



Policy Name: Contract and Vendor
Check-In Policy

Policy Number: 03.40.04.04

Date: July 21, 2026

Review Date: July 21, 2028

Approved by Willie L. Todd, Jr., Ph.D.
President and CEO

Signature



Policy: Contractor and Visitor Check-In Policy

Policy Title: Contractor and Visitor Check-In Policy

Policy Type: Administrative Policy

Policy Number: 03.40.04.04

Approval Date: July 21, 2026

Responsible Office: Campus Police Department

Responsible Executive: President and CEO

Applies to: All contractors, vendors, consultants, service providers, construction personnel, maintenance personnel, visitors conducting official business, and all Talladega College departments utilizing contractor services.

POLICY STATEMENT

Talladega College is committed to maintaining a safe, secure, and welcoming environment for students, faculty, staff, and visitors. To enhance campus safety and accountability, all contractors, vendors, consultants, service providers, and other non-College personnel performing work on college property shall report to the Talladega College Campus Police Department before beginning any work or services. Compliance with this policy enables the College to identify authorized personnel on campus, maintain accurate records of individuals performing work, and support emergency response efforts.

TABLE OF CONTENTS

Section	Page Number
Cover page	1
Definitions	2
Policy Statement	2
Contacts	2
Stakeholder(s)	3
Policy Contents	3
Education and Compliance	5
Publication	5
Review Schedule	5

DEFINITIONS

Contractor:

Any individual or company, including subcontractors, retained by Talladega College to perform construction, maintenance, repair, consulting, installation, inspections, or other professional services.

Vendor:

A business or individual delivering goods or services to the College.

Visitor:

Any non-College employee present on campus for official business who is required to check in with Campus Police.

Contractor Badge:

An official identification badge issued by the Campus Police Department authorizing a contractor or visitor to perform approved work on College property.

Responsible Department:

The Talladega College department requesting or sponsoring contractor or visitor services.

CONTACTS:

Questions regarding this policy should be directed to: Chief of Campus Police

Talladega College Campus Police Department (256) 761-8994

STAKEHOLDER(S)

This policy applies to:

Campus Police Department

- All Talladega College departments
- Contractors
- Vendors
- Consultants
- Service providers
- Temporary workers
- Visitors and workers conducting official College business

POLICY CONTENTS

Purpose

The purpose of this policy is to enhance the safety and security of students, faculty, staff, visitors, and College property by ensuring all contractors and visitors are properly identified while conducting business on campus.

Notification

All campus staff, supervisors, managers, and executives shall

1. Ensure that their vendors, contractors, and visitors are notified of the procedures outlined in this policy.
2. Provide campus police with the names of all vendors/contractors and their employees, when feasible.

Check-In Requirements

Effective immediately, all contractors, vendors, consultants, service providers, construction personnel, maintenance personnel, and other non-Talladega College employees performing work on campus shall report to the Talladega College Campus Police Department before beginning any work.

Upon arrival, each individual shall:

1. Report to the Campus Police Department.
2. Sign the Contractor and Visitor Log.
3. Present government-issued identification upon request.
4. Identify the company or organization they represent.
5. Identify the College department or employee requesting their services.
6. Receive a Contractor Badge issued by Campus Police.

If after-hours work is required, contact the campus police line at (256) 322-3103.

Contractor Badge Requirements

The issued Contractor Badge shall:

- Be worn in a clearly visible location at all times while conducting business on campus.
- Remain the property of Talladega College.

- Be valid only for the approved work period unless otherwise authorized by the Chief of Campus Police or designee.
- Not be transferred, loaned, or assigned to another individual.
- Be reported immediately if lost or stolen.

Completion of Work

Upon completion of work or services, contractors and visitors shall return to the Campus Police Department to:

- Sign out of the Contractor and Visitor Log.
- Return the issued Contractor Badge.

Department Responsibilities

Departments requesting contractor or vendor services shall:

- Inform contractors of this policy before arrival.
- Ensure contractors understand check-in requirements.
- Notify Campus Police of scheduled contractor work when appropriate.

Campus Police Responsibilities

The Campus Police Department shall:

- Maintain the Contractor and Visitor Log.
- Verify identification when appropriate.
- Issue and recover Contractor Badges.
- Maintain contractor records.
- Monitor compliance with this policy.
- Assist departments with contractor access procedures.

Enforcement

Individuals failing to comply with this policy may:

- Be denied access to college property.
- Be directed to leave campus.
- Have work suspended until compliance is achieved.
- Be prohibited from future work on college property when appropriate.

EDUCATION AND COMPLIANCE

The Campus Police Department shall educate College departments regarding this policy and guide contractor check-in procedures.

Departments are responsible for communicating these requirements to contractors before scheduled work begins.

Failure to comply with this policy may result in removal from campus, suspension of work activities, or other administrative action as deemed appropriate by the College.

PUBLICATION

This policy shall be published in the Talladega College Administrative Policy Manual and the Campus Police Department Policy Manual and shall be made available electronically to all College departments.

REVIEW SCHEDULE

Next Scheduled Review: July 21, 2028

Approval: 07/21/2026

Revision History: Supersedes all other policies.

RELATED DOCUMENTS

- Campus Police Department Policy Manual
- Campus Visitor Procedures
- Emergency Operations Plan
- Access Control Procedures
- Contractor and Vendor Safety Requirements
- Creating and Maintaining Policies (2025)

FORMS

The following forms support implementation of this policy:

- Contractor and Visitor Log
- Contractor Badge Issuance Log
- Contractor Badge Return Log
- Temporary Access Authorization Form
- Visitor Identification Record
- Incident Report Form