

# DEPAUL UNIVERSITY

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## Identity Verification

**Category:** Operations

**Responsible Department:** Office of Public Safety

**Responsible Officer:** Vice President of Facility Operations

**Effective Date:** May 2, 2025

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### Policy Summary

This policy, in conjunction with other university policies and applicable laws, describes DePaul University requirements for ID verification by a Public Safety Officer upon request while on university property.

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### Scope

This policy affects the following groups of the University:

- Entire University Community

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### Policy

In the interest of protecting the rights, safety, and property of the University community, DePaul Public Safety Officers may ask any individual present on university-owned or controlled property to present a Blue Demon Card or another form of photo identification for an articulable reason that is not prohibited by law. Such articulable reasons may include but are not limited to, responding to or investigating observed or alleged instances of illegal or threatening activity, or any other violation of university policy.

When requesting identification, DePaul Public Safety Officers must be able to verify the identity of the individual before them. If any such individual's identity is concealed by a face covering (e.g., surgical mask, scarf, ski mask, etc.) or disguise, DePaul Public Safety Officers may ask them to briefly remove the face covering or disguise for the purpose of verifying the individual's identity.

Public Safety Officers will maintain social distancing if requested for medical reasons while an affected individual briefly removes their face mask to comply with the identity verification request. Students who have a medical condition that precludes them from removing a face covering for purposes of identity verification may request an accommodation through the Center for Students with Disabilities. Students who have a religious practice that precludes them from removing a face covering for purposes of identity verification may request an accommodation by emailing:

[IDverfiacom@depaul.edu](mailto:IDverfiacom@depaul.edu). Faculty and Staff may request a medical or religious accommodation through the Human Resources Employee Relations & Equal Employment Opportunity Office.

Members of the university community are required to comply with any such requests. Any individual who refuses to identify themselves may be presumed to have no affiliation with the university and ordered to leave campus immediately. Trespassers may be subject to arrest. Students, Faculty, and Staff who refuse to comply may be subject to discipline pursuant to the Student Conduct Process, Chapter 4 of the Faculty Handbook, or the Progressive Discipline policy, as applicable.

DePaul Public Safety Officers will promptly and accurately file an official Public Safety report to document all instances of engaging with individuals on university-owned or controlled property for identification verification purposes. Individuals documented in any such Public Safety report may request a copy of the report by contacting the respective Public Safety office.

DePaul Public Safety Officers will undergo training on implicit bias at least annually to ensure that identity verification requests are not made based solely on race, gender, national origin, or any other protected class. Additionally, the director of Public Safety will submit copies of Public Safety reports related to all documented identity-verification checks to the attention of the vice president for Institutional Diversity, Inclusion, and Belonging for review.

The misconduct reporting hotline is available for anonymous, electronic reporting of officer misconduct.

### **Misconduct Reporting Hotline**

877-236-8390

[www.depaul.ethicspoint.com](http://www.depaul.ethicspoint.com)

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## **Procedures**

None.

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## **Divisional Collaborations**

None.

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## **Contact Information**

Office of Public Safety

Lincoln Park Campus: [773-325-7777](tel:773-325-7777)

Loop Campus: [312-362-8400](tel:312-362-8400)

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## **Appendices**

None.

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## **History/Revisions**

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Origination Date: May 2, 2025

Last Amended Date:

Next Review Date: