

Christopher Newport University

Policy: Identification Requirements on Campus

Policy Number: 1090

Executive Oversight: Vice President for Facilities and Campus Operations
Contact Office: University Police
Frequency of Review: Annually
Date of Last Review: August 2024

A. PURPOSE

The purpose of this policy is to support a safe and secure campus community in which students and employees can live, learn and work in an open environment consistent with the mission of the university.

B. DEFINITIONS

Authorized University Official: Any University Police Officer as well as any University employee acting in their official capacity when such capacity requires their oversight of and engagement with individuals (e.g. faculty members in their classroom; program/activity sponsors/organizers; Residence Life staff, etc.)

Identification Document: Any Christopher Newport University or Government issued document which contains the holder's name and an image of their likeness. Examples include, but are not limited to: Christopher Newport ID card (Captain's Card), state driver's license, Virginia Identification Card, or passport.

Face Covering: A covering for all or part of the face that obscures all or a substantial part of the individual's identity.

University Facilities: All buildings and grounds owned, leased, operated or maintained by Christopher Newport University, wherever located and for whatever purpose used.

C. POLICY STATEMENT

Any individual who is present in or on any University Facilities or attending a University sponsored event who is wearing a face covering (e.g. mask, hood, device, apparatus or other type of covering) whereby a substantial portion of the face is hidden or covered so as to conceal the identity of the wearer must present an identification document when requested by an Authorized University Official or otherwise establish their identity to the satisfaction of the Authorized University Official. This policy supplements the prohibitions described in Va. Code 18.2-422.

D. PROCEDURES

When asked by an Authorized University Official to identify themselves, an individual wearing a face covering must a) present their Identification Document or b) otherwise establish their identity to the satisfaction of the Authorized University Official; or c) remove their face covering; or d) leave University Facilities immediately. In some instances, an Authorized University Official may request an individual wearing a face covering to temporarily remove the face covering in order to establish the identity of the individual, even when a university or government issued ID card has been presented.

Students and employees in violation of satisfactorily identifying themselves or departing as stated above may be subject to disciplinary action in accordance with applicable university processes. Any person in violation of satisfactorily identifying themselves or departing as stated above may be subject to criminal penalties in addition to any applicable university disciplinary processes.

E. RESOURCES

Additional resources available to students, faculty, employees and visitors include

- [Christopher Newport University Police Department](#)
- [Center for Honor Enrichment & Community Standards](#)
- [Christopher Newport University Human Resources](#)
- [Provost Office](#)

F. REFERENCES AND RELATED POLICIES

[Virginia Code § 18.2-422 Prohibition of wearing of masks in certain places; exceptions](#)

[University Policy 7000 Use of University Facilities by Members of the University Community](#)

[University Policy 7001 Use of University Facilities by Affiliated Organizations and Third Parties](#)

G. APPROVAL AND REVISIONS:

Approved By: Policy Committee, August 16, 2024

H. NEXT REVIEW DATE: Fall 2025