

Florida Coastal School of Law

Access Card Policy – Visitor & Events

January 2017



ID BADGE & ACCESS CARD POLICY

PURPOSE: The purpose of the policy is:

- To provide a consistent method of identifying those authorized to be on the Coastal Law campus
- To provide and maintain a safe learning and work place environment for all members of the Coastal Law community
- To protect the property of Coastal Law

SCOPE: This policy applies to any person while in or on the School Premises.

DEFINITIONS:

- “Access card” means plain white card used to access doors, elevators and stairwells.
- “Coastal Law Community” means any Florida Coastal administrators, full-time and adjunct faculty, staff, and current students.
- “ID badge” means Coastal Identification card with picture.
- “Person” includes, without limitation, Coastal Law faculty, staff, students, visitors, contractors, vendors, volunteers, invitees, licenses, temporary workers, and guests while within the School Building
- “School Premises” means the building located at 8787 Baypine Road, Jacksonville Florida, 32256, excluding the deck and sidewalk surrounding the building, and the garage attached to the building.

POLICY STATEMENT: Every person is required to wear an access card at all times while on school property.

REASON FOR THE POLICY: It is the intention of Coastal Law to provide a safe environment free of crime and disorder. To this end, the school is committed to eliminating the perception and associated reality concerning non-affiliates accessing personal workspaces; increasing accountability and ease of facility use of employees while at the school; providing the faculty, staff and students an increased level of awareness; to call attention to suspicious persons; and encouraging members of our community to verify non-affiliates before allowing them access to personal space.

RESPONSIBILITIES:

VISITORS (VENDORS & GUESTS):

- All visitors, vendors, and guests must go to the Security Desk in the front lobby to check in and obtain a “visitors” access card. All visitors must present a valid photo ID, issued by the state, and be entered into the visitor log. The photo ID will remain at the Security Desk until the visitor

returns the “visitor” access card prior to the end of the day. The Coastal Law member host must meet his/her guest at the Security Desk and escort them throughout their stay in the facility. Children who are 15 years old and under do not have to be registered, but must be in the company of a parent/adult. No children shall be left unattended.

- Visitors must report a lost, stolen, or misplaced access card to Security immediately. Security can be located in room 427 or contacted at 904-680-7777 or security@fcsl.edu. Visitors who lose an access card will be assessed a \$10 fee.
- Visitors on campus must have a valid “visitors” access card on and display it in a visible manner, on the outside of clothing between the collar and at or above the waist at all times while on campus.
- Visitors who do not comply with a request to display the “visitor” access card as described above should be reported to the Security Office immediately. Failure to follow stated visitor policies will result in immediate withdrawal and/or permanent revocation of future access privileges.

Meeting & Event Attendees:

- Attendees of Coastal Law and Non-Coastal Law events must conform to the visitor guidelines.
- For events with less than 15 attendees, each individual will need to obtain a “visitor” access card from the Security Desk in the front lobby.
- For events larger than 15 attendees, the Event Coordinator will need to coordinate with a Coastal Law representative prior to the event. Coastal Law will issue bulk “visitor” access cards to the Coordinator to distribute to their attendees. The Organizer will be responsible for collecting the “visitor” access cards at the end of the event and returning them to a Security Officer.
- The Organizer will be responsible for a \$10 fee for each “visitor” access card not returned.
- Attendees who do not have a “Visitor” access card the day of the event will need to check in with Security and use the regular Visitor Check-In protocol. They will need to provide a photo ID to obtain a “Visitor” access card.