

DEPAUL UNIVERSITY



Crime Prevention

Category: Operations

Responsible Department: Facility Operations

Responsible Officer: VP for Facility Operations

Effective Date: 1/14/2016

Policy Summary

The policy establishes procedures for reporting lost or stolen keys and identification cards to prevent crime on campus.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

Policy

EMPLOYEE AND STUDENT ID CARDS

Because certain areas of the University are restricted to authorized personnel, DePaul students, faculty and staff are required to carry identification cards. University I.D. cards are issued from the Identification Card Services Offices located at the Lincoln Park and Loop Campuses. To replace lost, stolen or damaged cards contact any of these locations. **Lost or stolen ID cards should be reported to the Identification Card Services Office immediately.**

If you are asked to present your identification, please do not feel offended. It is impossible to recognize everybody and, often, requesting identification is the only way to insure that DePaul facilities are being used by authorized personnel.

UNIVERSITY KEYS

Lost or stolen keys to University buildings or offices should be reported to the Public Safety Office on the appropriate campus. Please see policy entitled Lost Stolen Keys/Related Costs.

Procedures

None.

Divisional Collaborations

None.

Contact Information

Facility Operations

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Public Safety

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Appendices

None.

History/Revisions

Origination Date: 02/01/1995

Last Amended Date: 01/14/2016

Next Review Date: N/A