



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
—MURFREESBORO—



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SMYRNA CAMPUS

Campus Security **Identification Policy**

Purpose

The purpose of this document is to define the guidelines that are in place regarding the identification of known and unknown persons at the Tennessee College of Applied Technology – Murfreesboro / Smyrna Campus.

Contact

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Applicable Divisions

- Tennessee College of Applied Technology – Murfreesboro
- Tennessee College of Applied Technology – Murfreesboro / Smyrna Campus

Definitions

- **Bookstore Associate**, in this document, is defined as the one or more employees of the Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus, whose responsibilities include managing the College bookstore and assisting students with purchases made from the bookstore.
- **Designated IT Administrator**, in this document, is defined as the one or more employees of the Tennessee College of Applied Technology – Murfreesboro / Smyrna Campus, whose responsibilities include the installation, repair, and maintenance of the College's IT infrastructure.
- **Employees**, in this document, are any individual that is contracted to work with the Tennessee College of Applied Technology – Murfreesboro / Smyrna Campus and that is classified as a full-time or part-time position.
- **Students**, in this document, are any individual that has been enrolled in a full-time course of the College, whether the individual is scheduled full-time or part-time. Evening supplemental course enrollees are **not included** in this definition.

Policy

The Tennessee College of Applied Technology – Murfreesboro / Smyrna Campus, in an effort to increase security for both students and employees on campus, have instituted an identification policy that must be followed at all times beginning January 2017.

A. Identification (ID) Badges

College-issued identification (ID) badges must be assigned to all students and employees of the College within seven (7) business days after enrollment or employment. Once an ID badge has been assigned, students and employees of the College must visibly wear the badge at all times while on campus. Guests of the College must sign in at the campus front desk and request a Guest badge in order to be identified. Once a Guest badge is assigned, the assignee must visibly wear the badge at all times while on campus. Guests must return the badge to the campus front desk and sign out before leaving campus.

B. Process of Obtaining an ID Badge

For a first-time enrollee or an enrollee who has changed programs, your picture will be taken as a part of the College's registration process and a badge will be delivered to you or to your instructor's mailbox within seven (7) business days. For a new employee, your picture will be taken within your first seven (7) days of employment and a badge will be delivered to either you or your campus mailbox.

C. Replacement ID Badges

If a student or employee's badge is lost or stolen, the student or employee in question will need to report to the campus bookstore to request a new badge. If the student or employee can show that the badge was damaged, broken, or otherwise defective, the replacement will be free. Without proof of prior badge, the replacement will cost five (5) dollars and is the responsibility of the student or employee. After payment, a replacement badge will be printed by the Bookstore Associate. If an ID badge is requested due to a legal name change or change required by the College, the replacement will be free without proof of the prior badge.

D. Violation of Policy

Students who have lost a badge and have **not** requested a replacement badge will be asked to visit the campus bookstore to start the process of obtaining a replacement badge or be asked to leave the campus. Any employee or student who has been found to be in violation of this policy may be subject to disciplinary action. Students who are in violation of this policy may be subject to having their Worker Characteristic grade lowered as stated in the [Student Catalog](#) and the [Student Handbook](#).

Document History

Version	Date	Changes	Author
1.0	March 22, 2017	Policy approval.	Dr. Lynn Kreider
0.2	March 20, 2017	Beginning structure of Policy B and C.	William Quinn
0.1	February 22, 2017	Complete revision, no longer an IT policy.	William Quinn
N/A	January 30, 2017	Original policy approval.	Judy Henegar