges shall be reported immediately to the employee's supervisor or designated district office staff.

Replacement costs for lost or damaged badges may be assessed in accordance with district procedures.

Electronic identification badges remain district property and shall be returned upon:

- 1) Separation of employment; or
- 2) Administrative request.

Failure to comply with employee identification requirements may result in:

- 1) Corrective action;
- 2) Revocation of access privileges; and/or
- 3) Disciplinary action consistent with District policy.

Employee Responsibilities Regarding Visitors

District employees are expected to assist in maintaining secure facilities and supporting visitor management procedures.

When an employee encounters an unidentified individual without visible district or visitor identification, the employee shall:

- 1) Stop the individual and ask them if they need assistance and what their purpose is for being in that area of the school;
- 2) Politely direct the individual to the designated office or check-in location; and
- 3) When appropriate and safe to do so, accompany the individual to the office for visitor check-in procedures.

Employees shall promptly notify administration, school safety personnel, or law enforcement when:

- 1) An unidentified individual refuses to comply with identification procedures;
- 2) Suspicious behavior is observed; or
- 3) A potential safety concern exists.

Employees shall not grant unauthorized individuals access to secured areas of district facilities.

Visitor Check-In and Identification

All visitors shall report to the designated office or check-in area immediately upon arrival.

Access granted to visitors on district property shall not be construed as general or ongoing access to that same district location or other locations. Identification will be required upon each visit.

All valid government-issued photo identification may be accepted. Photo identification may include:

- 1) Driver's license;
- 2) State identification cards;
- 3) Passports;
- 4) Passport cards;
- 5) Permanent resident cards;
- 6) Military identification cards; and
- 7) Consular identification cards;
- 8) Or other approved form of identification as permitted by the building administrator.

If the visitor is the parent or guardian of a student, visitor identity may be verified through District student information systems or visitor management systems prior to admittance.

Contractors, Vendors, and Volunteers

Contractors, vendors, volunteers, service providers, and other approved non-employees working on district property shall comply with all visitor identification requirements unless otherwise authorized by district administration.

The district may issue:

- 1) Temporary contractor credentials;
- 2) Volunteer badges;
- 3) Vendor identification; or
- 4) Other approved identification credentials when operationally necessary.

Long-term contractors or approved non-employees who require ongoing access to district facilities may be issued district-approved identification credentials subject to administrative approval and applicable background screening requirements.

Special Event Identification Procedures

District or school administrators may establish additional identification procedures for:

- 1) Athletic events;
- 2) Performances;
- 3) Public gatherings;
- 4) Emergency situations;
- 5) Construction projects;
- 6) Large campus events; or
- 7) Other activities requiring enhanced security measures.

Additional procedures may include:

- 1) Event-specific credentials;
- 2) Restricted access zones;
- 3) Security screening measures; or
- 4) Enhanced visitor verification procedures.

Privacy and Security of Identification Systems

Identification badges, visitor management systems, and related security systems shall be managed in accordance with applicable:

- 1) Privacy laws;
- 2) Student confidentiality requirements;
- 3) Cybersecurity standards;
- 4) Records retention requirements; and
- 5) District technology procedures.

Unauthorized duplication, misuse, tampering, or falsification of identification credentials is prohibited.

Enforcement

Employees, visitors, contractors, volunteers, or other individuals who violate this procedure may be:

- 1) Denied access to district property;
- 2) Removed from district facilities;
- 3) Subject to revocation of access privileges;
- 4) Subject to disciplinary action; and/or
- 5) Referred to law enforcement when appropriate.

Annual Review

The district shall periodically review identification procedures, visitor credentialing practices, badge systems, and related security protocols to ensure operational effectiveness, legal compliance, and alignment with district safety objectives.

Updated: August 27, 2026