

**Wayne Township Public Schools
Wayne, New Jersey**

**Standard Operating Procedure
Photo/Building Access Identification Card**

Subject: Photo ID/Building Access ID Cards	Effective Date: July 1, 2014	Page 1 of 3
	Approved: Dr. Raymond Gonzalez	

- I. **Purpose:** To establish a centralized Building Photo & Building Access Identification Card System for the School District.
- II. **Authority:** Business Administrator
- III. **Terms and Conditions:** This process establishes the process and procedures for the issuing and recording of District-Wide Photo/Building Access Identification Cards to all staff and faculty.
- IV. **Reporting Procedures:** Business Administrator
- V. **Approval Process:** Principal, Director of Facilities, Business Administrator, HR Manager
- VI. **Consequences:** Failure to follow SOP will jeopardize the Safety and Security of the School District.
- VII. **Dissemination:** All Principals, Administrative, Secretarial Staff, HR Staff and Support Services.

In order to effectively manage the safety & security of issuing, recording, monitoring and approving the building access through a photo identification and access card, the following process will be used:

1. As part of the hiring procedures, the HR Department shall notify the Technology Department of all new staff (other than per diem substitutes) so that an individual e-mail account can be established. Once the e-mail account has been set up and activated, the Technology Department shall notify the Facilities Department who will contact the new employee and provide, based on their school assignment and security classification clearance, either:

- a. Photo ID Card – card containing only photograph of employee and name
 - b. Photo ID/Building Access Card - card containing photograph of employee, name that also acts as an access card to enter school facilities
2. All staff will be required to complete and sign a Building Access Card Form when issued their card. As the ID Cards are issued, the Facilities Department shall assign and record a specific ID Card number to each employee. Principals shall also sign off on each Building Access Card Form for staff members assigned to their buildings. No unauthorized approval signatures are allowed. All other types of required authorized approvals for an ID Card will be approved by the Business Administrator or designee.
3. All per diem substitutes will be *required* to check in at the main office of the school and will be provided with a Color Coded ID Card, specific to the school for which they are assigned for that day. The Facilities Department shall provide each School with an ample supply of Color Coded ID Cards for this purpose. Substitutes shall be required to wear their ID Cards and must be visible at all times. The ID Card will be associated only to the school assigned and will be in a clear plastic sleeve attached to a lanyard. At the end of the school day or assignment for the substitute, the substitute shall return the ID Card to the main office. If the substitute neglects to return the ID Card at the end of the day, the Principal or designee shall immediately notify the Facilities Department.
4. At the end of each school year, Building Principals or their designee will collect the ID Cards from all 10-month staff and substitutes. Upon returning to school district employment in September, all staff will be re-issued their appropriate card.
5. All staff, full or part time, including but not limited to faculty, substitutes, administration, or support personnel are required to wear their ID Card at all times. The Card must be clearly visible at all times. A lanyard and clear plastic carrying sleeve will be provided.
6. Upon the retirement, resignation and/or termination of an employee, the employee shall return their ID Card to the Principal or Administrator at the same time that all keys and other District items are returned. The Principal or Administrator shall return the ID Card to the Facilities Department which shall then trigger the Technology and Facilities Departments to immediately deactivate the e-mail address, software access and building access.
7. All staff shall be responsible for the proper care of their ID Card. Staff shall report lost or damaged cards immediately to their Building Principal or reporting Administrator or Supervisor. The Principal, Administrator or Supervisor shall report the lost card to the Facilities and Technology Departments so that the old ID Card may be immediately deactivated and new ID Card issued and recorded in the central safety and security

system. The Facilities Department shall report all lost ID Cards to the Business Administrator or designee.

8. The Facilities Department shall have the capability to prepare reports containing information regarding authorized ID Cards, access provided and a history of access use. However, no reports shall be prepared and provided without the express consent of the Business Administrator or designee, the Superintendent or the Human Resource Manager.

9. Authorization Approval for Building Access Card Form

- School Level Principal
- Permanent Substitutes Human Resources
- Before & After Care Human Resources
- Technology Department Director
- Facilities Department Director
- Central Office & District Business Administrator

10. Allowance into a School Building: during the day and evening hours during the school year will be approved by the principal.

High School	Monday to Saturday	7:00 AM to 10:30 PM
Middle School	Monday to Friday	7:00 AM to 6:00 PM
Elementary School	Monday to Friday	7:00 AM to 6:00 PM
Central Office	Monday to Friday	7:00 AM to 6:00 PM
Preakness	Monday to Friday	7:00 AM to 6:00 PM

11. Maintenance of System:

Technology Department	Software & Service Contract
Facilities Department	Hardware & Service Contract
Business Office	Authorization & Issuance

12. Photo ID and Photo ID/Building Access ID Cards will be prepared and provided by the Facilities Department located at the lower level at 50 Nellis Drive. The Technology Department shall be the backup Department.