



<b>Policy:</b> Visible ID Badge Display and Compliance	<b>Applicability:</b> MMC Campus
<b>Policy Owner:</b> Safety and Security	<b>Approved By:</b> Office of the President
<b>Effective Date:</b> August 6, 2025	<b>Last Reviewed:</b> August 6, 2025
<b>Next Review:</b> August 6, 2026	<b>Contact:</b> Dispatcher (615) 327-6254

**PURPOSE**

This policy establishes a uniform requirement for the visible display of Meharry Medical College identification (ID) badges by all individuals present on campus or at institutionally affiliated locations. The policy is intended to support institutional safety, operational accountability, and regulatory compliance, including standards set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other relevant accrediting bodies.

**POLICY STATEMENT**

All individuals physically present on Meharry Medical College property or at affiliated sites are required to wear an official, college-issued identification badge visibly above the waist and on the outer most garment at all times. The badge serves as official proof of institutional affiliation and enables immediate recognition by Campus Safety personnel, faculty, staff, students, and visitors. Visible ID badge display contributes directly to a secure, respectful, and professional environment.

**SCOPE**

This policy applies to all faculty, staff, and students of Meharry Medical College, regardless of status or classification. It also applies to vendors, service providers, agency personnel, contractors, and authorized visitors who are granted access to college facilities or who participate in on-site events or institutional operations.

**ID BADGE REQUIREMENTS**

ID badges must be worn above the waist on the outermost garment in a manner that ensures they remain clearly visible and unobstructed at all times. Badges must be kept in good physical condition and free from damage or alteration. Any badge that is lost, stolen, damaged, or no longer functioning must be reported immediately to the Department of Campus Safety & Security. Replacements due to title changes, name changes, or malfunctioning badges will be provided at no cost to the individual.

Replacements are issued by the Department of Campus Safety & Security upon submission of a completed ID Card Request Form (Appendix A) and payment of the \$30.00 replacement fee. ID badge holders are strictly prohibited from altering, duplicating, lending, defacing, or misusing their identification badges under any circumstances. Temporary badges will be issued to visitors, vendors, and contractors upon presentation of valid government-issued identification, which will be held by the Department until the temporary badge is returned at the end of their visit.



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Failure to display a badge may result in restricted access and follow-up by Campus Safety personnel.

### **ENFORCEMENT**

Campus Safety Officers are authorized to address instances of noncompliance. Individuals not displaying ID badges may be reminded to do so, reported to a departmental supervisor, or temporarily restricted from accessing secure or restricted areas.

Repeat violations or intentional noncompliance may result in progressive disciplinary action, in accordance with the Meharry Medical College Employee Handbook, Student Code of Conduct, or applicable contractual terms. Department heads and supervisors are expected to monitor and ensure compliance within their areas of responsibility.

### **EXCEPTIONS**

Requests for exceptions to this policy must be submitted in writing to the Office of Human Resources (for employees) or the Office of Student Affairs (for students), and must be reviewed in consultation with the Department of Campus Safety & Security. Approved exceptions will be documented and retained for institutional auditing purposes.

Requests will be reviewed and responded to within ten (10) business days unless otherwise justified in writing.

### **COMMUNICATION AND IMPLEMENTATION**

Upon approval, this policy will be disseminated via a memorandum from the Office of the President and announced through internal communication channels, including email, departmental briefings, orientation sessions, and institutional publications. The final policy will also be posted within the official Meharry Policy Library (PolicyTech).

A brief implementation window will allow for community education, badge issuance, and departmental compliance preparation.

### **MAINTENANCE, COMPLIANCE MONITORING, AND REVIEW**

The Department of Campus Safety & Security, in collaboration with Human Resources, the Office of Student Affairs, and the Office of General Counsel, shall review this policy annually each July to ensure continued alignment with federal regulations, institutional standards, and accreditation requirements.



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Supervisors shall verify ID badge compliance during onboarding, annual evaluations, and internal audits as applicable. The Department of Campus Safety & Security shall maintain records of badge issuance and replacement, including documentation submitted via Appendix A.

### **FORMS AND REQUIRED DOCUMENTATION**

All individuals requesting a new, replacement, or temporary ID badge must complete and submit the official ID Card Request Form (attached as Appendix A). Submission of this form is required before any ID badge is issued, reissued, or modified. The form must be signed by the requestor and approved by designated officials prior to processing.

Failure to complete this form may result in a delay or denial of badge issuance.

### **RELATED POLICIES AND REFERENCES**

- Meharry Medical College Employee Handbook
- Meharry Medical College Student Code of Conduct
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f))
- SACSCOC Principles of Accreditation, Section 10.5

### **APPENDIX A – ID CARD REQUEST FORM**

All individuals requiring a new, replacement, or modified Meharry Medical College identification (ID) badge must complete the official ID Card Request Form. This includes requests due to initial issuance, lost or damaged cards, or updates related to name, title, or departmental changes.

The form is available online at:

<https://home.mmc.edu/about/administration/administrative-offices-divisions/dcass/>  
(Scroll to the bottom of the page and select the **Resources** tab.)

Once completed, the form must be submitted to the Department of Campus Safety & Security for processing. Please note that approval and processing timelines may vary depending on verification protocols, departmental authorizations, and current request volume.